University of the Philippines



Financial Management Information System



User Guide

Process ID	
Process Name	Bank Reconciliation
Information System	Financial Management Information System
Functional Domain	Cash Management Module
Responsibility	Cash Management Accountant
Purpose	To perform Bank Reconciliation
Data Requirement	Bank Statement
	Report of Collections and Deposits
	Report of Checks Issued
	Report of Disbursements (RADA)
Dependencies	Create Accounting has been done by the Accounting Office
	Bank Statement, Report of Collections and Deposits, Report of Checks Issued,
Scenario	Office The Accounting Office has also performed <i>Create Accounting</i> and is
Sechano	now ready for Bank Reconciliation
	now ready for bank neconclination

Process Steps	Process Details
1	From HOME proceed to Main Menu and click Cash Management Accountant
	(Refer to Fig.01)
Fig. 01	Cash Management Accountant, UPS Bank Statements Setup Dom View
2	Click on Bank Statements (Refer to Fig. 02)
Fig. 02	 Cash Management Accountant, UPS Bank Statements Bank Statements and Reconciliation Manual Clearing Setup View
3	Then click on Bank Statements and Reconciliation (Refer to Fig. 03)
Fig. 03	 Cash Management Accountant, UPS Bank Statements and Reconciliation Manual Clearing Setup View
4	The Find Bank Statements window will open. Click on New (Refer to Fig. 04)
Fig. 04	Find Bank Statements Account Number Image: Date Statement Number Currency Document Number Check Digits GL Date Image: Document Principle Complete Image: Decument Principle Clear New Find
5	The Bank Statement window will open. Fill-up the necessary fields (Refer to Fig. 05)

1 Statement		🗖 🗖 E
Account Number	۸	ccount Name
Date		Currency
Document Number	State	ment Number
GL Date		Check Digits
Control Totals	_ Line Totals	
	Amount Lines	Amount Lines
Opening Balance	Ope	ening Balance
Receipts		Receipts
Payments		Payments
Closing Balance		Ising balance
Available Balance		
Value Dated Balance		
1 Day Float		Unreconciled
2 Day Float		_
Field Name	Description	Remarks
Account Number	Bank Account Number	Choose from List of
Account Number	Bank Account Number	• Choose from List of Values
Acount Name	Name of the Bank	 Autopopulated, no
	Account	
	riceoune	need to change value
Date	Date of Bank Statement	DD-MMM-YYYY
Date GL Date	Date of Bank Statement General Ledger Date	DD-MMM-YYYY DD-MMM-YYYY
Date GL Date Statement Number	Date of Bank Statement General Ledger Date Bank Statement Number	DD-MMM-YYYY DD-MMM-YYYY Required
Date GL Date Statement Number	Date of Bank Statement General Ledger Date Bank Statement Number	DD-MMM-YYYY DD-MMM-YYYY Required Must be unique
Date GL Date Statement Number Remittance – Bank,	Date of Bank Statement General Ledger Date Bank Statement Number Bank Account where	PD-MMM-YYYY DD-MMM-YYYY Required Must be unique Select from List of
Date GL Date Statement Number Remittance – Bank, Branchm and Account	Date of Bank Statement General Ledger Date Bank Statement Number Bank Account where collections were	PD-MMM-YYYY DD-MMM-YYYY DD-MMM-YYYY Required Must be unique Select from List of Values
Date GL Date Statement Number Remittance – Bank, Branchm and Account Number	Date of Bank Statement General Ledger Date Bank Statement Number Bank Account where collections were deposited	PD-MMM-YYYY DD-MMM-YYYY Required Must be unique Select from List of Values
Date GL Date Statement Number Remittance – Bank, Branchm and Account Number Comment	Date of Bank Statement General Ledger Date Bank Statement Number Bank Account where collections were deposited Any additional remarks	PD-MMM-YYYY DD-MMM-YYYY DD-MMM-YYYY Required Must be unique Select from List of Values Optional

	🖸 Bank Stateme	ent								_
		Account	Number n	BP-CA M	0455-010533-000		Accourt	t Name LIPS C	OE-C	
		Bank	k Name)evelonmer	nt Bank of the Philinn	ines	Rank	Branch Commo	onwealth	
		Dani	Date 2	0-MAY-20	15		C	urrency PHP		
		Document 1	Number				Statement I	Number 201505	20	
		G	GL Date 2	0-MAY-20	15		Chec	k Digits		
	Control To	otals					ne Totals			
					Amount Li	nes			Amount	Lines
		Opening E	Balance 🗌				Opening E	Balance		
Fig. 06		R	eceipts				R	eceipts		
		Paj Closing E	yments Balance				Pa Closing F	yments Balance		
		crooning 2					ciccilig c			
		Available E	Balance							
		Value Dated E	Balance				Lines	onciled		
		1 Da 2 Da	ay Float				onneu			
	-							Com	olete [
								_		
	E	rrors	B	eversals		Reconciled		Availa <u>b</u> le	Lines	
					Account	DBP-CA No. 0	0455-010533-000		Date 20-MAY-2	2015
					Account				- 10	
	Amounts	Evolution Refer								
		Exchange Reien	ence De	scription						
		Exchange Reien	ence De	scription						
	Lina	Exchange Reien	ence De	scription	Transaction	Value Date	Arcount	Amount	Charges Status	
	Line	Type C Payment T	ence De Code N	umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status	
	Line	Type C Payment -	ode N	scription	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconciler	
		Type C Payment .	code N	umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconcileo	
		Type CC Payment C	code N	umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconciled	
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		Type C Payment C C C C C C C C C C C C C C C C C C C	Code N	umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconcileo	
		Type C Payment	Code N	umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconcileo Concentration Co	
		Type C Payment	Code N	umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconcileo	
Fig. 07		Type C Payment C C C C C C C C C C C C C C C C C C C	Code N	umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconcileo	
Fig. 07		Type C Payment C C C C C C C C C C C C C C C C C C C		umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconcileo Cartes Concileo Cartes Concellos Cartes Concel	
Fig. 07		Type C Payment C C C C C C C C C C C C C C C C C C C	Code N	umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconcileo Construction Con	
Fig. 07		Type C Payment C C C C C C C C C C C C C C C C C C C	Code N	umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status	
Fig. 07		Type C Payment		umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status	
Fig. 07		Type C Payment F C C C C C C C C C C C C C C C C C C C		umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status	1 1 1 1 1 1 1 1 1 1 1 1 1 1
Fig. 07		Type C Payment F C C C C Payment C C C C C C C C C C C C C C C C C C C		umber	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status	1 1 1 1 1 1 1 1 1 1 1 1 1 1
Fig. 07		Type C Payment C C C Payment C C C C C C C C C C C C C C C C C C C		ireate	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status	
Fig. 07		Type C Payment C C Type C Payment C C C C C C C C C C C C C C C C C C C		ireate	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status	
Fig. 07	Line	Type C Payment F C C C C Payment C C C C C C C C C C C C C C C C C C C		reate	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status	
Fig. 07	Line Type Code Numbe	Type C Payment C C C C C C C C C C C C C C C C C C C		reate	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status	
Fig. 07	Line Type Code Numbe	Type C Payment C C C C C Payment C C C C C C C C C C C C C C C C C C C	ence De	ireate	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconciled	
Fig. 07	Line Type Code Numbe	Type C Payment C C C Payment C C C C C C C C C C C C C C C C C C C	ence De	ireate	Transaction Date 20-MAY-2015	Value Date	Amount	Amount Reconciled	Charges Status Unreconciled Interconciled In	



			Payment,	Deposit	Slip		
			number i	[:] Deposit	s, etc		
	Transaction Date		Date of tr	ansactio	n	• DD-I	MMM-YYYY
			shown or	Bank Ad	count		
	Amount		Transactio	n amou	nt	• Num	peric
	Status		Decencile		oncilod	• Null	
	Status		Reconcile	d/Unrec	onclied	• Syst	em generated
8	Make sure to enco Lines (Refer to Fig.	de all Ba 08)	nk Statemer	it transa	ction lines	on the l	Bank Statement
	Bank Statement Lines - 20150520						E
			Accou	nt DBP-CA No.	0455-010533-000		Date 20-MAY-2015
	Amounts Exchange Refer	rence Descript	ion				
			Transaction			Amount	
	Line Type C	Code Numbe	r Date	Value Date	Amount	Reconciled	Charges Status []
	1 Payment V	DUE 226	20-MAY-2015	20-MAY-2015	5,000.00		Unreconciled
	2 Payment I	DUE 227	20-MAY-2015	20-IVIA 1-2015	13,456,79		Unreconciled
	4 Misc Receint	CSD 111	20-MAY-2015	20-MAY-2015	4 726 00		Unreconciled
	5 Misc Receipt	420	20-MAY-2015	20-MAY-2015	1.000.00		Unreconciled
	6 Misc Payment V	SVC	20-MAY-2015	20-MAY-2015	5,000.00		Unreconciled
					í í		
Fig. 08							
	(Mark	⊆reate.		Errors	R	econciled	Available
	L						
	For this example, p	olease re	fer to the fo	lowing	egend		
	Туре	Code	Descrip	tion		Scen	ario
	Payment	DCE	Check	A check payment has been made			
					from the	bank ac	count
	Miss Dessist						s heen made to
	I IVIISC Receipt	CSD	Deposits		A cash de	nosit ha	
	wisc Receipt	CSD	Deposits		A cash de	eposit ha	is been made to
	Misc Receipt	420	Deposits Interest Ea	rned	A cash de the accou The accou	eposit ha unt unt earn	ed an Interest
	Misc Receipt Misc Receipt	420 420	Deposits Interest Ea	rned	A cash de the accou The accou	eposit ha unt unt earn	ed an Interest
	Misc Receipt Misc Receipt Misc Payment	420 SVC	Deposits Interest Ea Service Cha	rned arge	A cash de the accou The accou The accou	eposit ha unt unt earn unt incu	ed an Interest rred bank
	Misc Receipt Misc Receipt Misc Payment	420 SVC	Deposits Interest Ea Service Cha	rned arge	A cash de the accou The accou The accou service ch	eposit ha unt unt earn unt incu narge	ed an Interest rred bank
	Misc Receipt Misc Receipt Misc Payment	420 SVC	Deposits Interest Ea Service Cha	rned arge	A cash de the accou The accou The acocu service ch	posit ha unt unt earn unt incu narge	ed an Interest rred bank
	Misc Receipt Misc Receipt Misc Payment *Note that Code m	420 SVC	Deposits Interest Ea Service Cha	rned arge to Bank a	A cash de the accou The accou The accou service ch and from (eposit ha unt unt earn unt incu narge Campus	ed an Interest rred bank to Campus
9	Misc Receipt Misc Receipt Misc Payment *Note that Code m Save and close the	CSD 420 SVC hay differ	Deposits Interest Ea Service Cha from Bank	rned arge to Bank a	A cash de the accou The accou The accou service ch and from (5. 09)	eposit ha unt unt earn unt incu narge Campus	ed an Interest rred bank to Campus
9	Misc Receipt Misc Receipt Misc Payment *Note that Code m Save and close the Eile Edit View Follow	420 SVC bank sta	Deposits Interest Ea Service Cha from Bank	rned arge to Bank a fer to Fig	A cash de the accou The accou service ch and from (. 09)	eposit ha unt unt earn unt incu narge Campus	ed an Interest rred bank to Campus
9 Fig. 09	Misc Receipt Misc Receipt Misc Payment *Note that Code m Save and close the Eile Edit View Follow	CSD 420 SVC hay differ bank sta der Tools	Deposits Interest Ea Service Cha from Bank from Bank tement (Ref	rned arge to Bank a fer to Fig ndow Hel	A cash de the accou The accou The accou service ch and from (. 09)	eposit ha unt unt earn unt incu narge Campus	ed an Interest rred bank to Campus
9 Fig. 09	Misc Receipt Misc Receipt Misc Payment *Note that Code m Save and close the Eile Edit View Follow	420 SVC bank sta der Tools	Deposits Interest Ea Service Cha from Bank tement (Ref Actions Wir	rned arge to Bank a fer to Fig ndow Hel 8 (1) (1)	A cash de the accou The accou service ch and from (. 09)	eposit ha unt unt earn unt incu narge Campus	ed an Interest rred bank to Campus

View Folder Tools Show Navigator Translations Zoom Translations M Attachments Summary/Detail Transks
The Find Request window will open, click on Submit a New Request (Refer to Fig. 11)
Find Requests My Completed Bequests My Requests In Progress All My Requests Specific Requests Request ID Name Date Submitted Date Completed Status Phase Requestor Include Reguest Set Stages in Query Order By Request ID Select the Number of Days to View: 7
Choose Single Request as the type of request you want to run, then click on Ok . (Refer to Fig. 11)

ер ғы	S – Bank Reconciliation No.
Fig. 11	Submit a New Request What type of request do you want to run? Single Request This allows you to submit an individual request. Request Set This allows you to submit a pre-defined set of requests. QK Qancel
12	The Submit Request window will open. On the Name field, type in the name of the report or search for it through the list of values by clicking the ellipsis button . (Refer to Fig. 12)
Fig. 12	Submit Request Copy Run this Request Copy Operating Unit Parameters Language American English At these Times Run the Job As Soon as Possible Schegule Upon Completion Image Settings Up Report of Collection and Deposits Image Options Help (Q) Submit
13	Select AutoReconciliation and click OK. (Refer to Fig. 13)

	Reports		×					
	Find %							
	Name		Applicati 📥					
	Archive/Purge Bank Statements	Archive/Purge Bank Statements						
	AutoReconciliation	Cash Ma						
	AutoReconciliation Execution Re	port	Cash Ma					
	Bank Account Balance Actual vs	Projected Report	Cash Ma					
	Bank Account Balance Range Da	ay Report	Cash Ma					
Fig. 13	Bank Account Balance Single Da	ate Report	Cash Ma					
	Bank Statement Cashflow Creat	ion	Cash Ma					
	Bank Statement Detail Report		Cash Ma					
	Bank Statement Import		Cash Ma					
	Bank Statement Import & AutoRe	econciliation	Cash Ma					
	Bank Statement Import Execution	n Report	Cash Ma					
	Bank Statement Import Validatio	n - Israel	Cash Ma					
	Bank Statement Loader		Cash Ma					
	N 20000							
		(Find) OK Cance						
			³¹)					
14	The Parameters window wil	l open, fill-up the necessary f	ields (Refer to Fig. 14)					
	O Parameters	,	×					
	Bank Branch Name							
	Bank Account Number							
	Statement Number From							
	Statement Number To							
	Statement Date From							
	Statement Date To							
	GL Date 20 MAX 2015							
	Organization							
	Receivable Activity							
Fig. 14	Payment Method							
8. – .	NSF Handling No Action		Do not process the statement					
	(4		I					
		ОК	Cancel Clear Help					
	3							
	Field Name	Description	Remarks					
			I CHIGINS					
	Bank Branch Name	Branch of the Bank where	List of Values					
	Bank Branch Name	Branch of the Bank where	List of Values					
	Bank Branch Name	Branch of the Bank where Bank Account is	• List of Values					
	Bank Branch Name	Branch of the Bank where Bank Account is registered	• List of Values					
	Bank Branch Name Bank Account Number	Branch of the Bank where Bank Account is registered Bank Account Number	List of Values					
	Bank Branch Name Bank Account Number Statement Number	Branch of the Bank where Bank Account is registered Bank Account Number Statement Number	List of Values List of Values List of Values					

	O Parameters
	Bank Branch Name Commonwealth
	Bank Account Number DBP-CA No. 0455-010533-000
	Statement Number From 20150520
	Statement Number To 20150520
	Statement Date From
	Statement Date To
Fig. 15	GI Date 20-MAY-2015
U	Organization
	Receivable Activity
	Payment Method
	NSF Handling No Action Do not process the statement
	QK Clear Help
10	Click Submit (Defer to Fig. 1C)
10	
	Submit Request
	Copy
	Name AutoReconciliation
	Operating Unit
	Parameters Commonwealth:DBP-CA No. 0455-010533-000:20150520:20150520:::20-MAY-2015::::No Ac
	Language American English
	Language Settings
Fig. 16	At these Times
11g. 10	Run the Job As Soon as Possible Schedule
	Upon Completion
	In Save all Output Files
	Lavout Options
	Notify
	Print to noprint Delivery Opts
	Help (C) Submit Cancel
	A Decision window will pop-up, asking if there is another request to be submitted.
17	Click No . (Refer to Fig. 17)
	O Decision
	(Request submitted. (Request ID = 1292738)
Fig. 17	
0	Submit another request?
	(Yes) No
18	Click Find. (Refer to Fig. 18)

ер ғмі	S – Bank Reconciliatio	n		No.	
Fig. 18	Find Requests My Completed Bequests My Requests In Progress All My Requests Specific Request ID Name Date Submitted Date Completed Status Phase Requestor				
	Order By Requ Order By Requ Selec	ide Reguest Set Stages in G est ID t the Number of Days to Vier	v. 7 ar Find		
19	The Requests window requests AutoRecon completed with a no	w will open and ciliation and Au rmal status. If r	i will show all utoReconciliat	the requ ion Exec fresh Da	ests made. Check if the cution Report have been ata (Refer to Fig. 19)
Fig. 19	Requests Requests Request ID 1378213 AutoReconcil 1378183 Posting: Sing 1378182 Posting: Sing 1378180 Posting: Sing 1378179 Journal Impor 1378177 Create Accou 1378176 Create Accou 1378175 Journal Impor 1378175 Journal Impor 1378175 Journal Impor Hgld Request Qancel Request After a second state of the second state o	Find Rec Parent iation Executi iation I le Ledger le Ledger t t t miting t View Det Diagnos	uests Phase Completed Stics	Status Normal Normal Normal Normal Normal Normal Normal Normal	■ ■ ■ Submit a New Request Parameters 69184, 12028, 20150520, 2015 RECONCILE, 69184, 12028, 21 2045, 1003, 50408, 696 2045, 1003, 50408, 695 2045, 1003, 50408, 695 2045, 1003, 50408, 694 593, -602, N, Y, N, Y 592, -602, N, Y, N, Y 222, 2045, N, N, D, Y 222, 2045, N, N, D, Y 591, -602, N, Y, N, Y View Output View Log
20	After completing the retrieve the current I to Fig. 20)	requests, go b 3ank Statemen	ack to Bank St t by searching	atement for the S	ts and Reconciliation and Statement Number (Refer

Fig. 20	Find Bank Statements Account Number DBP-CA No. 0455-010533-000 Date 20-MAY-2015 Currency Document Number Check Digits Complete Clear New Find
21	The bank statement will be retrieved, click on Review (Refer to Fig. 21)
Fig. 21	Recordle Bank Statement Num Statement Date Curr Check Digits Account Name Bank Name Bank Branch DBP-CA No 04550 20150520 20-MAY-2015 PHP UPS COE-C Development Bank Commonwealth Image: Common Name Image: Common Name
22	The Bank Statement will open, check if there are <i>Unreconciled Lines</i> . Click on Lines to further investigate (Refer to Fig. 22)

		nent								
		Acco I Docum	unt Numbe Bank Nam Dati ent Numbe GL Dati	r DBP-CA No e Developmer e 20-MAY-20 r e 20-MAY-20	0455-010533-000 at Bank of the Philip 15	pines	Account N Bank Bra Curra Statement Nur Check D	ame UPS COE- anch Commonwa ency PHP mber 20150520 iligits	C ealth	
Fig. 22	Control T	ōtals Openi Closi	ng Balance Receipt Paymente ng Balance		Amount I	Lir	opening Bala Opening Bala Rece Paym Closing Bala	ance eipts ents enter en	Amount Lines 5,726.00 2 93,456.79 4 -87,730.79	
		Availal Value Dat	ole Balanci ed Balanci 1 Day Floa 2 Day Floa	e e t			Unrecon	ciled	726.00	
		Errgrs		Reversals		Reconciled	Ava	ilable	Lines	
23	The Ban	nk Statem	ient L	ines wil	I show wh	ich lines a	are unreco	nciled (Re	efer to Fig. 2	3)
	Amounts	Exchange F	leference	Description	Accou	nt DBP-CA No. 0	455-010533-000		Date 20-MAY-2015	
	Line	Type Payment Payment	Code Code CCE CCE	Number 226 227	Transaction Date 20-MAY-2015 20-MAY-2015	Value Date 20-MAY-2015 20-MAY-2015	Amount 5,000.00 70,000.00	Amount Reconciled Cha 5,000.00 70,000.00	rges Status [] Reconciled Reconciled] [
	Line 2 3	Type Payment Payment Payment Misc Receint	Code DCE DCE CSD	Number 226 227 228	Transaction Date 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015	Value Date 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015	Amount 5,000.00 70,000.00 13,456.79 4,726.00	Amount Reconciled Cha 5,000.00 70,000.00 13,456.79	rges Status [] Reconciled Reconciled Reconciled	
	Line 2 3 4	Type Payment Payment Payment Misc Receipt Misc Receipt	Code DCE DCE DCE CSD 420	Number 226 227 228 111	Transaction Date 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015	Value Date 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015	Amount 5,000.00 70,000.00 13,456.79 4,726.00 1,000.00	Amount Reconciled Cha 5,000.00 70,000.00 13,456.79	rges Status [] Reconciled Reconciled Reconciled Unreconciled	
Fig. 23	Line 2 3 4 5 6	Type Payment Payment Payment Misc Receipt Misc Receipt Misc Payment	Code DCE DCE CSD 420 SVC V	Number 226 227 228 111	Transaction Date 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015	Value Date 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015	Amount 5,000.00 70,000.00 13,456.79 4,726.00 1,000.00 5,000.00	Amount Reconciled Cha 5,000.00 70,000.00 13,456.79	rges Status [] Reconciled Reconciled [] Reconciled [] Unreconciled [] Reconciled [] Reconciled []	
Fig. 23	Line 2 3 4 5 6	Type Payment Payment Misc Receipt Misc Receipt Misc Payment	Code Code Code	Number 226 227 228 111	Transaction Date 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015	Value Date 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015	Amount 5,000.00 70,000.00 13,456.79 4,726.00 1,000.00 5,000.00 2,000.00 1,000.	Amount Reconciled Cha 5,000.00 70,000.00 13,456.79 	rges Status [] Reconciled Reconciled [] Reconciled [] Reconciled [] Reconciled [] Reconciled [] Reconciled []	
Fig. 23	Line 2 3 4 5 6 6	Type Payment Payment Payment Misc Receipt Misc Receipt Misc Payment	Code DCE DCE CSD V CSD V 420 V SVC V SVC V V U V V U V V V V V V V V V V V V V	Number 226 227 228 111 111 111 111 111 111 111	Transaction Date 20-MAY-2015	Value Date 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015 20-MAY-2015	Amount 5,000.00 70,000.00 13,456.79 4,726.00 1,000.00 5,000.00 25,000.00	Amount Reconciled Cha 5,000.00 70,000.00 13,456.79 20 20 20 20 20 20 20 20 20 20 20 20 20	rges Status [] Reconciled 4 Reconciled 4 Rec	
Fig. 23	Line 2 3 4 5 6 1 1 1 1 1 1 1 1 1 1 1 1 1	Type Payment Payment Misc Receipt Misc Receipt Misc Payment	Code DCE DCE CSD 420 SVC SVC 0 0 0 0 0 0 0 0 0 0 0 0 0	Number 226 227 228 111	Transaction Date 20-MAY-2015 20-MAY-2015	Value Date 20-MAY-2015 20-MAY	Amount 5,000.00 70,000.00 13,456.79 4,726.00 1,000.00 5,000.00 5,000.00 1,000.00 5,000.00 1,000.	Amount Reconciled Cha 5,000.00 13,456,79 13,456,79 10 10 10 10 10 10 10 10 10 10 10 10 10	rges Status [] Reconciled [] Reconciled [] Reconciled [] Unreconciled [] Reconciled []	
Fig. 23		Type Payment Payment Misc Receipt Misc Receipt Misc Payment	Code DCE DCE CSD 420 V SVC V V V V V V V V V V V V V	Number 226 227 228 111 111 111 111 111 111 111	Transaction Date 20-MAY-2015	Value Date 20-MAY-2015 20-MAY	Amount 5,000.00 70,000.00 13,456.79 4,726.00 1,000.00 5,000.00 5,000.00 0 0 0 0 0 0 0 0 0 0 0 0	Amount Reconciled Cha 5,000.00 13,456.79 13,456.79 10 10 10 10 10 10 10 10 10 10 10 10 10	rges Status [] Reconciled [Reconciled [Unreconciled [Reconciled [Reconciled [Reconciled [Reconciled] Reconciled [Reconciled] Reconciled [Reconciled] Reconciled [Reconciled] Reconciled] Reconciled [Reconciled] Reconciled] R	

	Bank Statement Lines - 20150520
	Account DBP-CA No. 0455-010533-000 Date 20-MAY-2015
	Amounts Exchange Reference Description
	Transaction Amount
	Line Type Code Number Date Value Date Amount Reconciled Charges Status []
	1 Payment CE 227 20447/2015 201447/2015 70 000 0 7,000 00 Reconciled
	2 Teyment CEE 228 20-MAY-2015 20-MAY-2015 13.456.79 13.456.79 Reconciled
	Misc Receipt - CSD 20-MAY-2015 20-MAY-2015 4,726.00 Unreconciled
Fig. 24	5 Misc Receipt v 420 20-MAY-2015 20-MAY-2015 1,000.00 Reconciled
1 8. 2 1	6 Misc Payment V SVC 20-MAY-2015 20-MAY-2015 5,000.00 Reconciled
	Mark Create Errors Reconciled Available
25	This will open the Find Transactions window, click on Find (Refer to Fig. 25)
23	
	AB Payment Cash Management Cashflow Miscellaneous Journal Payroll Payroll EFT Statement Line Transaction Agent Receipt Journal Ordering Numbers 111 - 111 Dates - 1111 Dates - 11111 Dates - 11111 Dates - 11111 Dates - 111111 Dates - 111111 Dates - 1111111 Dates - 11111111111111111111111111111111111
	Clear Cancel Find and Mark Find
26	The available miscellaneous receipts will be shown, choose the receipts that will
26	make up the sum of the deposit. Use the Report of Collections and Deposit as
	reterence (Refer to Fig. 26)

		Account UPV	' LBP GF 3052	-1000-29			Amo Amo	unt Reconciled unt Remaining		4,728
	Transactio	n Exchange	Reference	Organization			Previo	us	1	Vext
			— Original —		Account Currency	Amount Cleared		/alue		
	Туре	Number	Currency	Amount	Amount	Cleared Date		Date	GL Date	Date
	Misc	ellane 00007	PHP	3,000.00	3,000.00	3,000.00 01-OCT	-2014	0	01-OCT-2014	01-OCT-2014
	Misc	ellane 00010	PHP	1,000.00	1,000.00	1,000.00 01-OCT	-2014		01-OCT-2014	01-OCT-2014
	Misc	ellane 00010	PHP	1,000.00	1,000.00	1,000.00 01-OCT	-2014		01-OCT-2014	01-OCT-2014
Fig. 20	Misc	ellane 10000	PHP	100.00	100.00	100.00 01-OCT	-2014		01-OCT-2014	01-OCT-2014
	Misc	ellane 2112	PHP	1,000.00	1,000.00	1,000.00 01-OCT	-2014	0	01-OCT-2014	01-OCT-2014
	Misc	ellane 294172	PHP	3,000.00	3,000.00	3,000.00 02-MAF	-2015	0	01-DEC-2015	02-MAR-2016
	Misc	ellane 294173	PHP	6,000.00	6,000.00	6,000.00 02-MAF	-2015	0	01-DEC-2015	02-MAR-201
	Misc.	ellane 9888	PHP	3,569.00	3,569.00	3,569.00 20-MAY	-2015	0	J1-DEC-2015	20-MAY-201
	Misc	ellane 9998	PHP	899.00	899.00	899.00 20-MAY	-2015	0	01-DEC-2015	20-MAY-201
	Misc	ellane 9999	PHP	258.00	258.00	258.00 20-MAY	-2015	0	01-DEC-2015	20-MAY-201
	Misc	ellane RECON-001	PHP	12,000.00	12,000.00	12,000.00 06-MAF	-2015		06-MAR-2015	06-MAR-201
						Maturity Date		SI	tatus Cleared	k
						······, -···				
							Regalo	llate	<u> </u>	concile
27	Select	the appro to Fig. 27) ransactions - 20-MA	priate r	eceipts un	til Amoun	ıt Remaini	ng is ().00. Cli	ck on R	econci
27	Select (Refer	the appro to Fig. 27) Transactions - 20-MA Account UPV	priate r YY-2015, 1, Mise / LBP GF 3052	eceipts un : Receipt, 2-1000-29	til Amoun	ıt Remaini	ng is ().00. Clie	ck on R	econci 4,72
27	Select (Refer	the appro to Fig. 27) Transactions - 20-MA Account UPV	priate r 4Y-2015, 1, Mis 7 LBP GF 3052	eceipts un : Receipt, 2-1000-29	til Amoun	ıt Remaini	ng is (Amo Amo	D.OO. Clid	ck on R	econci 4,72
27	Select f (Refer	the appro to Fig. 27) Tansactions - 20-MA Account UPV n Exchange	YY-2015, 1, Miss / LBP GF 3052 Reference	eceipts un : Receipt, 2-1000-29 Organization	til Amoun	nt Remaini	ng is (Amo Brevio	D.OO. Clie	ck on R	econci 4,72
27	Select 1 (Refer	the appro to Fig. 27) ransactions - 20-MA Account UPV n Exchange	Priate r Y-2015, 1, Miss / LBP GF 305; Reference - Original -	eceipts un Receipt, 2-1000-29 Organization	til Amoun	Arnount Cleared	ng is (Arno Brevio	D.OO. Clin		econcil 4,721 Uext
27	Select 1 (Refer	the appro to Fig. 27) Tansactions - 20-MA Account UPV n Exchange	Priate r Y-2015, 1, MIS / LBP GF 305 / Reference - Original - Currency PHP	eceipts un Receipt, 2-1000-29 Organization Amount 3.000.01	til Amoun Account Currency Amount 3.000.00	Arnount Cleared Cleared Date 3.000.00 01-0CT	ng is (Arno Arno Previo	D.OO. Clin	GL Date	econcil 4,721 1 Vext Date 01-0cT-2014
27	Select 1 (Refer	the appro to Fig. 27) ransactions - 20-MA Account UPV n Exchange Number ellane 00007 ellane 00010	Priate r Y-2015, 1, Miss / LBP GF 3052 Reference Original – Currency PHP PHP	eceipts un Receipt, 2-1000-29 Organization Amount 3,000.00 1 000 00	til Amoun Account Currency Amount 3,000.00 1 0.00 nn	Amount Cleared Cleared Date 3,000.00 01-OCT	ng is (Amo Amo Previo	Value	GL Date	econcil 4,721 Uext Date 01-0CT-2014
27	Select 1 (Refer	the appro to Fig. 27) Account UPV n Exchange Number ellane 00007 ellane 00010	Priate r AV-2015, 1, MIS / LBP GF 3052 / LBP GF	eceipts un : Receipt, 2-1000-29 Organization Arnount 3,000.00 1,000.00 1,000.00	til Amoun	Amount Cleared Cleared Date 3,000.00 01-OCT 1,000.00 01-OCT	ng is (Ame Ame Previo -2014 -2014 -2014	Value	GL Date 01-0CT-2014 01-0CT-2014	econcil 4,721 Uext Date 01-0CT-2014 01-0CT-2014 01-0CT-2014
27 Fig. 27	Select 1 (Refer	the appro to Fig. 27) (ransactions - 20-M/ Account UPV n Exchange Number ellane 00007 ellane 00010 ellane 00010	Priate r Y-2015, 1, Miss / LBP GF 3052 Reference - Original - Currency PHP PHP PHP PHP PHP	eceipts un Receipt, 2-1000-29 Organization Amount 3,000.00 1,000.00 1,000.00 1,000.00	til Amoun Account Currency Amount 3,000.00 1,000.00 1,000.00 100.00	Amount Cleared Cleared Date 3,000.00 01-0CT 1,000.00 01-0CT 1,000.00 01-0CT	Amo Amo Previo -2014 -2014 -2014	Value	GL Date GL Date 01-0CT-2014 01-0CT-2014 01-0CT-2014	econcil 4,724 (01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014
27 Fig. 27	Select 1 (Refer	the appro to Fig. 27) (ransactions - 20-M/ Account UPV n Exchange Number ellane 00007 ellane 00010 ellane 00010 ellane 11000	Priate r Y-2015, 1, Miss / LBP GF 3052 Reference - Original - Currency PHP PHP PHP PHP PHP PHP PHP	eceipts un Receipt, 2-1000-29 Organization Amount 3,000.00 1,000.00 1,000.00 100	til Amoun	Amount Cleared Cleared Date 3,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1000.00 01-OCT	Amo Amo Previo 	Value	GL Date GL Date GL Date 11-OCT-2014 11-OCT-2014 11-OCT-2014 11-OCT-2014	econcil 4,724 () 9-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014
27 Fig. 27	Select 1 (Refer	the appro to Fig. 27) fransactions - 20-M/ Account UPV n Exchange ellane 00007 ellane 00010 ellane 00010 ellane 10000 ellane 2112 ellane 294172	VY-2015, 1, Miss VLBP GF 3052 Reference Original Currency PHP PHP PHP PHP PHP PHP PHP PH	eceipts un Receipt, 2-1000-29 Organization Amount 3,000.00 1,000.00 1,000.00 1,000.00 3,000.00 3,000.00	til Amoun	Amount Cleared Cleared Date 3,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 3,000.00 01-OCT	Armo Armo Previo 2014 2014 2014 2014 2014 2014	Value	GL Date GL Date GL Date 11-OCT-2014 11-OCT-2014 11-OCT-2014 11-OCT-2014 11-OCT-2014 11-OCT-2014	econcil 4,724 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014
27 Fig. 27	Select f (Refer	the appro to Fig. 27) fransactions - 20-M/ Account UPV n Exchange ellane 00007 ellane 00010 ellane 00010 ellane 10000 ellane 294173	Priate r Y-2015, 1, Miss / LBP GF 3052 Reference - Original - Currency PHP PHP PHP PHP PHP PHP PHP PHP PHP PH	eceipts un : Receipt, 2:1000-29 Organization Amount 3,000.00 1,000.00 1,000.00 1,000.00 3,000.00 5,000.00 5,000.00	til Amoun Account Currency Amount 3,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 5,000.00	Amount Cleared Cleared Date 3,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 3,000.00 02-MAF 5 000.00 02-MAF	Armo Armo Previo -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014	Value	GL Date GL Date 11-OCT-2014 11-OCT-2014 11-OCT-2014 11-OCT-2014 11-OCT-2014 11-OCT-2014 11-OCT-2014	econcil 4,724 (Vext 01-0CT-2014 00-0CT-20
27 Fig. 27	Select f (Refer	the appro to Fig. 27) fransactions - 20-M/ Account UPV n Exchange ellane 00007 ellane 00010 ellane 00010 ellane 00010 ellane 10000 ellane 294173 ellane 02888	Priate r Y-2015, 1, Miss / LBP GF 3052 Reference - Original - Currency PHP PHP PHP PHP PHP PHP PHP PH	eceipts un Receipt, 2-1000-29 Organization Amount 3,000.00 1,000.00 1,000.00 3	til Amoun Account Currency Amount 3,000.00 1,000.00 1,000.00 1,000.00 3,000.00 3,000.00	Amount Cleared Cleared Date 3,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 3,000.00 02-MAF 5,550 00 20-MAN	Amo Amo Previo -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2015 -2015	Value	GL Date GL Date D1-OCT-2014 D1-OCT-2014 D1-OCT-2014 D1-OCT-2014 D1-OCT-2014 D1-OCT-2014 D1-OCT-2014 D1-DEC-2015 D1-DEC-2015	econcil 4,724 01-0CT-2014 00-0CT-2014 00-0CT-2014 00-0CT-2014 00-0CT-2014 00-0
27 Fig. 27	Select f (Refer	the appro to Fig. 27) fransactions - 20-M/ Account UPV n Exchange ellane 00007 ellane 00010 ellane 00010 ellane 00010 ellane 10000 ellane 294172 ellane 294173 ellane 9868 ellane 9968	Priate r Y-2015, 1, Mission / LBP GF 3052 Reference - Original - Currency PHP PHP PHP PHP PHP PHP PHP PH	eceipts un Receipt, 2-1000-29 Organization Amount 3,000.00 1,000.00 1,000.00 3,000.00 6,000.00 3,569.00 8,569.00 8,569.00	til Amoun	Amount Cleared Cleared Date 3,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 3,000.00 02-MAF 6,000.00 02-MAF 3,569.00 20-MA 899.00 20-MA	Amo Amo Previo -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2015 -2015	Value	GL Date GL Date 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CC-2015 01-DEC-2015 01-DEC-2015	Econcil 4,728 01-0CT-2014 01-0
27 Fig. 27	Select f (Refer	the appro to Fig. 27) Transactions - 20-M/ Account UPV n Exchange ellane 00007 ellane 00010 ellane 10000 ellane 10000 ellane 294172 ellane 294173 ellane 9988 ellane 9998	Priate r V-2015, 1, Miss / LBP GF 3052 Reference - Original - Currency PHP PHP PHP PHP PHP PHP PHP PH	eceipts un Receipt 2-1000-29 Organization Amount 3,000.00 1,000.00 1,000.00 1,000.00 3,000.0	til Amoun Account Currency Amount 3,000.00 1,000.00 1,000.00 1,000.00 1,000.00 3,000.00 3,000.00 3,569.00 258.00	Amount Cleared Cleared Date 3,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 3,000.00 02-MAF 6,000.00 02-MAF 3,569.00 20-MA 899.00 20-MA	Amo Amo Previo 2014 2014 2014 2014 2014 2014 2014 2014	Value	GL Date GL Date 01-OCT-2014 01-OCT-2014 01-OCT-2014 01-OCT-2014 01-OCT-2014 01-OCT-2015 01-DEC-2015 01-DEC-2015	econcil 4,724 (Uext 01-0CT-2014 01-0CT-20
27 Fig. 27	Select f (Refer	the appro to Fig. 27) fransactions - 20-M/ Account UP/ an Exchange ellane 00007 ellane 00010 ellane 00010 ellane 10000 ellane 294173 ellane 294173 ellane 9998 ellane 9999 ellane RECON-001	V-2015, 1, Miss V-2015, 1, Miss / LBP GF 3052 Reference - Original - Currency PHP PHP PHP PHP PHP PHP PHP PH	eceipts un Receipt, 2-1000-29 Organization Amount 3,000.00 1,000.00 1,000.00 1,000.00 3	til Amoun Account Currercy Amount 3,000.00 1,000.00 1,000.00 1,000.00 1,000.00 3,000.00 3,000.00 3,000.00 1,000	Amount Cleared Cleared Date 3,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 3,000.00 02-MAF 6,000.00 02-MAF 6,000.00 02-MAF 3,569.00 02-MAF 3,569.00 02-MAF 3,569.00 02-MAF 3,569.00 02-MAF	Armo Armo Previo -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2015 -2015 -2015	Value	GL Date GL	econcil 4,724 01-0cT-2014 01-0cT-2014 01-0cT-2014 01-0cT-2014 01-0cT-2014 01-0cT-2014 01-0cT-2014 01-0cT-2014 02-MAR-2011 20-MAY-2011 20-MAY-2011 20-MAY-2011 20-MAY-2011 20-MAY-2011
27 Fig. 27	Select 1 (Refer	the appro to Fig. 27) Fransactions - 20-M/ Account UPV n Exchange Number ellane 00007 ellane 00010 ellane 10000 ellane 10000 ellane 294172 ellane 294173 ellane 9868 ellane 9998 ellane RECON-001	Priate r Y-2015, 1, Miss / LBP GF 3052 Reference - Original - Currency PHP PHP PHP PHP PHP PHP PHP PH	eceipts un Receipt, 2-1000-29 Organization Arnount 3,000.00 1,000.00 1,000.00 1,000.00 3,000.00 3,000.00 3,000.00 3,569.00 899.00 256.00 12,000.00	til Amoun	Amount Cleared Cleared Date 3,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 3,000.00 02-MAF 6,000.00 02-MAF 6,000.00 02-MAF 3,569.00 20-MAY 899.00 20-MAY 258.00 20-MAY	Ame Ame Previo -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2014 -2015 -2015 -2015 -2015	Value	GL Date GL Date 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2015 01-DEC-2015	Econcil 4,728 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 01-0CT-2014 02-MAR-2019 20-MAY-2019 20-MAY-2019 20-MAY-2019
27 Fig. 27	Select f (Refer	the appro to Fig. 27) Transactions - 20-M/ Account UP/ a Exchange ellane 00007 ellane 00010 ellane 10000 ellane 10000 ellane 294172 ellane 294173 ellane 9998 ellane 9999 ellane RECON-001	Priate r V-2015, 1, Miss / LBP GF 3052 Reference - Original - Currency PHP PHP PHP PHP PHP PHP PHP PH	eceipts un Receipt, 2-1000-29 Organization Amount 3,000.00 1,000.00 1,000.00 3	til Amoun Account Currercy Amount 3,000.00 1,000.00 1,000.00 1,000.00 1,000.00 3,000.00 3,000.00 3,609.00 3,669.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 12,000.00 10,000,00 10,000,00 10,000,00 10,000,00	Amount Cleared Cleared Date 3,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 1,000.00 01-OCT 3,000.00 02-MAF 3,569.00 20-MAY 3,569.00 20-MAY 258.00 20-MAY 12,000.00 06-MAF Maturity Date	Amo Amo Previo 2014 2014 2014 2014 2014 2014 2014 2014	Value	GL Date 01-OCT-2014 01-OCT-2014 01-OCT-2014 01-OCT-2014 01-OCT-2014 01-OCT-2014 01-OCT-2014 01-OCT-2014 01-OEC-2015 01-DEC-2015 01-DEC-2015 01-DEC-2015 01-DEC-2015 01-DEC-2015	Econcil 4,726 01-0CT-2014 01-0

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	Account UBP-CA No. 0455-010533-000 Date 20-MAY-2015												
	Amounts	Exchange	Refe	erence	Description								
	Line	Tuna		Codo	Number	Transaction	Value Data	Amount	Amount	Charman	Status	r 1	
		Payment	-	DCE	226	20-MAY-2015	20-MAY-2015	5.000.00	5,000.00	Charges	Reconciled		
	2	Payment	-	DCE	227	20-MAY-2015	20-MAY-2015	70,000.00	70,000.00		Reconciled		
	3	Payment	-	DCE	228	20-MAY-2015	20-MAY-2015	13,456.79	13,456.79		Reconciled	Π,	
	4	Misc Receipt	-	CSD	111	20-MAY-2015	20-MAY-2015	4,726.00			Reconciled		
Fig. 28	5	Misc Receipt	•	420		20-MAY-2015	20-MAY-2015	1,000.00			Reconciled		
	6	Misc Payment	*	SVC		20-MAY-2015	20-MAY-2015	5,000.00			Reconciled		
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