


# Cash Reconciliation



The Cash Reconciliation allows the user to create a monthly reconciliation sheet.

## Create a Cash Reconciliation

1. From the Periodic menu select 'Cash Reconciliation'

2. Click on 

1. Enter in the required information for the preferred posting period. Use the 'Description' and 'Amount' boxes to add your data and click on  to add it to above section box

2. Click on  to post the month's cash reconciliation, click on  to not post and return to the grid.


3. To generate a PDF-formatted report of your monthly cash reconciliation, please refer to the 'Search/View Monthly Cash Reconciliation' section.


## Search/View Monthly Cash Reconciliations



+ Create		Month Name	Fiscal Year	Total Balances, End-of-Year	Total Fund Balance	Total Clearance Account Balances
		January	2017	5,519,856.73	5,519,856.73	0.00

Cash Reconciliation grid allows the user to search for any monthly/yearly cash reconciliations by clicking in the filter row in the [grid](#) columns and

entering in the desired information. Click on  to generate a report based on your filtered data. Click on any row of the search

results to see a summary view of the record. Click on  to see the full details on the monthly cash reconciliation. The [Advanced Search](#)

can be utilized by clicking on the  in the upper right side of the grid.


## Print a Cash Reconciliation

When viewing an existing cash reconciliation, click on  to generate a PDF version of the report.

## Edit Cash Reconciliations

Cash Reconciliations from an open posting period may be modified. Only fields that are allowed to be edited will be displayed.


1. Search desired monthly reconciliation on grid


2. Click on  to edit the transaction  
1. Make desired changes

3. Click on  to save desired changes, click on Cancel to not post the changes and return to the grid.

## Clone Cash Reconciliations

1. Search desired monthly cash reconciliation on grid

2. Click on  to view the cash reconciliation information

3. Click on  to clone the month's cash reconciliation information to a new month's cash reconciliation. NOTE: The amounts that were entered on the existing cash reconciliation will not carry over to the new month's cash reconciliation.


4. Make the necessary changes and click on



to save the new month's cash reconciliation, or click on Cancel to not post and return to the cash reconciliation grid.

## Delete Cash Reconciliations

The delete function may be used to delete a month's cash reconciliation. NOTE: If the period is closed, you cannot delete that period's cash reconciliation.

1. Search desired cash reconciliation on grid
2. Click on  to delete the transaction
3. Click on "Delete" to confirm the deletion

## More Information