

Bank Reconciliation Import

You can also find this spreadsheet under the \OGSQL\Program directory called OGSQL_Bank_Recon_Entry.xls

	A	B	C	D	E	
1	Worksheet Functions					
2	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <div style="text-align: center; margin-bottom: 10px;">Reset</div> <div style="text-align: center;">Check Data</div> </div>					
3						
4						
5						
6						
7						
8						
9	Bank Reconciliation upload Record Specification					
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	Sample Data					
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	Actual Data					
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.

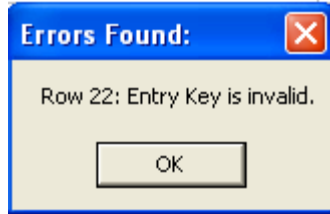
Entry Date – Date of a deposit. This field is blank for a check, ach, or wire.

Entry Amount – Amount of a deposit. This field is blank for a check, ach, or wire.

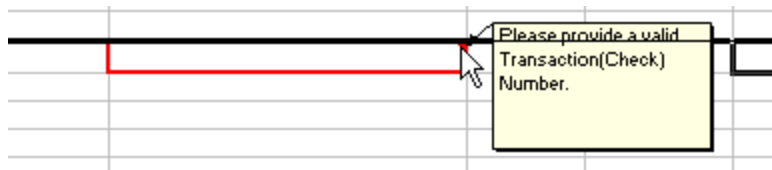
Click the Check Data button.

The data you have 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:



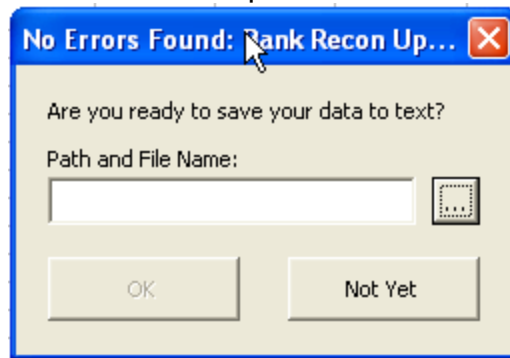
Errors will be marked on the spreadsheet in red. If you hover over the cell with your mouse, you will see a comment with more detailed information about the error.



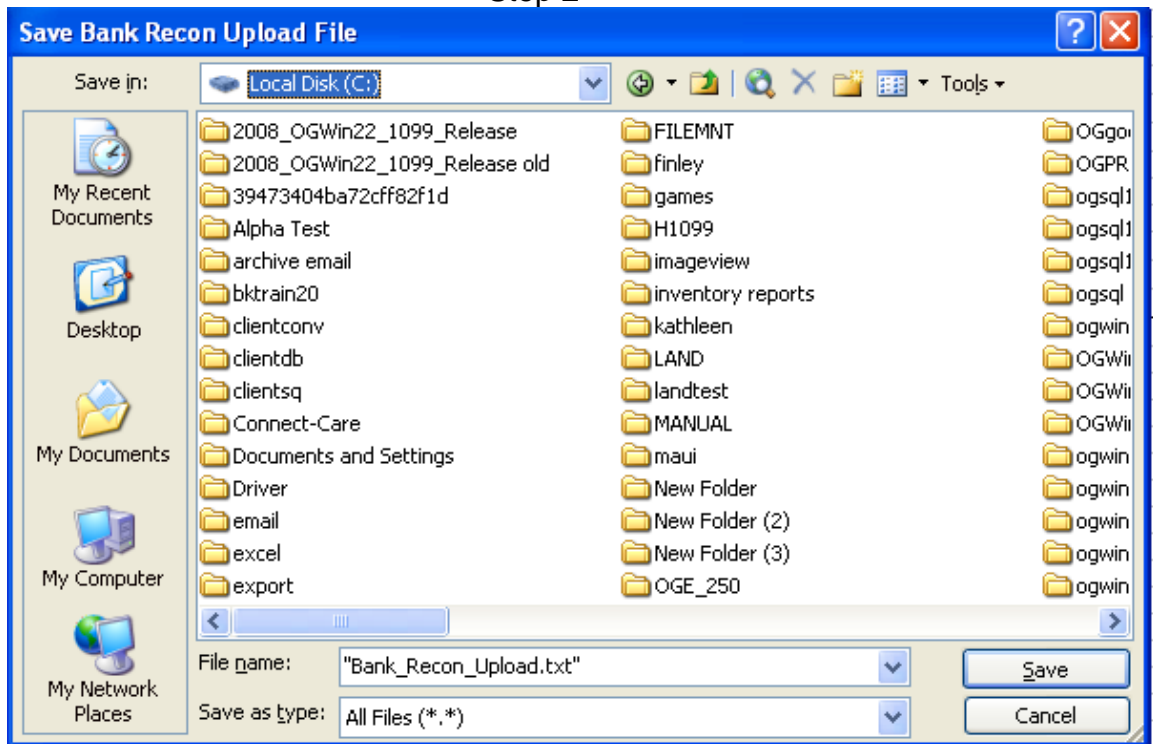
Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.

When no errors are detected, you will see a dialog box that allows you to save the text file. Click the button next to the file name and navigate to the directory where you would like to save the file.

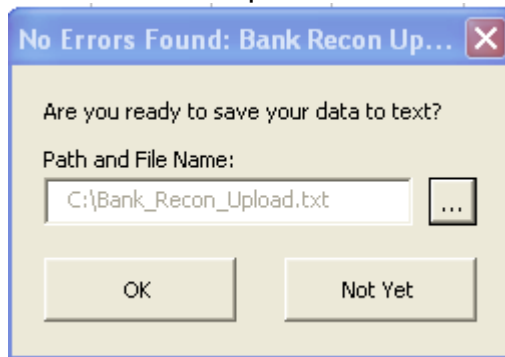
Step 1



Step 2



Step 3



Log in to OGSQ 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

Service-Charge: \$0.00 Discard

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

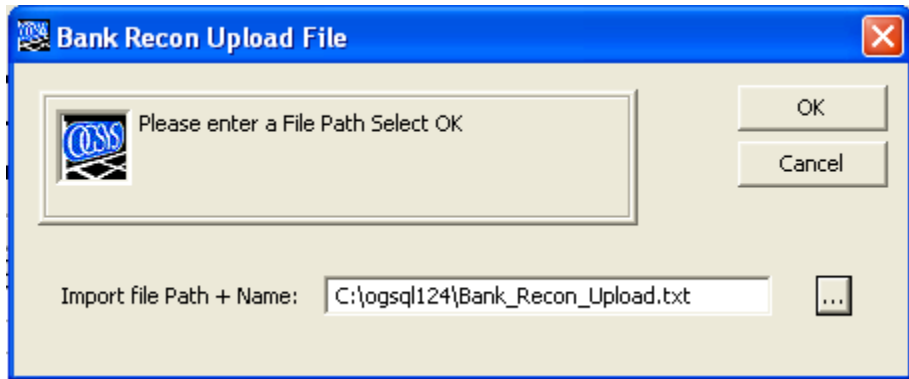
Statement Balance Start: \$143,385.21 End: \$0.00

Cash Ending Balance: \$0.00

Type	Chk#	Ref.#	x	Amount	Date	Entity	Voucher	Description
Chk	Rev	603	<input type="checkbox"/>	-\$739.85	12/31/99	O:171765	186	Revenue Check
Chk	Rev	604	<input type="checkbox"/>	-\$2,145.80	12/31/99	O:173260	186	Revenue Check
Chk	Rev	605	<input type="checkbox"/>	-\$2,397.66	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

Trial Stmt.
Final Stmt.
Select All
Unselect All
Upload

Point to the file created by the spreadsheet.



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.