

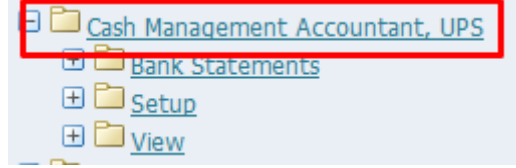
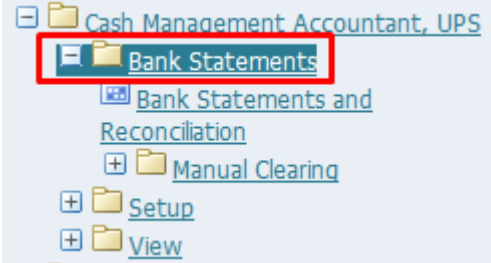
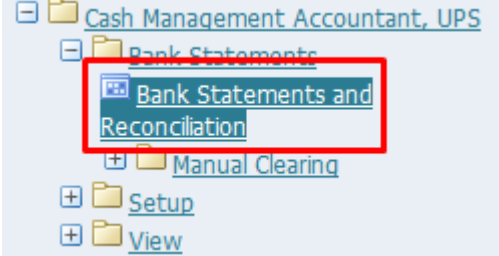
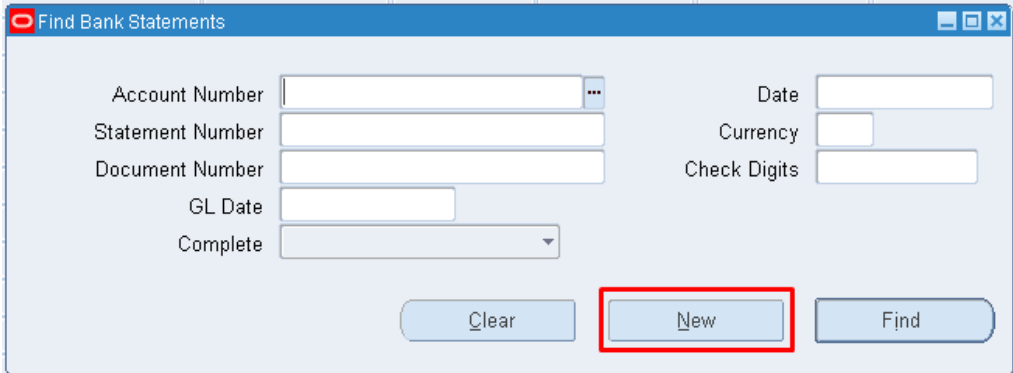
# University of the Philippines

## 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	<ul style="list-style-type: none"><li>• Bank Statement</li><li>• Report of Collections and Deposits</li><li>• Report of Checks Issued</li><li>• Report of Disbursements (RADA)</li></ul>
Dependencies	<i>Create Accounting</i> has been done by the Accounting Office
Scenario	Bank Statement, Report of Collections and Deposits, Report of Checks Issued, and Report of Disbursements (RADA) have been submitted to the Accounting Office. The Accounting Office has also performed <i>Create Accounting</i> and is now ready for Bank Reconciliation

Process Steps	Process Details
1	From <b>HOME</b> proceed to <b>Main Menu</b> and click <b>Cash Management Accountant</b> (Refer to Fig .01)
Fig. 01	
2	Click on <b>Bank Statements</b> (Refer to Fig. 02)
Fig. 02	
3	Then click on <b>Bank Statements and Reconciliation</b> (Refer to Fig. 03)
Fig. 03	
4	The <b>Find Bank Statements</b> window will open. Click on <b>New</b> (Refer to Fig. 04)
Fig. 04	
5	The <b>Bank Statement</b> window will open. Fill-up the necessary fields (Refer to Fig. 05)

The screenshot shows a 'Bank Statement' window with the following fields:

- Account Number (dropdown)
- Account Name (text)
- Bank Name (text)
- Bank Branch (text)
- Date (text)
- Currency (text)
- Document Number (text)
- Statement Number (text)
- GL Date (text)
- Check Digits (text)

Control Totals section:

	Amount	Lines
Opening Balance		
Receipts		
Payments		
Closing Balance		

Line Totals section:

	Amount	Lines
Opening Balance		
Receipts		
Payments		
Closing Balance		

Additional fields:

- Available Balance (text)
- Value Dated Balance (text)
- 1 Day Float (text)
- 2 Day Float (text)
- Unreconciled (text)
- Complete (checkbox)

Buttons at the bottom: Errors, Reversals, Reconciled, Available, Lines.

Fig. 05

Field Name	Description	Remarks
Account Number	Bank Account Number	<ul style="list-style-type: none"> <li>Choose from List of Values</li> </ul>
Account Name	Name of the Bank Account	<ul style="list-style-type: none"> <li>Autopopulated, no need to change value</li> </ul>
Date	Date of Bank Statement	<ul style="list-style-type: none"> <li>DD-MMM-YYYY</li> </ul>
GL Date	General Ledger Date	<ul style="list-style-type: none"> <li>DD-MMM-YYYY</li> </ul>
Statement Number	Bank Statement Number	<ul style="list-style-type: none"> <li>Required</li> <li>Must be unique</li> </ul>
Remittance – Bank, Branch and Account Number	Bank Account where collections were deposited	<ul style="list-style-type: none"> <li>Select from List of Values</li> </ul>
Comment	Any additional remarks	<ul style="list-style-type: none"> <li>Optional</li> </ul>

6

After filling-up the necessary fields, click on **Lines** (Refer to Fig. 06)

Fig. 06

7

The **Bank Statement Lines** window will open. Fill-up each line according to what is on the Bank Sataement (Refer to Fig. 07)

Fig. 07

Field Name	Description	Remarks
Line	Sequence number	<ul style="list-style-type: none"> <li>Numeric</li> </ul>
Type	Type of Bank Transaction	<ul style="list-style-type: none"> <li>List of Values</li> </ul>
Code	Bank Transaction Code	<ul style="list-style-type: none"> <li>List of Values</li> </ul>
Number	Dependent on the Bank Transaction. Put in Check number if Bank Transaction is Check	<ul style="list-style-type: none"> <li>Refer to Bank Statement</li> </ul>

		Payment, Deposit Slip number if Deposits, etc..	
	Transaction Date	Date of transaction shown on Bank Account	• DD-MMM-YYYY
	Amount	Transaction amount	• Numeric
	Status	Reconciled/Unreconciled	• System generated

8

Make sure to encode all Bank Statement transaction lines on the **Bank Statement Lines** (Refer to Fig. 08)

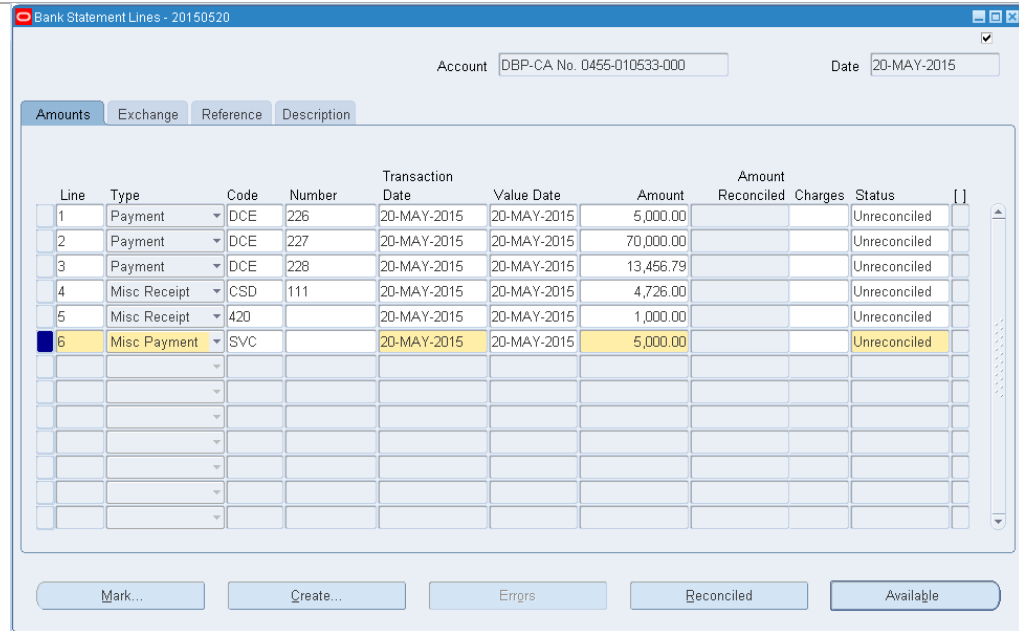


Fig. 08

For this example, please refer to the following legend

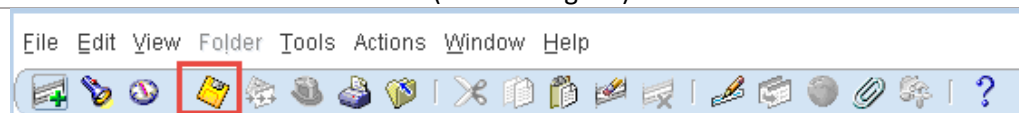
Type	Code	Description	Scenario
Payment	DCE	Check	A check payment has been made from the bank account
Misc Receipt	CSD	Deposits	A cash deposit has been made to the account
Misc Receipt	420	Interest Earned	The account earned an Interest
Misc Payment	SVC	Service Charge	The account incurred bank service charge

\*Note that Code may differ from Bank to Bank and from Campus to Campus

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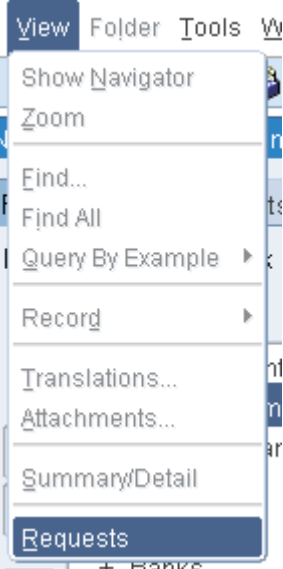
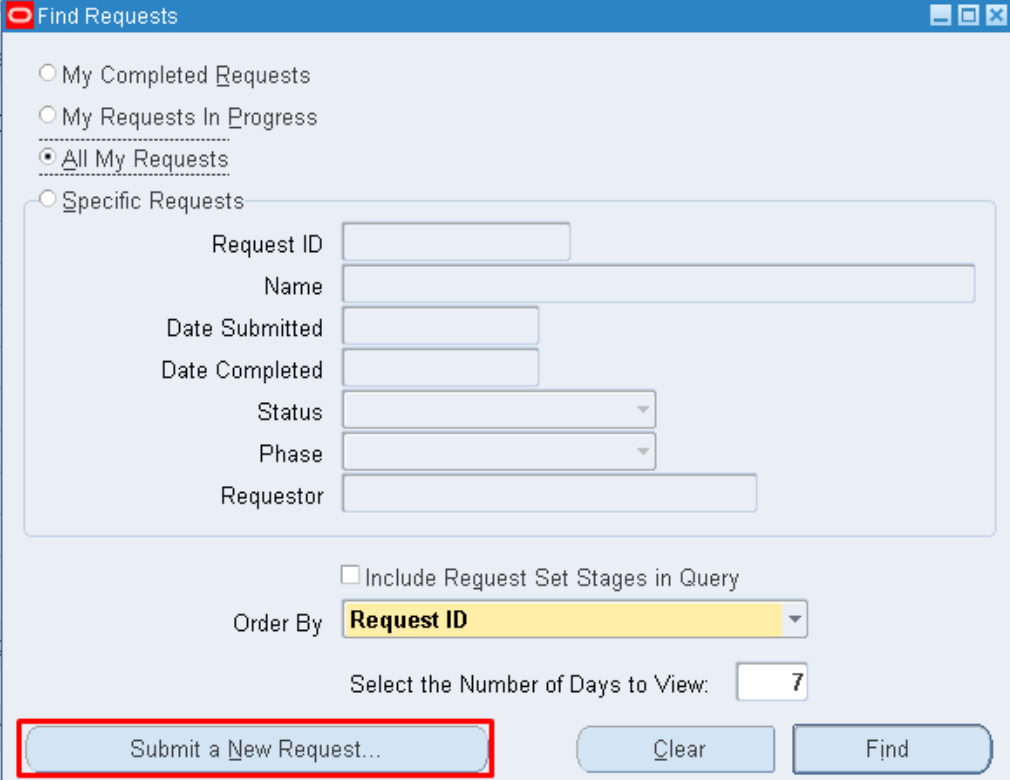
Save and close the bank statement (Refer to Fig. 09)

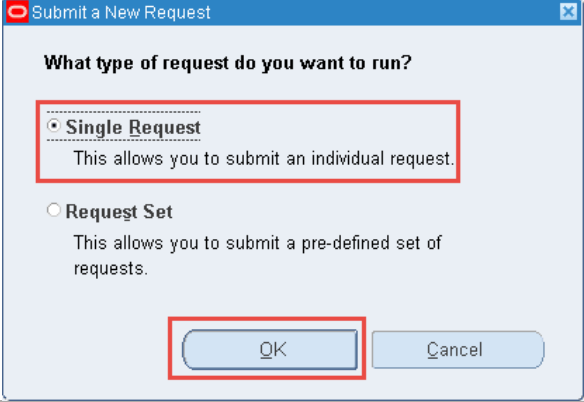

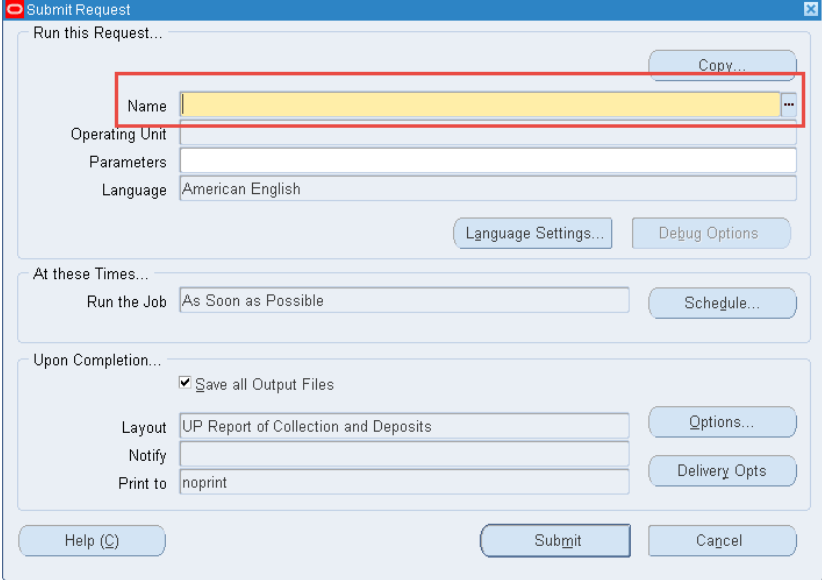
Fig. 09



10

Navigate to **View** and **Request** (Refer to Fig. 10)

<p>Fig. 10</p>	
<p>11</p>	<p>The <b>Find Request</b> window will open, click on <b>Submit a New Request</b> (Refer to Fig. 11)</p>
<p>Fig. 10</p>	
<p>11</p>	<p>Choose <b>Single Request</b> as the type of request you want to run, then click on <b>Ok</b>. (Refer to Fig. 11)</p>

<p>Fig. 11</p>	
<p>12</p>	<p>The <b>Submit Request</b> window will open. On the <b>Name</b> 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)</p>
<p>Fig. 12</p>	
<p>13</p>	<p>Select <b>AutoReconciliation</b> and click <b>OK</b>. (Refer to Fig. 13)</p>

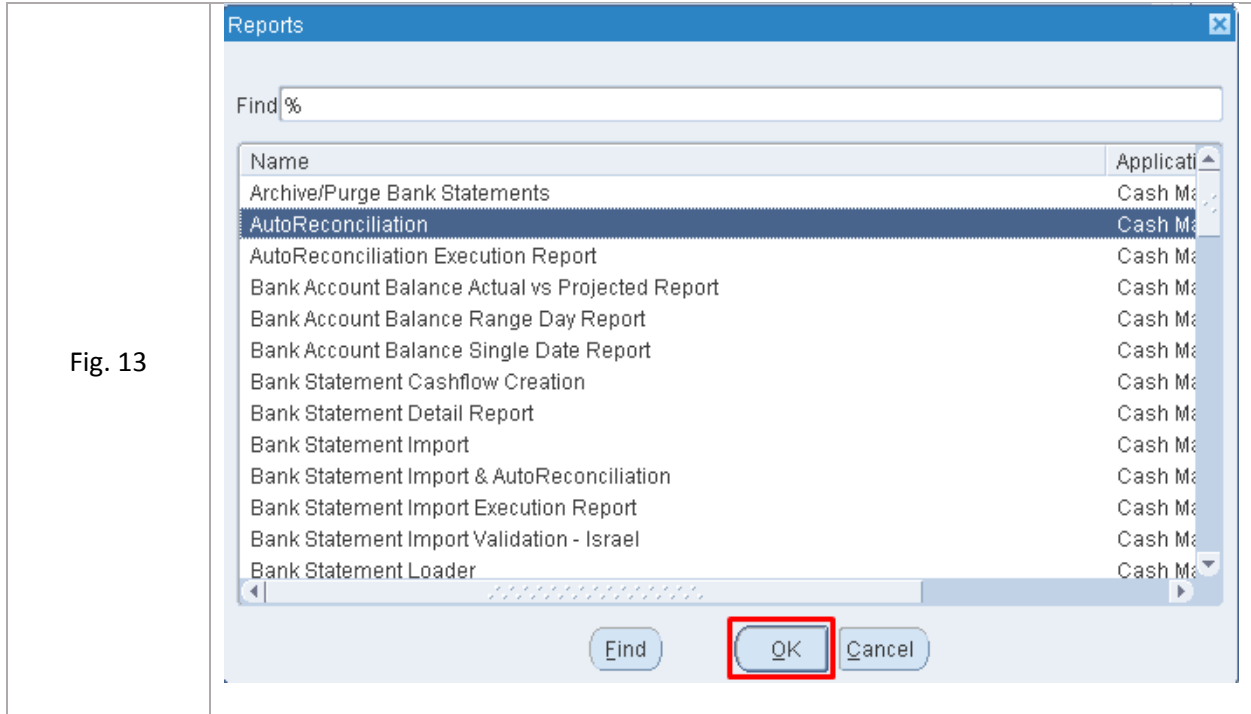


Fig. 13

14 The **Parameters** window will open, fill-up the necessary fields (Refer to Fig. 14)

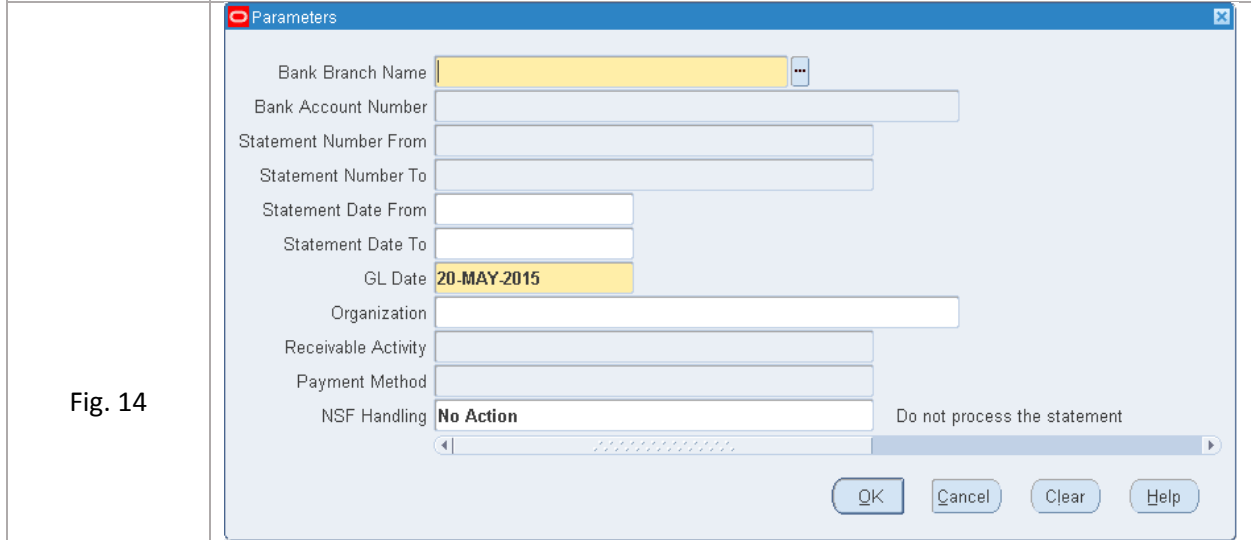
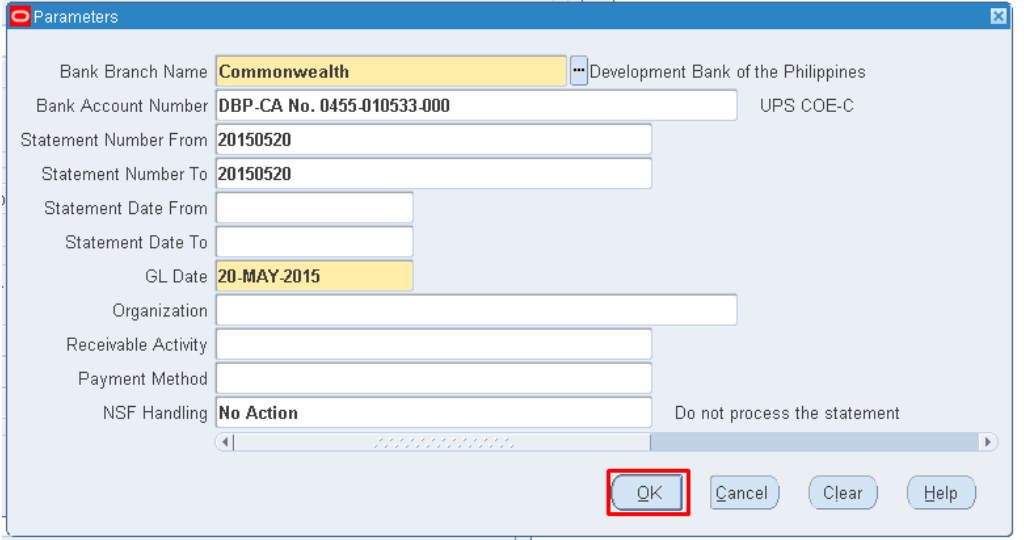
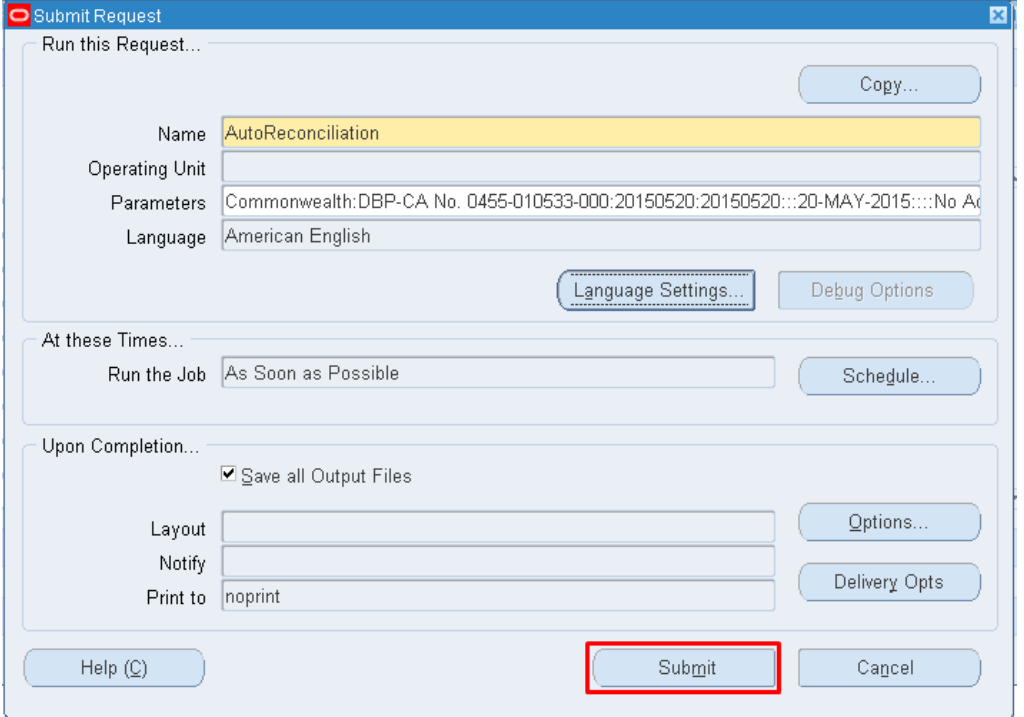



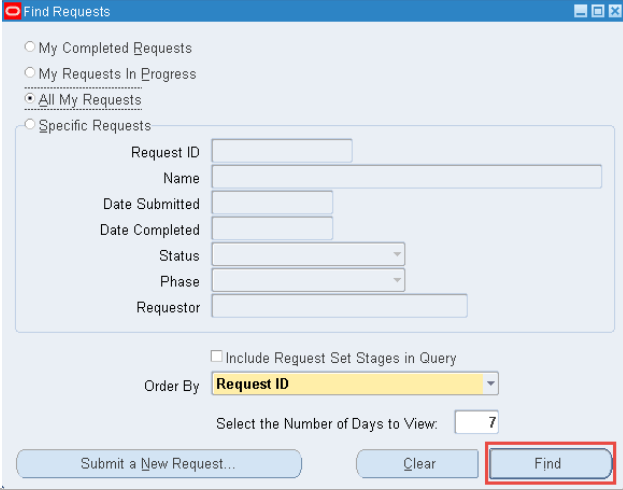
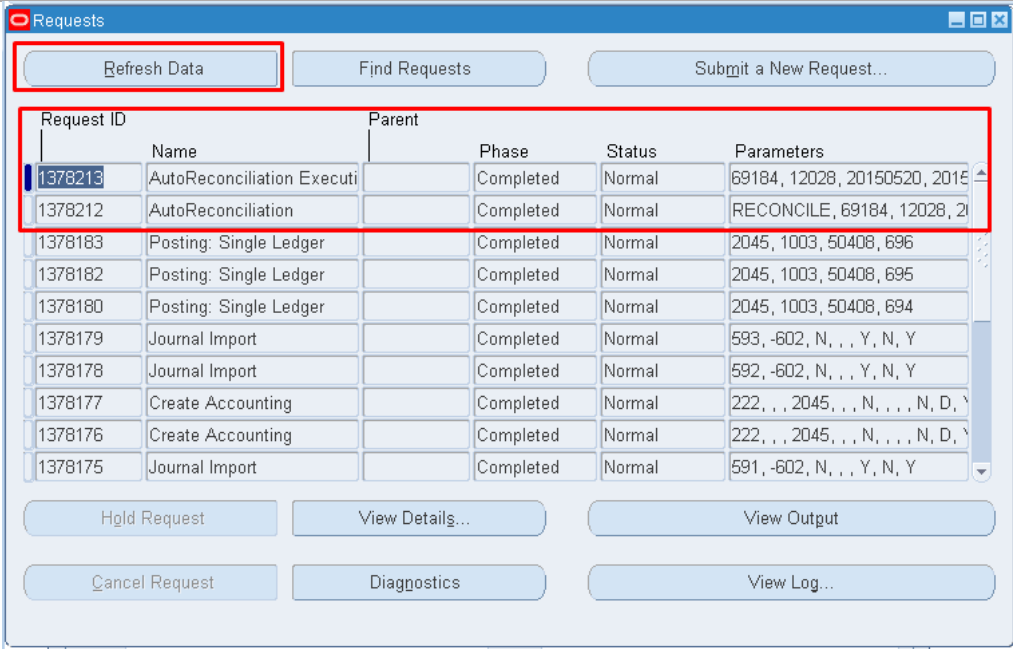
Fig. 14

Field Name	Description	Remarks
Bank Branch Name	Branch of the Bank where Bank Account is registered	• List of Values
Bank Account Number	Bank Account Number	• List of Values
Statement Number	Statement Number	• List of Values

15 After filling-up the parameters, click on **OK** (Refer to Fig. 15)



<p>Fig. 15</p>	
<p>16</p>	<p>Click <b>Submit</b> (Refer to Fig. 16)</p>
<p>Fig. 16</p>	
<p>17</p>	<p>A <b>Decision</b> window will pop-up, asking if there is another request to be submitted. Click <b>No</b>. (Refer to Fig. 17)</p>
<p>Fig. 17</p>	
<p>18</p>	<p>Click <b>Find</b>. (Refer to Fig. 18)</p>

<p>Fig. 18</p>																																																																			
<p>19</p>	<p>The <b>Requests</b> window will open and will show all the requests made. Check if the requests <b>AutoReconciliation</b> and <b>AutoReconciliation Execution Report</b> have been completed with a normal status. If not, click on <b>Refresh Data</b> (Refer to Fig. 19)</p>																																																																		
<p>Fig. 19</p>	 <table border="1" data-bbox="423 892 1390 1270"> <thead> <tr> <th>Request ID</th> <th>Name</th> <th>Parent</th> <th>Phase</th> <th>Status</th> <th>Parameters</th> </tr> </thead> <tbody> <tr> <td>1378213</td> <td>AutoReconciliation Executi</td> <td></td> <td>Completed</td> <td>Normal</td> <td>69184, 12028, 20150520, 2015</td> </tr> <tr> <td>1378212</td> <td>AutoReconciliation</td> <td></td> <td>Completed</td> <td>Normal</td> <td>RECONCILE, 69184, 12028, 2</td> </tr> <tr> <td>1378183</td> <td>Posting: Single Ledger</td> <td></td> <td>Completed</td> <td>Normal</td> <td>2045, 1003, 50408, 696</td> </tr> <tr> <td>1378182</td> <td>Posting: Single Ledger</td> <td></td> <td>Completed</td> <td>Normal</td> <td>2045, 1003, 50408, 695</td> </tr> <tr> <td>1378180</td> <td>Posting: Single Ledger</td> <td></td> <td>Completed</td> <td>Normal</td> <td>2045, 1003, 50408, 694</td> </tr> <tr> <td>1378179</td> <td>Journal Import</td> <td></td> <td>Completed</td> <td>Normal</td> <td>593, -602, N, , , Y, N, Y</td> </tr> <tr> <td>1378178</td> <td>Journal Import</td> <td></td> <td>Completed</td> <td>Normal</td> <td>592, -602, N, , , Y, N, Y</td> </tr> <tr> <td>1378177</td> <td>Create Accounting</td> <td></td> <td>Completed</td> <td>Normal</td> <td>222, , , 2045, , , N, , , , N, D, \</td> </tr> <tr> <td>1378176</td> <td>Create Accounting</td> <td></td> <td>Completed</td> <td>Normal</td> <td>222, , , 2045, , , N, , , , N, D, \</td> </tr> <tr> <td>1378175</td> <td>Journal Import</td> <td></td> <td>Completed</td> <td>Normal</td> <td>591, -602, N, , , Y, N, Y</td> </tr> </tbody> </table>	Request ID	Name	Parent	Phase	Status	Parameters	1378213	AutoReconciliation Executi		Completed	Normal	69184, 12028, 20150520, 2015	1378212	AutoReconciliation		Completed	Normal	RECONCILE, 69184, 12028, 2	1378183	Posting: Single Ledger		Completed	Normal	2045, 1003, 50408, 696	1378182	Posting: Single Ledger		Completed	Normal	2045, 1003, 50408, 695	1378180	Posting: Single Ledger		Completed	Normal	2045, 1003, 50408, 694	1378179	Journal Import		Completed	Normal	593, -602, N, , , Y, N, Y	1378178	Journal Import		Completed	Normal	592, -602, N, , , Y, N, Y	1378177	Create Accounting		Completed	Normal	222, , , 2045, , , N, , , , N, D, \	1378176	Create Accounting		Completed	Normal	222, , , 2045, , , N, , , , N, D, \	1378175	Journal Import		Completed	Normal	591, -602, N, , , Y, N, Y
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1378175	Journal Import		Completed	Normal	591, -602, N, , , Y, N, Y																																																														
<p>20</p>	<p>After completing the requests, go back to <b>Bank Statements and Reconciliation</b> and retrieve the current Bank Statement by searching for the <i>Statement Number</i> (Refer to Fig. 20)</p>																																																																		

<p>Fig. 20</p>	<p>The screenshot shows a dialog box titled "Find Bank Statements" with several input fields: "Account Number" (DBP-CA No. 0455-010533-000), "Statement Number" (20150520), "Date" (20-MAY-2015), "Currency" (PHP), and "Check Digits". There are also "GL Date" and "Complete" dropdown menus. At the bottom, there are "Clear", "New", and "Find" buttons, with the "Find" button highlighted in red.</p>
<p>21</p>	<p>The bank statement will be retrieved, click on <b>Review</b> (Refer to Fig. 21)</p>
<p>Fig. 21</p>	<p>The screenshot shows a window titled "Reconcile Bank Statements" containing a table with the following columns: Account Num, Statement Num, Statement Date, Curr, Check Digits, Account Name, Bank Name, and Bank Branch. The first row contains: DBP-CA No. 0455-0, 20150520, 20-MAY-2015, PHP, [blank], UPS COE-C, Development Bank, and Commonwealth. At the bottom, there are "Requery", "New", and "Review" buttons, with the "Review" button highlighted in red.</p>
<p>22</p>	<p>The <b>Bank Statement</b> will open, check if there are <i>Unreconciled Lines</i>. Click on <b>Lines</b> to further investigate (Refer to Fig. 22)</p>

Fig. 22

Bank Statement window showing account details and reconciliation totals. The window title is "Bank Statement".

Account Number: DBP-CA No. 0455-010533-000  
 Bank Name: Development Bank of the Philippines  
 Date: 20-MAY-2015  
 Document Number: [Empty]  
 GL Date: 20-MAY-2015

Account Name: UPS COE-C  
 Bank Branch: Commonwealth  
 Currency: PHP  
 Statement Number: 20150520  
 Check Digits: [Empty]

Control Totals:

	Amount	Lines
Opening Balance	[Empty]	[Empty]
Receipts	[Empty]	[Empty]
Payments	[Empty]	[Empty]
Closing Balance	[Empty]	[Empty]
Available Balance	[Empty]	[Empty]
Value Dated Balance	[Empty]	[Empty]
1 Day Float	[Empty]	[Empty]
2 Day Float	[Empty]	[Empty]

Line Totals:

	Amount	Lines
Opening Balance	[Empty]	[Empty]
Receipts	5,726.00	2
Payments	93,456.79	4
Closing Balance	-87,730.79	[Empty]
Unreconciled	726.00	2

Buttons: Errgs, Reversals, Reconciled, Available, Lines (highlighted with a red box).

23

The Bank Statement Lines will show which lines are unreconciled (Refer to Fig. 23)

Fig. 23

Bank Statement Lines - 20150520 window showing a list of transactions. The window title is "Bank Statement Lines - 20150520".

Account: DBP-CA No. 0455-010533-000  
 Date: 20-MAY-2015

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status
1	Payment	DCE	226	20-MAY-2015	20-MAY-2015	5,000.00	5,000.00		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
4	Misc Receipt	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			Reconciled
6	Misc Payment	SVC		20-MAY-2015	20-MAY-2015	5,000.00			Reconciled

Buttons: Mark..., Create..., Errgs, Reconciled, Available.

\*Note that only Cash Deposits should be *Unreconciled* after running **AutoReconciliation**

24

Select the unreconciled line and click on **Available** (Refer to Fig. 24)

Fig. 24

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status
1	Payment	DCE	226	20-MAY-2015	20-MAY-2015	5,000.00	5,000.00		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
4	Misc Receipt	CSD		20-MAY-2015	20-MAY-2015	4,726.00			Unreconciled
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

25

This will open the **Find Transactions** window, click on **Find**. (Refer to Fig. 25)

26

The available miscellaneous receipts will be shown, choose the receipts that will make up the sum of the deposit. Use the Report of Collections and Deposit as reference (Refer to Fig. 26)

<p>Fig. 26</p>	<p>Available Transactions - 20-MAY-2015, 1, Misc Receipt</p> <p>Account: UPV LBP GF 3052-1000-29</p> <p>Amount Reconciled: <input type="text"/></p> <p>Amount Remaining: 4,726.00</p> <p>Buttons: Previous, Next</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Number</th> <th>Currency</th> <th>Amount</th> <th>Amount</th> <th>Amount Cleared</th> <th>Cleared Date</th> <th>Value Date</th> <th>GL Date</th> <th>Date</th> </tr> </thead> <tbody> <tr><td>Miscellaneous</td><td>00007</td><td>PHP</td><td>3,000.00</td><td>3,000.00</td><td>3,000.00</td><td>01-OCT-2014</td><td></td><td>01-OCT-2014</td><td>01-OCT-2014</td></tr> <tr><td>Miscellaneous</td><td>00010</td><td>PHP</td><td>1,000.00</td><td>1,000.00</td><td>1,000.00</td><td>01-OCT-2014</td><td></td><td>01-OCT-2014</td><td>01-OCT-2014</td></tr> <tr><td>Miscellaneous</td><td>00010</td><td>PHP</td><td>1,000.00</td><td>1,000.00</td><td>1,000.00</td><td>01-OCT-2014</td><td></td><td>01-OCT-2014</td><td>01-OCT-2014</td></tr> <tr><td>Miscellaneous</td><td>10000</td><td>PHP</td><td>100.00</td><td>100.00</td><td>100.00</td><td>01-OCT-2014</td><td></td><td>01-OCT-2014</td><td>01-OCT-2014</td></tr> <tr><td>Miscellaneous</td><td>2112</td><td>PHP</td><td>1,000.00</td><td>1,000.00</td><td>1,000.00</td><td>01-OCT-2014</td><td></td><td>01-OCT-2014</td><td>01-OCT-2014</td></tr> <tr><td>Miscellaneous</td><td>294172</td><td>PHP</td><td>3,000.00</td><td>3,000.00</td><td>3,000.00</td><td>02-MAR-2015</td><td></td><td>01-DEC-2015</td><td>02-MAR-2015</td></tr> <tr><td>Miscellaneous</td><td>294173</td><td>PHP</td><td>6,000.00</td><td>6,000.00</td><td>6,000.00</td><td>02-MAR-2015</td><td></td><td>01-DEC-2015</td><td>02-MAR-2015</td></tr> <tr><td>Miscellaneous</td><td>9888</td><td>PHP</td><td>3,569.00</td><td>3,569.00</td><td>3,569.00</td><td>20-MAY-2015</td><td></td><td>01-DEC-2015</td><td>20-MAY-2015</td></tr> <tr><td>Miscellaneous</td><td>9998</td><td>PHP</td><td>899.00</td><td>899.00</td><td>899.00</td><td>20-MAY-2015</td><td></td><td>01-DEC-2015</td><td>20-MAY-2015</td></tr> <tr><td>Miscellaneous</td><td>9999</td><td>PHP</td><td>258.00</td><td>258.00</td><td>258.00</td><td>20-MAY-2015</td><td></td><td>01-DEC-2015</td><td>20-MAY-2015</td></tr> <tr><td>Miscellaneous</td><td>RECON-001</td><td>PHP</td><td>12,000.00</td><td>12,000.00</td><td>12,000.00</td><td>06-MAR-2015</td><td></td><td>06-MAR-2015</td><td>06-MAR-2015</td></tr> </tbody> </table> <p>Maturity Date: <input type="text"/> Status: Cleared</p> <p>Buttons: Recalculate, Reconcile</p>	Type	Number	Currency	Amount	Amount	Amount Cleared	Cleared Date	Value Date	GL Date	Date	Miscellaneous	00007	PHP	3,000.00	3,000.00	3,000.00	01-OCT-2014		01-OCT-2014	01-OCT-2014	Miscellaneous	00010	PHP	1,000.00	1,000.00	1,000.00	01-OCT-2014		01-OCT-2014	01-OCT-2014	Miscellaneous	00010	PHP	1,000.00	1,000.00	1,000.00	01-OCT-2014		01-OCT-2014	01-OCT-2014	Miscellaneous	10000	PHP	100.00	100.00	100.00	01-OCT-2014		01-OCT-2014	01-OCT-2014	Miscellaneous	2112	PHP	1,000.00	1,000.00	1,000.00	01-OCT-2014		01-OCT-2014	01-OCT-2014	Miscellaneous	294172	PHP	3,000.00	3,000.00	3,000.00	02-MAR-2015		01-DEC-2015	02-MAR-2015	Miscellaneous	294173	PHP	6,000.00	6,000.00	6,000.00	02-MAR-2015		01-DEC-2015	02-MAR-2015	Miscellaneous	9888	PHP	3,569.00	3,569.00	3,569.00	20-MAY-2015		01-DEC-2015	20-MAY-2015	Miscellaneous	9998	PHP	899.00	899.00	899.00	20-MAY-2015		01-DEC-2015	20-MAY-2015	Miscellaneous	9999	PHP	258.00	258.00	258.00	20-MAY-2015		01-DEC-2015	20-MAY-2015	Miscellaneous	RECON-001	PHP	12,000.00	12,000.00	12,000.00	06-MAR-2015		06-MAR-2015	06-MAR-2015
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<p>27</p>	<p>Select the appropriate receipts until <b>Amount Remaining</b> is 0.00. Click on <b>Reconcile</b> (Refer to Fig. 27)</p>																																																																																																																								
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<p>28</p>	<p>All Bank Statement Lines are now reconciled (Refer to Fig. 28)</p>																																																																																																																								

Fig. 28

Bank Statement Lines - 20150520

Account DBP-CA No. 0455-010533-000 Date 20-MAY-2015

Amounts Exchange Reference Description

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status
1	Payment	DCE	226	20-MAY-2015	20-MAY-2015	5,000.00	5,000.00		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
4	Misc Receipt	CSD	111	20-MAY-2015	20-MAY-2015	4,726.00			Reconciled
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

Mark... Create... Errors Reconciled Available