RECONCILE BANK STATEMENTS AUTOMATICALLY

QUICK REFERENCE GUIDE CM-42

CM

Purpose

The purpose of this Quick Reference Guide **(QRG)** is to provide a step-by-step explanation of how to Reconcile Bank Statement Automatically in the North Carolina Financial System **(NCFS)**.

Introduction and Overview

This QRG covers the procedure of reconciling bank statements automatically in NCFS. Daily cleared file from DST will use auto reconciliation.

Note: Agencies will only reconcile bank statements for their own bank accounts.

Automatically Reconcile Bank Transactions

To automatically reconcile bank transaction in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.

2. On the **Home** page, click the **Cash Management** tab and then click the **Bank Statements and Reconciliation** app.
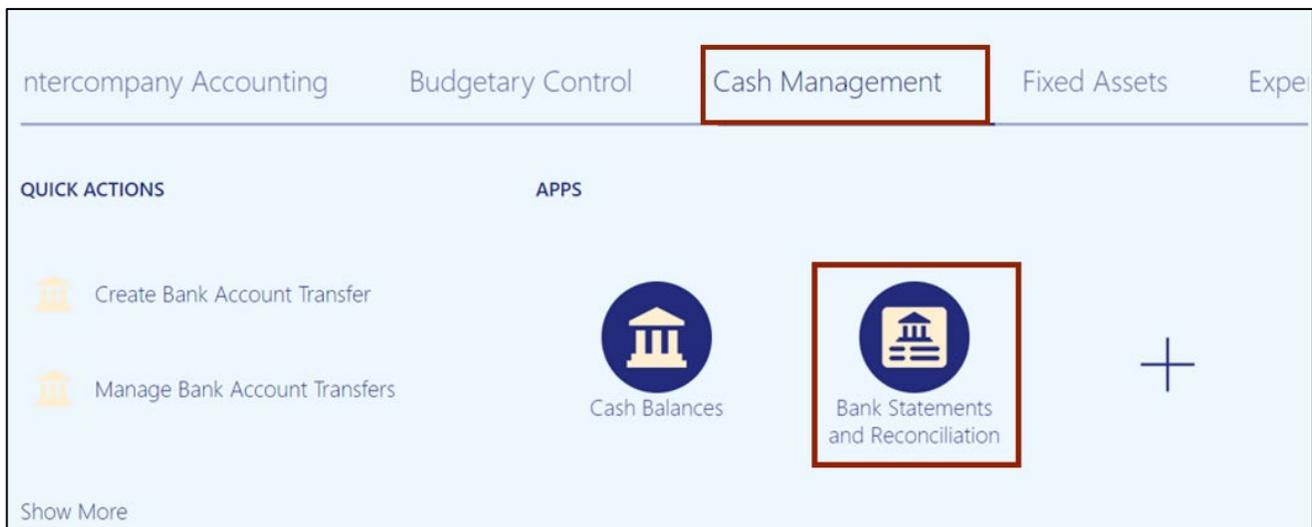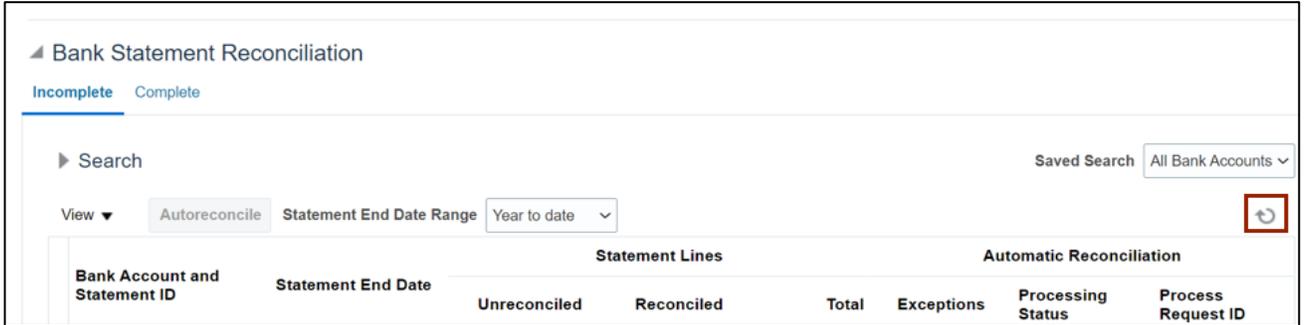
3. On the Overview page, under the **Bank Statement Reconciliation** section, click the *Statement End Date Range* drop-down choice list, and select the desired date range (or leave it blank to see all incomplete statements).

    In this example, choose **Year to date.**
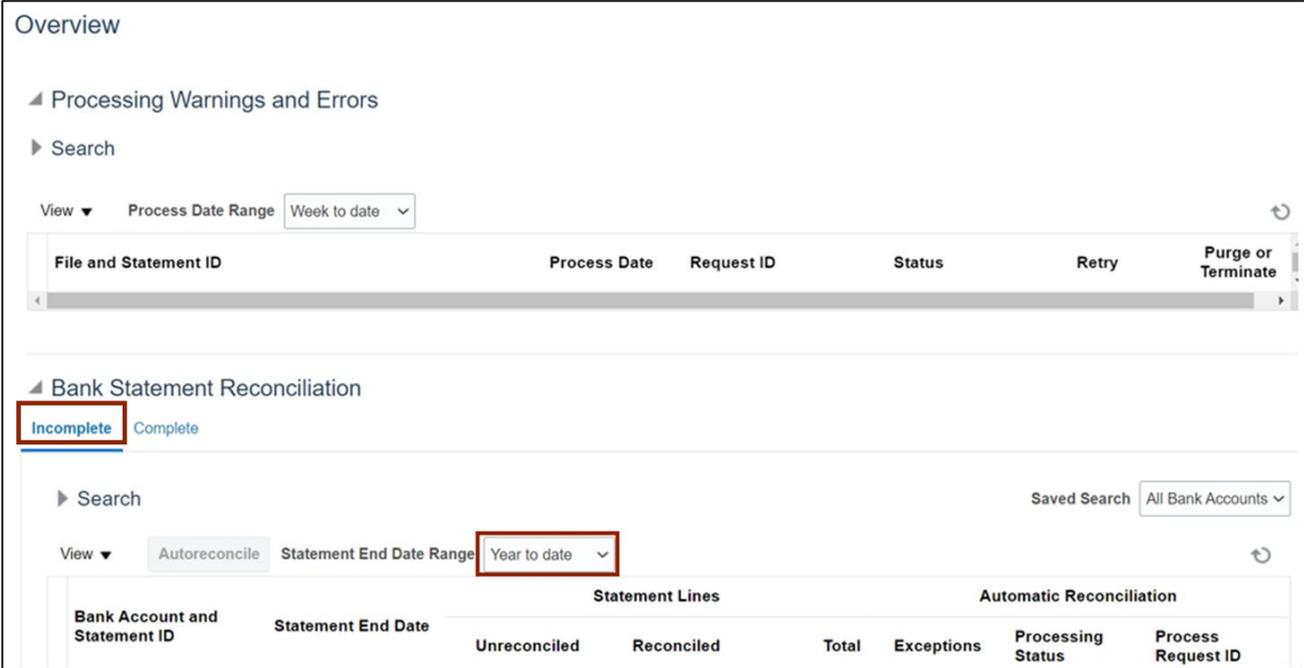
4. Click the **Refresh [↺]** icon.

5. Select the **Bank Account and Statement ID** by highlighting the row.

    In this example, choose **TestStatement.**

    Note: More than one statement can be selected and run together.

6. Once highlighted, click the **Autoreconcile** button.

7. On the *Information* pop-up, click the **OK** button.

8. Click the **Complete** tab. The reconciled bank statement will reflect under the **Complete** tab.

Wrap-Up

Reconcile bank statements with system transactions automatically using the step above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- CM100: Bank Reconciliation