



RECONCILE BANK STATEMENTS AUTOMATICALLY

CM

QUICK REFERENCE GUIDE CM-42

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

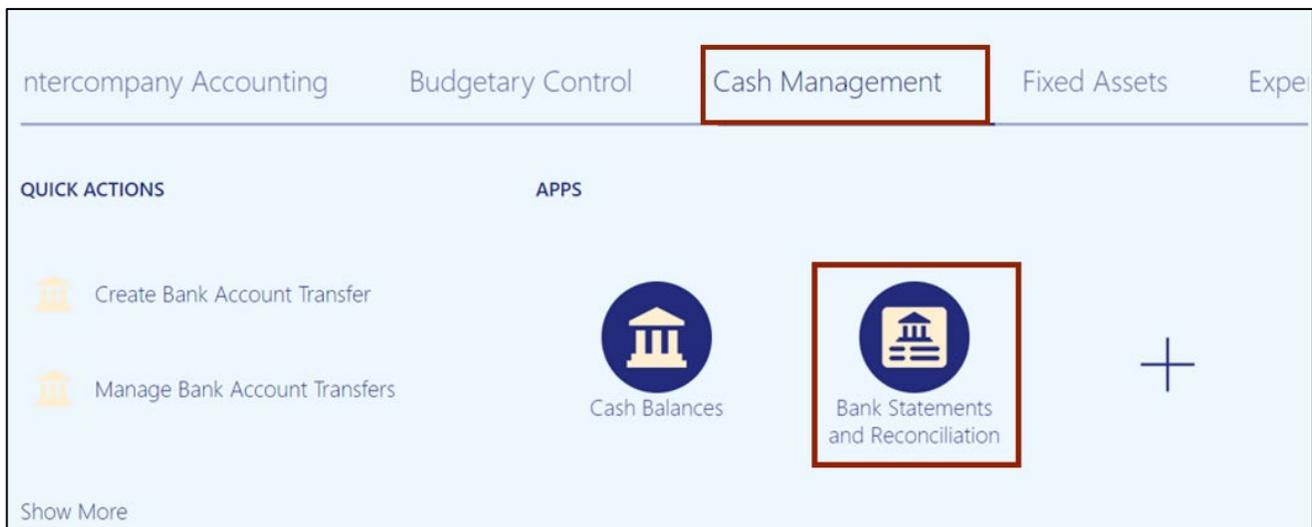
This QRG covers the procedure of reconciling bank statements automatically in NCFS. Daily cleared file from DST will use auto reconciliation.

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

Automatically Reconcile Bank Transactions

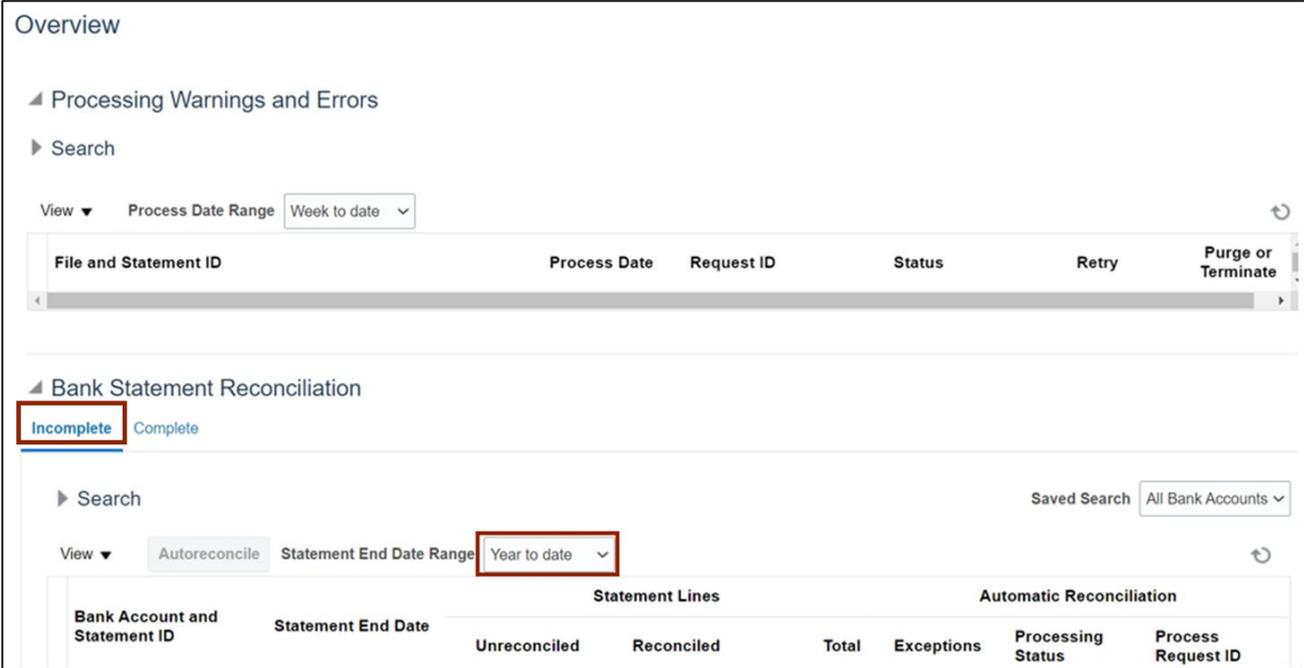
To automatically reconcile bank transaction in NCFS, please follow the steps below:

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.

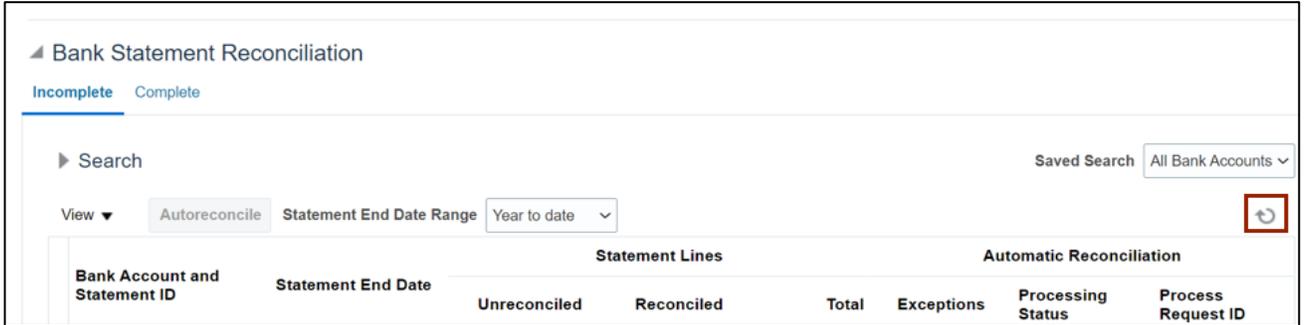


- 3. On the Overview page, under the **Bank Statement Reconciliation** section, click the *Statement End Date Range* drop-down choice list, and select the desired date range (or leave it blank to see all incomplete statements).

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.

Bank Statement Reconciliation

Incomplete Complete

Search Saved Search All Bank Accounts

View Autoreconcile Statement End Date Range Year to date

Bank Account and Statement ID	Statement Lines			Automatic Reconciliation			
	Statement End Date	Unreconciled	Reconciled	Total	Exceptions	Processing Status	Process Request ID
3000046 - GENERAL EXPENSE - OSC E-PAY		2	0	2			
TestStatement 3/24/23		2	0	2			

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

Bank Statement Reconciliation

Incomplete Complete

Search Saved Search All Bank Accounts

View Autoreconcile Statement End Date Range Year to date

Bank Account and Statement ID	Statement Lines			Automatic Reconciliation			
	Statement End Date	Unreconciled	Reconciled	Total	Exceptions	Processing Status	Process Request ID
3000046 - GENERAL EXPENSE - OSC E-PAY		2	0	2			
TestStatement 3/24/23		2	0	2			

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

The screenshot shows the 'Bank Statement Reconciliation' interface. At the top, there are tabs for 'Incomplete' and 'Complete'. Below the tabs, there is a search bar and a 'View' dropdown menu set to 'Autoreconcile'. A table lists bank accounts and their reconciliation status. An 'Information' pop-up dialog box is displayed in the center, containing the text 'Automatic reconciliation request 2232958 has been submitted.' and an 'OK' button highlighted with a red box.

Bank Account and Statement ID	Statement End Date	Unreconciled	Reconciled	Total	Exceptions	Processing Status	Process Request ID
3000046 - GENERAL EXPENSE - OSC E-PAY		2	0	2			
TestStatement	3/24/23	2	0	2		✓	2232918

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

The screenshot shows the 'Bank Statement Reconciliation' interface with the 'Complete' tab selected and highlighted with a red box. The table below shows the reconciled statement for 'TestStatement' with 2 total reconciled lines.

Bank Account and Statement ID	Statement End Date	Total Reconciled Lines	Reviewed
3000046 - GENERAL EXPENSE - OSC E-PAY			
TestStatement	3/24/23	2	

Wrap-Up

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

Additional Resources

Virtual Instructor-Led Training (vILT)

- CM100: Bank Reconciliation