



RECONCILE BANK STATEMENTS MANUALLY

CM

QUICK REFERENCE GUIDE CM-39

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to reconcile bank statements manually in the North Carolina Financial System (NCFS).

Introduction and Overview

This QRG covers the process of creating bank statements and reconciling bank statements manually, a process by which payables and external transactions are reconciled with the bank statement.

Reconcile Bank Statements Manually

To reconcile bank statements manually, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Cash Management** tab and select the **Bank Statements and Reconciliation** app.

3. Click the **Tasks** [☰] icon and select **Manual Reconciliation** from the **Tasks** pane.

The screenshot shows the 'Overview' section of the application. On the left, there are sections for 'Processing Warnings and Errors', 'Search', and 'Bank Statement Reconciliation'. The 'Bank Statement Reconciliation' section has 'Incomplete' and 'Complete' links. On the right, there is a 'Tasks' pane with several categories: 'Bank Statements', 'Reconciliation', 'External Cash Transactions', 'Accounting', and 'Reports'. The 'Reconciliation' category is expanded, and 'Manual Reconciliation' is highlighted with a red box. The 'Tasks' icon (☰) is also highlighted with a red box.

4. Select the *Bank Statement Lines and System Transactions* radio button.

The screenshot shows the 'Manual Reconciliation' page. At the top right is a 'Done' button. Below it are tabs for 'Unreconciled' and 'Reconciled'. Under the 'Search' heading, there are three radio buttons: 'Bank Statement Lines and System Transactions' (which is selected and highlighted with a red box), 'Bank Statement Lines', and 'System Transactions'. Below the radio buttons are several input fields: '* Bank Account' (a dropdown menu), 'Transaction Type' (a dropdown menu), 'Reference' (a text field), 'Date' (two date pickers), 'Transaction Sources' (a dropdown menu), 'Statement ID' (a text field), 'Amount' (two text fields), and 'Batch Reference' (a text field). At the bottom right are 'Search', 'Reset', and 'Export' buttons.

5. Select the *Bank Account* field and click the **Search** button.

This screenshot is similar to the previous one, but the '* Bank Account' dropdown menu is now open, showing the selected option '3000046 - GENERAL EXPENSE - O', which is highlighted with a red box. The 'Search' button at the bottom right is also highlighted with a red box.

- Under the **System Transactions** section, select the check box next to **Reference** to select all the transactions.

Manual Reconciliation ? Done

Unreconciled Reconciled

Search

Bank Statement Lines

View ▾ Detach

<input type="checkbox"/>	Reference	Date	Amount (USD)	Transaction Type
Columns Hidden 10				
Selected				0
Amount				0.00

System Transactions

View ▾ Detach

<input checked="" type="checkbox"/>	Reference	Date	Amount (USD)	Transaction Type
<input checked="" type="checkbox"/>	1041	1/11/23	-65,000.00	
<input checked="" type="checkbox"/>	1039	1/11/23	-48,000.00	
<input checked="" type="checkbox"/>	1040	1/11/23	-44,500.00	
<input checked="" type="checkbox"/>	1038	1/11/23	-25,100.00	
<input checked="" type="checkbox"/>	1045	1/24/23	-5,000.00	

- Select the **Export to Excel** icon.

Manual Reconciliation ? Done

Unreconciled Reconciled

Search

Bank Statement Lines

View ▾ Detach

<input type="checkbox"/>	Reference	Date	Amount (USD)	Transaction Type
Columns Hidden 10				
Selected				0
Amount				0.00

System Transactions

View ▾ Detach

<input checked="" type="checkbox"/>	Reference	Date	Amount (USD)	Transaction Type
<input checked="" type="checkbox"/>	1041	1/11/23	-65,000.00	
<input checked="" type="checkbox"/>	1039	1/11/23	-48,000.00	
<input checked="" type="checkbox"/>	1040	1/11/23	-44,500.00	
<input checked="" type="checkbox"/>	1038	1/11/23	-25,100.00	
<input checked="" type="checkbox"/>	1045	1/24/23	-5,000.00	

8. Click the **Open** button to open the downloaded Excel file.

The screenshot shows a web application interface for reconciling bank statements. At the top, there is a search section with radio buttons for "Bank Statement Lines and System Transactions" (selected), "Bank Statements", and "System Transactions". Below this, there are input fields for "Bank Account" (NC-FBR-AR-RECEIPTS), "Date" (m/d/yy), "Amount", "Transaction Type", "Transaction Sources", and "Batch Reference". A "Downloads" dialog box is open, showing an "Open" button highlighted with a red box. Below the search filters, there are two data tables: "Bank Statement Lines" and "System Transactions". The "System Transactions" table contains four rows of transaction data:

Reference	Date	Amount (USD)	Transaction Type
200602R 0005	6/2/20	1.28	
200602R 0005	6/2/20	1.92	
10122 0003	2/7/22	4.00	
53272 0003	7/20/22	4.38	

9. Open the spreadsheet and review the transactions to be reconciled.

B	C	D	E	F
Reference	Date	Amount (USD)	Transaction Type	Source
1041	1/11/23	-65,000.00		Payables
1045	1/24/23	-5,000.00		Payables
1000	12/6/22	-3,698.00		Payables
1024	12/13/22	-1,800.00		Payables
1033	12/16/22	-50.00		Payables

10. Click the **Done** button at the top right of the screen to go back to the **Overview** page.

Manual Reconciliation ? Done

Unreconciled Reconciled

Search

Bank Statement Lines and System Transactions Bank Statement Lines System Transactions

* Bank Account Transaction Type Reference

Date - Transaction Sources Statement ID

Amount - Batch Reference

Bank Statement Lines System Transactions

11. Click the **Tasks** [☰] icon and select **Create Bank Statement**.

Overview

Processing Warnings and Errors

Search

View Process Date Range

File and Statement ID	Process Date	Request ID	Status
[☰]			

Bank Statement Reconciliation

Incomplete Complete

Bank Statements

- Create Bank Statement
- Manage Bank Statements
- Load and Import Bank Statement
- Create Bank Statements in Spreadsheet
- Generate Cash Transactions

Reconciliation

- Submit Autoreconciliation
- Manual Reconciliation

External Cash Transactions

Accounting

- Create Accounting

Reports

- Cash to General Ledger Reconciliation Report
- Bank Statement Report

12. Select the **Bank Account** details in the **Bank Account** field.

Create Bank Statement ? Save Save and Close Cancel

* Bank Account 3000046 - GENERAL EXPENSE - OSC Sequence Number

* Period Start Date Legal Sequence Number

* Period End Date Intraday

* Statement ID Attachments None +

Reconciliation Status Incomplete

Entry Type Manual

Balances Statement Lines

View + X

Balance Code	Description	Balance Date	Amount
OPBD	Opening booked		<input type="text" value="0.00"/>

13. Enter the **Period Start Date** and **Period End Date**.

Create Bank Statement ? Save Save and Close Cancel

* Bank Account 3000046 - GENERAL EXPENSE - OSC ▼

* Period Start Date 3/3/23 📅

* Period End Date 3/17/23 📅

* Statement ID

Sequence Number

Legal Sequence Number

Intraday

Attachments None +

Reconciliation Status Incomplete

Entry Type Manual

Balances Statement Lines

View ▼ + ×

Balance Code	Description	Balance Date	Amount (USD)
OPBD	Opening booked	3/3/23	<input type="text" value="0.00"/>

14. Enter the **Statement ID** and click the **Save** button.

Create Bank Statement ? Save Save and Close Cancel

* Bank Account 3000046 - GENERAL EXPENSE - OSC ▼

* Period Start Date 3/3/23 📅

* Period End Date 3/17/23 📅

* Statement ID TestStatement

Sequence Number

Legal Sequence Number

Intraday

Attachments None +

Reconciliation Status Incomplete

Entry Type Manual

Balances Statement Lines

View ▼ + ×

Balance Code	Description	Balance Date	Amount (USD)
OPBD	Opening booked	3/3/23	<input type="text" value="0.00"/>

15. Navigate to the **Statement Lines** tab and click the **Create [+]** icon.

Create Bank Statement ? Save Save and Close Cancel

* Bank Account 3000046 - GENERAL EXPENSE - OSC Sequence Number

* Period Start Date 3/3/23 Legal Sequence Number

* Period End Date 3/17/23 Intraday

* Statement ID TestStatement Attachments None +

Entry Type Manual Reconciliation Status Incomplete

Balances **Statement Lines**

View **+** Detach

Line Number	Booking Date	Transaction Code	Transaction Code Description	Transaction Type	Reconciliation Reference	Reconciliation Status
-------------	--------------	------------------	------------------------------	------------------	--------------------------	-----------------------

16. Enter the **Booking Date (payment date)** and the **Transaction Code** in the respective fields.

Create Bank Statement Line OK Create Another Cancel

Bank Account 3000046 - GENERAL EXPENSE - OSC E-PAY Statement ID TestStatement

General Information

Line Number 1

* Booking Date 2/24/23 * Transaction Code 475

Value Date m/d/yy Transaction Type Check

Reconciliation Reference * Flow Indicator

Reconciliation Status Unreconciled * Amount 0.00 USD

17. Enter the **Reconciliation Reference (payment)** number.

Create Bank Statement Line OK Create Another Cancel

Bank Account 3000046 - GENERAL EXPENSE - OSC E-PAY Statement ID TestStatement

General Information

Line Number 1

* Booking Date 2/24/23 * Transaction Code 475

Value Date m/d/yy Transaction Type Check

Reconciliation Reference 1033 * Flow Indicator

Reconciliation Status Unreconciled * Amount 0.00 USD

18. Enter the details in **Flow Indicator** (always Debit) and payment **Amount** (always positive).

Create Bank Statement Line
OK Create Another Cancel

Bank Account 3000046 - GENERAL EXPENSE - OSC E-PAY
Statement ID TestStatement

General Information

Line Number 1

* Booking Date

Value Date

Reconciliation Reference

Reconciliation Status Unreconciled

* Transaction Code

Transaction Type Check

* Flow Indicator

* Amount USD

19. Click the **Create Another** button.

Create Bank Statement Line
OK **Create Another** Cancel

Bank Account 3000046 - GENERAL EXPENSE - OSC E-PAY
Statement ID TestStatement

General Information

Line Number 1

* Booking Date

Value Date

Reconciliation Reference

Reconciliation Status Unreconciled

* Transaction Code

Transaction Type Check

* Flow Indicator

* Amount USD

20. Repeat steps 15-19 to fill in the information on the fields under the **General Information** section for each needed statement line.

Create Bank Statement Line
OK Create Another Cancel

Bank Account 3000046 - GENERAL EXPENSE - OSC E-PAY
Statement ID TestStatement

General Information

Line Number 2

* Booking Date

Value Date

Reconciliation Reference

Reconciliation Status Unreconciled

* Transaction Code

Transaction Type Check

* Flow Indicator

* Amount USD

21. Click the **OK** button.

Create Bank Statement Line **OK** Create Another Cancel

Bank Account 3000046 - GENERAL EXPENSE - OSC E-PAY Statement ID TestStatement

General Information

Line Number 2

* Booking Date 2/28/23

Value Date m/d/yy

Reconciliation Reference 1024

Reconciliation Status Unreconciled

* Transaction Code 475

Transaction Type Check

* Flow Indicator Debit

* Amount 1,800.00 USD

22. Click the **Save and Close** button.

Create Bank Statement Save **Save and Close** Cancel

* Bank Account 3000046 - GENERAL EXPENSE - OSC

* Period Start Date 3/3/23

* Period End Date 3/17/23

* Statement ID TestStatement

Entry Type Manual

Sequence Number

Legal Sequence Number

Intraday

Attachments None

Reconciliation Status Incomplete

Balances **Statement Lines** 1033

Line Number	Booking Date	Transaction Code	Transaction Code Description	Transaction Type	Reconciliation Reference	Reconciliation Status	Amount (USD)
							Deposit
1	2/24/23	475	Check Paid	Check	1033	Unreconciled	
2	2/28/23	475	Check Paid	Check	1024	Unreconciled	

23. A *Warning* pop-up appears. Click the **OK** button.

Create Bank Statement Save Save and Close Cancel

* Bank Account 3000046 - GENERAL EXPENSE - OSC

* Period Start Date 3/3/23

* Period End Date 3/24/23

* Statement ID TestStatement

Balance Check -1,850.00 USD

Entry Type Manual

Sequence Number

Legal Sequence Number

Warning

The opening balance that includes the statement line credits and debits doesn't equal to the closing balance.

OK

24. The *Confirmation* pop-up appears. Click the **OK** button.

The screenshot shows the 'Overview' page with a 'Confirmation' pop-up window. The pop-up contains the text 'Your changes were saved.' and an 'OK' button, which is highlighted with a red rectangular box. In the background, the 'Overview' page has search filters for Request ID, File Name, Statement ID, and Status (set to 'Import warning'), along with 'Search' and 'Reset' buttons.

25. Click the **Tasks** [] icon and select **Manual Reconciliation** under the *Reconciliation* section.

The screenshot shows the 'Overview' page with a sidebar on the right. The 'Tasks' icon (a list icon) is highlighted with a red box. In the sidebar, under the 'Reconciliation' section, the 'Manual Reconciliation' option is also highlighted with a red box. The main content area shows search filters and a table header with columns: File and Statement ID, Process Date, Request ID, and Status.

26. Select the *Bank Statement Lines and System Transactions* radio button.

The screenshot shows the 'Manual Reconciliation' page. At the top, there are tabs for 'Unreconciled' and 'Reconciled', and a 'Done' button. Under the 'Search' section, the radio button for 'Bank Statement Lines and System Transactions' is selected and highlighted with a red box. Other search filters include Bank Account, Transaction Type, Reference, Date, Transaction Sources, Statement ID, Amount, and Batch Reference. 'Search', 'Reset', and 'Export' buttons are at the bottom right.

27. Select the **Bank Account** details on the **Bank Account** field. Then, click the **Search** button.

Manual Reconciliation Done

Unreconciled Reconciled

Search

Bank Statement Lines and System Transactions
 Bank Statement Lines
 System Transactions

* Bank Account 3000046 - GENERAL EXPENSE - O
 Transaction Type
 Reference

Date -
 Transaction Sources
 Statement ID

Amount -
 Batch Reference

Search
 Reset
 Export

28. Locate and select the desired bank statement line(s) and system transaction(s) from the respective sections.

Bank Statement Lines					System Transactions				
View	Grid	Print	Detach		View	Grid	Print	Detach	
<input type="checkbox"/>	Reference	Date	Amount (USD)	Transaction Type	<input type="checkbox"/>	Reference	Date	Amount (USD)	Transaction Type
<input checked="" type="checkbox"/>	1024	3/22/23	-1,800.00	Check	<input type="checkbox"/>	1054	2/9/23	-2,000.00	
<input checked="" type="checkbox"/>	1033	3/14/23	-50.00	Check	<input checked="" type="checkbox"/>	1024	12/13/22	-1,800.00	
Columns Hidden 10					<input type="checkbox"/>	1025	12/13/22	-1,700.00	
Selected 2					<input type="checkbox"/>	1036	1/4/23	-1,650.00	
Amount -1,850.00					<input type="checkbox"/>	1018	12/12/22	-1,600.00	
					<input type="checkbox"/>	1013	12/8/22	-1,505.00	
					<input type="checkbox"/>	1051	2/9/23	-1,400.00	

29. Scroll down to the bottom of the page and ensure that **Difference** is 0. Then, click the **Reconcile** button.

Selected	2	<input type="checkbox"/>	1023	12/13/22	-100.00
Amount	-1,850.00	<input type="checkbox"/>	1042	1/17/23	-77.50
		<input checked="" type="checkbox"/>	1033	12/16/22	-50.00
		<input type="checkbox"/>	1048	1/30/23	-15.00
		<input type="checkbox"/>	1050	2/8/23	-12.50
		<input type="checkbox"/>	1049	2/7/23	-10.50
		<input type="checkbox"/>	1006	12/6/22	0.00

Columns Hidden 12

Selected	2
Amount	-1,850.00
Difference	0.00

Reconcile

30. To verify completion, navigate to the **Reconciled** tab. Select the **Bank Account** and click the **Search** button.

Manual Reconciliation ? Done

Unreconciled **Reconciled**

Search

Bank Statement Lines System Transactions

* Bank Account **3000046 - GENERAL EXPENSE - O** Transaction Type Reference

Date - Transaction Sources Statement ID

Amount - Batch Reference

Search

31. The reconciliation details can be viewed here.

Manual Reconciliation ? Done

Unreconciled **Reconciled**

Search

Bank Statement Lines System Transactions

* Bank Account: 3000046 - GENERAL EXPENSE - O Transaction Type: Reference: Date: m/d/yy - m/d/yy Transaction Sources: Statement ID: Amount: Batch Reference: Search Reset

Search Results

Actions View Unreconcile

Transaction Source	Reference	Date	Amount (USD)	Transaction Type
Group 1				
Statement	1024	3/22/23	-1,800.00	Check
Statement	1033	3/14/23	-50.00	Check
Payables	1024	12/13/22	-1,800.00	
Payables	1033	12/16/22	-50.00	

Wrap-Up

Create bank statements and manually reconcile bank statements, using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- CM100: Bank Reconciliation