



Importing an AP Check Reconciliation File

Check Reconciliation


The Check Reconciliation program marks check records as cleared once the check or wire transfer information is returned from the bank.

You can clear a single check or an entire range of checks. The program prints a Check Reconciliation Register, which lists check records in a variety of sequences.

In addition to clearing outstanding checks, you can also unclear previously cleared checks. For example, if you have a large range of checks to clear that includes a few outstanding checks that have not been returned, you can clear the range completely and then use the Unclear option to reset the few outstanding checks.

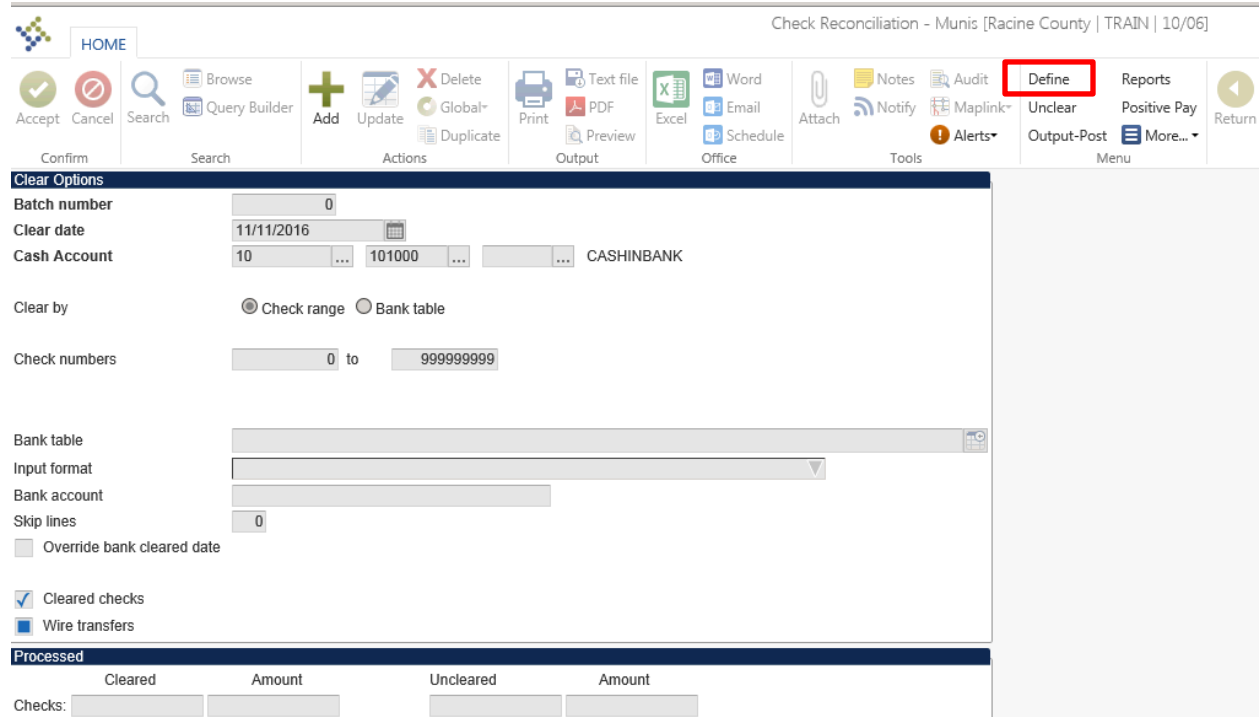
Financials > Accounts Payable > Cash Disbursements > Check Reconciliation

Tyler Menu



- ▾ Munis
 - ▾ Financials
 - ▷ General Ledger Menu
 - ▷ Purchasing
 - ▾ Accounts Payable
 - ▷ Invoice Processing
 - ▾ Cash Disbursements
 - Select Items to Be Paid
 - Print Checks
 - Void Checks
 - Cash Disbursements Journal
 - Check Reconciliation**

Open the Munis Check Reconciliation program.



Click **Define**, from the upper right Menu section of the Munis Ribbon. The program displays the Check Reconciliation screen.

Tab down through the fields and complete the information as appropriate for your site.

| Field | Description |
|----------------------|---|
| Clear Options | |
| Batch Number | This is a numeric code that provides the ability to group checks for reconciliation. The batch number has significance if you are clearing checks through a bank table that incorporates batch numbers on returned check records. |
| Clear Date | This is the date to be recorded for each check as the official date the check was cleared. The default value is the current date, but you can change this. If you are clearing checks using a bank table, and want to use the bank's paid date from the import file, leave the Override Bank Cleared Date check box unchecked . |
| Cash Account | This is the Munis account number of the checks to be cleared. If you are going to use more than one cash account, run this |



| Field | Description |
|---|--|
| | <p>program separately for each account. If your organization uses the full account entry method, you must enter the full general ledger account; if your organization uses the org/object account entry method, enter the org code, object code, and project code (if applicable). The Cash Account is not available when the program is run from the Student Activity menu.</p> |
| Cash Code | <p>This is the cash code of the checks to be cleared. If checks must be cleared for more than one cash code, run the program separately for each code. This box only appears when the program is run from the Student Activity menu, and it replaces the Cash Account field.</p> |
| Transaction Type | <p>This list determines the type of transaction to reconcile: Disbursement, Receipt, or Both. If your organization has selected the Manually Clear Adjustments check box in Student Activity Settings, the list includes an Adjustments option and the Both option is replaced with an All option. The list is only available when the program is run from the Student Activity menu.</p> |
| Clear By | <p>This option allows you to determine how to clear checks. When run from the Accounts payable menu, the options are Check Range and Bank Table. Check Range clears by a range of check numbers. Selecting Bank Table causes the program to use ASCII file of cleared checks submitted by your bank. When run from the Student Activity menu, the options are Date, Bank Table, and Transaction. When you select Date, the program clears by a specific date. Selecting Transaction clears checks by a specific transaction type, but this option is only available if you select the Manually Clear Adjustments check box in Student Activity Settings.</p> |
| Date | <p>These boxes determine the date range from which to reconcile transactions. The boxes are only available when the program is run from the Student Activity menu.</p> |
| Beginning Bank Balance Ending Bank Balance | <p>These boxes contain the beginning and ending cash balances, which are used to ensure the account is in balance. If you enter a value in one box, the default value of the other box is 0.00. If you do not enter a value in either box, the program bypasses the boxes instead of entering a value of 0.00 in each box. The amounts entered in the boxes appear on the Check and Receipt Reconciliation screen when you click Unclear on the ribbon.</p> |

| Field | Description |
|----------------------------|---|
| | The boxes are only available when the program is run from the Student Activity menu, and the value of the Clear By option is Date. |
| Check Numbers/Checks | These boxes store the starting check number and ending check number of the range of checks to include. These boxes are accessible only if the Clear By option value is Check Range. If the program is run from the Student Activity menu, the label for these boxes is Checks instead of Check Numbers. |
| Receipts | These boxes determine the range of receipt numbers from which to reconcile transactions. These boxes are only accessible when the program is run from the Student Activity menu, and when the selection from the Transaction Type list is Receipts. |
| Adjustments | These boxes determine the range of adjustments from which to reconcile transactions. These boxes are only accessible when the program is run from the Student Activity menu, and when the selection from the Transaction Type list is Adjustments or All |
| Bank Table | This is the name of the path and file name of the bank table. To have the program clear the checks from the bank table, copy that file into a directory on your system. If the program cannot find the file, it issues an error message. This box is accessible only if the Clear By option value is Bank Table. |
| Input Format | This is the desired input file format. ****FORMAT 75 – WELLS FARGO**** |
| Bank Account | This is the bank account to which checks are being cleared. Generally, each check record in a bank table has an indication of the bank account from which it is drawn. If there are multiple accounts at a bank (requiring separate cash accounts in the Munis® system), this account number indicates to the program which account's checks are being cleared. The bank account number can be up to 10 digits. |
| Skip Lines | This box indicates the number of lines in the input file to skip. You can use this box to skip header lines, if present. To skip no lines, type 0. |
| Override Bank Cleared Date | This check box directs the program to set the clear date for each check to the date entered in the Clear Date box. <i>If importing in a bank file, and you want the bank's paid date to be used as the cleared date, do NOT check this box.</i> |
| Cleared Checks | This check box directs the program to include both cleared and un-cleared checks in the reconciliation process. The default value is selected; if you change this, the new setting |



| Field | Description |
|------------------|--|
| | is retained and becomes the default the next time you run the program. |
| Wire Transfers | This check box directs the program to include wire transfers with printed and manual checks. |
| Processed | |
| | This group lists the number of cleared and un-cleared transactions in the record set, as well as the total amount for each transaction type and a grand total. The values in the boxes are completed automatically by the program once the Output/Post routine is run. |

Once you have successfully **Defined** your screen and clicked the **Accept Icon**, you can then see the number of records imported in through the bank table at the bottom of your screen.

Click the **Unclear** option on your Ribbon to review the records that have been imported. From the UnClear screen you can **Select All** or **Deselect All** from the Ribbon or choose **Clear/Unclear** to select or deselect check records individually.

At the bottom of the Clear/Unclear screen you will see a **Totals** line indicating the number of **Disbursement Transactions** to be processed and the totals for **Cleared Amount** and **Uncleared Amount** based on your selected records.

Check Reconciliation - Mun

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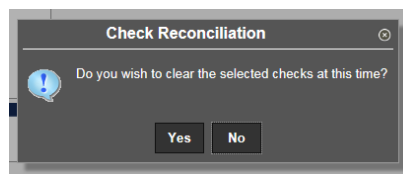
Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Output Excel Word Email Schedule Office Attach Notes Notify Alerts Audit Maplink Clear/Unclear Select All Deselect All Menu Return

| C | Chk # | Chk amount | Chk date | Chk clr date | Vendor | Name |
|-------------------------------------|---------|------------|------------|--------------|--------|-------------------|
| <input checked="" type="checkbox"/> | 541 | 50.00 | 08/31/2016 | 09/08/2016 | 9552 | FORTIN, ELISHA |
| <input checked="" type="checkbox"/> | 1600 | 250.00 | 06/30/2016 | 09/08/2016 | 1010 | DELL |
| <input checked="" type="checkbox"/> | 6533360 | 540.00 | 07/12/2016 | 09/08/2016 | 1108 | Eastern Hydraulic |
| <input checked="" type="checkbox"/> | 6533361 | 665.00 | 07/12/2016 | 09/08/2016 | 1110 | EZ lawncare |
| <input checked="" type="checkbox"/> | 6533362 | 13,252.50 | 07/13/2016 | 09/08/2016 | 1000 | ABC SUPPLY COMPAN |
| <input checked="" type="checkbox"/> | 6533364 | 600.00 | 08/13/2016 | 09/08/2016 | 1010 | DELL |
| <input checked="" type="checkbox"/> | 6533378 | 9.30 | 07/25/2016 | 09/08/2016 | 1000 | ABC SUPPLY COMPAN |
| <input checked="" type="checkbox"/> | 6533381 | .00 | 08/01/2016 | 09/08/2016 | 1008 | CHEVROLET |
| <input checked="" type="checkbox"/> | 6533398 | 105.60 | 08/10/2016 | 09/08/2016 | 1000 | ABC SUPPLY COMPAN |
| <input checked="" type="checkbox"/> | 6533400 | 100.00 | 08/16/2016 | 09/08/2016 | 98 | HOLLY VENDOR |
| <input checked="" type="checkbox"/> | 6533412 | 76,000.00 | 08/22/2016 | 09/08/2016 | 1000 | ABC SUPPLY COMPAN |
| <input checked="" type="checkbox"/> | 6533417 | 2,534.87 | 08/23/2016 | 09/08/2016 | 1000 | ABC SUPPLY COMPAN |
| <input checked="" type="checkbox"/> | 6533420 | .00 | 08/26/2016 | 09/08/2016 | 1000 | ABC SUPPLY COMPAN |
| <input checked="" type="checkbox"/> | 6533424 | 12,868.18 | 09/06/2016 | 09/08/2016 | 1000 | ABC SUPPLY COMPAN |
| <input checked="" type="checkbox"/> | 6533425 | 100.00 | 09/06/2016 | 09/08/2016 | 1000 | ABC SUPPLY COMPAN |
| <input checked="" type="checkbox"/> | 6533426 | 8,000.00 | 09/07/2016 | 09/08/2016 | 1004 | BMI SYSTEMS GROUF |
| <input checked="" type="checkbox"/> | 6533427 | 11,616.00 | 09/07/2016 | 09/08/2016 | 1002 | ABLE CONCRETE |
| <input checked="" type="checkbox"/> | 6533428 | 11.06 | 09/07/2016 | 09/08/2016 | 1000 | ABC SUPPLY COMPAN |
| <input checked="" type="checkbox"/> | 6533429 | 25,000.00 | 09/07/2016 | 09/08/2016 | 1002 | ABLE CONCRETE |
| <input checked="" type="checkbox"/> | 6533430 | 125,000.00 | 09/07/2016 | 09/08/2016 | 1002 | ABLE CONCRETE |

Totals

Disbursement transactions: 20 Cleared Amount: 276702.51 Uncleared Amount: 0.00

Once you have made any necessary selections and have reviewed your listing, click the **Return** icon to go back to the main screen. From here you can click **Output/Post** from the Ribbon Menu to have your check records cleared. You will receive a Check Reconciliation Confirmation window ensuring that you want to clear the records selected. Click **Yes** to complete the process and have the records updated.



You will see a confirmation of the number of Checks Cleared and the dollar amount as well in the **Processed** portion of your screen.