

## Bank Reconciliation Import

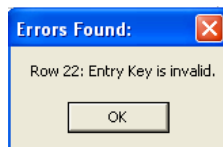
This OGSQL\_Bank\_Recon\_Entry.xls may be found in the \OGSQL\Program directory.

1	A	B	C	D	E
1	<b>Worksheet Functions</b>				
2					
3		<b>Reset</b>			
4					
5					
6		<b>Check Data</b>			
7					
8					
9	<b>Bank Reconciliation upload Record Specification</b>				
10	Column Header	Recon Type	Transaction(Check) Number Code	Entry Date	Entry Amount
11	Allowed Values	C - A - W - B - D			
12	Number of Characters	1	12	12	15
13					
14	<b>Sample Data</b>				
15		C		48796	
16		A		29807	
17		W	W2345		
18		D		1/1/09	3789.65
19		D		12/31/08	280999.56
20					
21	<b>Actual Data</b>				
22					
23					
24					
25					
26					

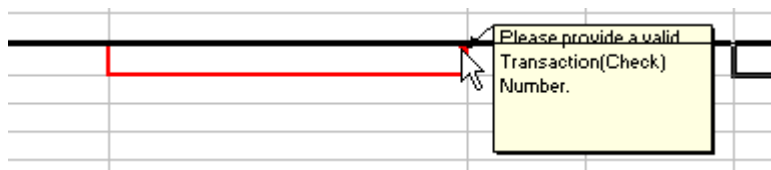
- Populate columns B through E with the cleared items from your bank.
  - Recon Type – C (Check), A (ACH), W (Wire Transfer), B (Bank Draft), D (Deposit)
  - Transaction (Check) Number Code - Input the check number, ACH number, or Wire Transfer number. This field is blank for a deposit.
  - Entry Date – Date of a deposit. This field is blank for a check, ach, or wire.
  - Entry Amount – Amount of a deposit. This field is usually blank for a check, ach, or wire, but a negative check amount may be entered if the Recon Type is check.
- Click the Check Data button.

The data entered will be checked for errors. If a large number of rows have been entered, this may take some time. Please be patient.

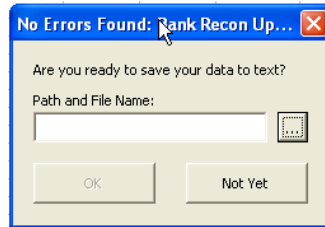
- If errors are discovered in the data, you will see a notification that lists the row number and the error detected:



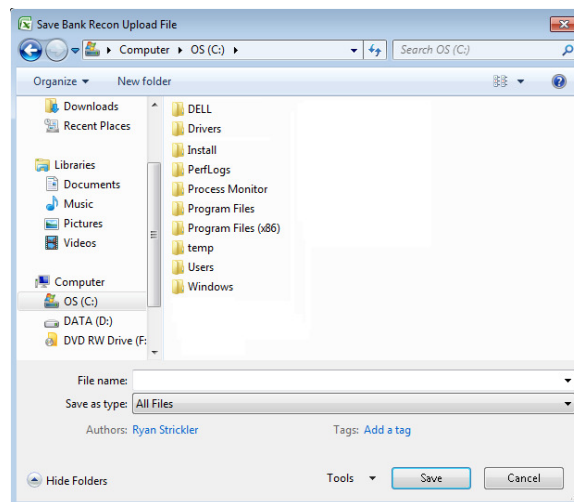
- Errors will be marked on the spreadsheet in red. If you hover over the cell with your mouse, you will see a comment with more detailed information about the error.



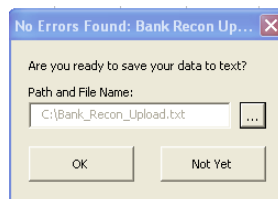
5. Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.
6. When no errors are detected, a dialog box will appear to save the text file.



7. Click the button next to the file name and navigate to the directory to save the file.

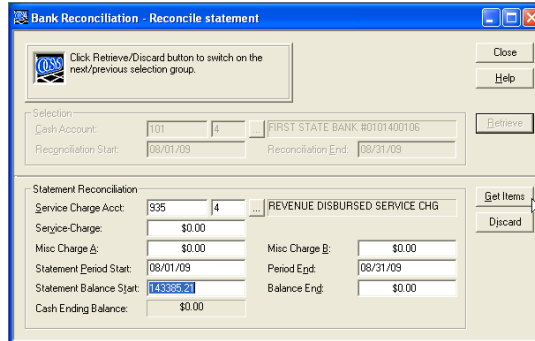


8. Click Save



9. Click Ok
10. Log in to OGS SQL and navigate to the Bank Reconciliation / Reconcile Statement.

- Input the dates and amounts into the reconcile screen and click Get Items button.



Bank Reconciliation - Reconcile statement

Click Retrieve/Discard button to switch on the next/previous selection group.

Close Help

Selection:

Cash Account: 101 4 FIRST STATE BANK #0101400106 Retrieve

Reconciliation Start: 08/01/09 Reconciliation End: 08/31/09

Statement Reconciliation:

Service Charge Acct: 935 4 REVENUE DISBURSED SERVICE CHG Get Items Discard

Service-Charge: \$0.00

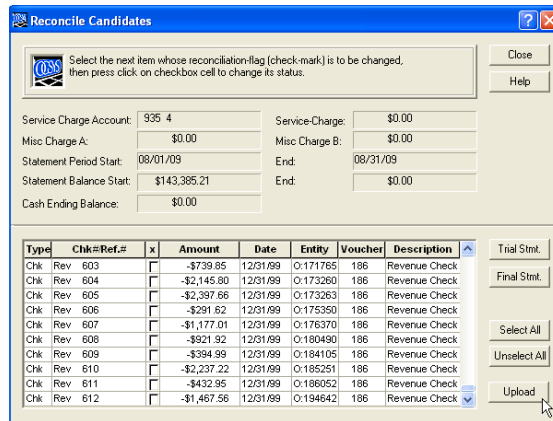
Misc Charge A: \$0.00 Misc Charge B: \$0.00

Statement Period Start: 08/01/09 Period End: 08/31/09

Statement Balance Start: 143385.21 Balance End: \$0.00

Cash Ending Balance: \$0.00

- Click the Upload button



Reconcile Candidates

Select the next item whose reconciliation flag (check-mark) is to be changed, then press click on checkbox cell to change its status.

Close Help

Service Charge Account: 935 4 Service-Charge: \$0.00

Misc Charge A: \$0.00 Misc Charge B: \$0.00

Statement Period Start: 08/01/09 End: 08/31/09

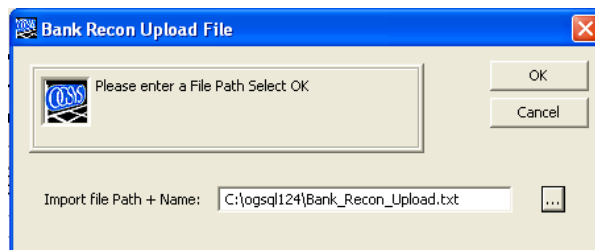
Statement Balance Start: \$143,385.21 End: \$0.00

Cash Ending Balance: \$0.00

Type	Chk#Ref.#	x	Amount	Date	Entity	Voucher	Description	Trial Stmt.
Chk	Rev 603	<input type="checkbox"/>	-\$739.85	12/31/99	O:171765	186	Revenue Check	Trial Stmt.
Chk	Rev 604	<input type="checkbox"/>	-\$2,145.80	12/31/99	O:173260	186	Revenue Check	Final Stmt.
Chk	Rev 605	<input type="checkbox"/>	-\$2,387.66	12/31/99	O:173263	186	Revenue Check	
Chk	Rev 606	<input type="checkbox"/>	-\$291.62	12/31/99	O:175350	186	Revenue Check	
Chk	Rev 607	<input type="checkbox"/>	-\$1,177.01	12/31/99	O:176370	186	Revenue Check	
Chk	Rev 608	<input type="checkbox"/>	-\$921.92	12/31/99	O:180490	186	Revenue Check	
Chk	Rev 609	<input type="checkbox"/>	-\$394.99	12/31/99	O:184105	186	Revenue Check	
Chk	Rev 610	<input type="checkbox"/>	-\$2,237.22	12/31/99	O:185251	186	Revenue Check	
Chk	Rev 611	<input type="checkbox"/>	-\$432.95	12/31/99	O:186052	186	Revenue Check	
Chk	Rev 612	<input type="checkbox"/>	-\$1,467.56	12/31/99	O:194642	186	Revenue Check	

Select All Unselect All Upload

- Point to the file created by the spreadsheet.



Bank Recon Upload File

Please enter a File Path Select OK

OK Cancel

Import file Path + Name: C:\ogsq124\Bank\_Recon\_Upload.txt

- When the path and file name are correct in the field, Click OK

An audit report will be produced indicating if the items loaded successfully. If they did you will see a check mark next to each item that uploaded as cleared.