An overview of Auto Bank Reconciliation

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OBJECTIVES

➢ Describe how to upload and reconcile transactions automatically.

➢ Generating and interpreting FO.30 report.

Cash Management (CM)

➢ You log in using the CM user responsibility.

➢ Cash Management reconciliation process starts from loading bank statements

➢ Bank statements are received electronically from banks in this case CBK.

STEPS IN CASH MANAGEMENT.

➢ Auto Reconciliation follows three major processes:

i.   Bank statement loading,

ii. Bank statement importing,

iii. Auto reconciliation

STEP 1.

A. Loading Bank Statement.

Run the **Bank Statement Loader** program against the bank statement file. This populates the bank statement to open interface tables. Therefore, user shall submit the request with the necessary parameters.

Cont....d

The process of performing Bank statement loading is summarized in the steps below:

i. Select bank statement loader (All Files)

ii. Under process option- Load

iii. Under mapping name: GOKSWIFT940

iv. Account Number: Select Bank Account Whether Recurrent Or Development

v. Select the statement available or loading

vi. GL Date: Select Date e.g. 30-JUN-2017

vii. Submit the report

Submit a New Request.
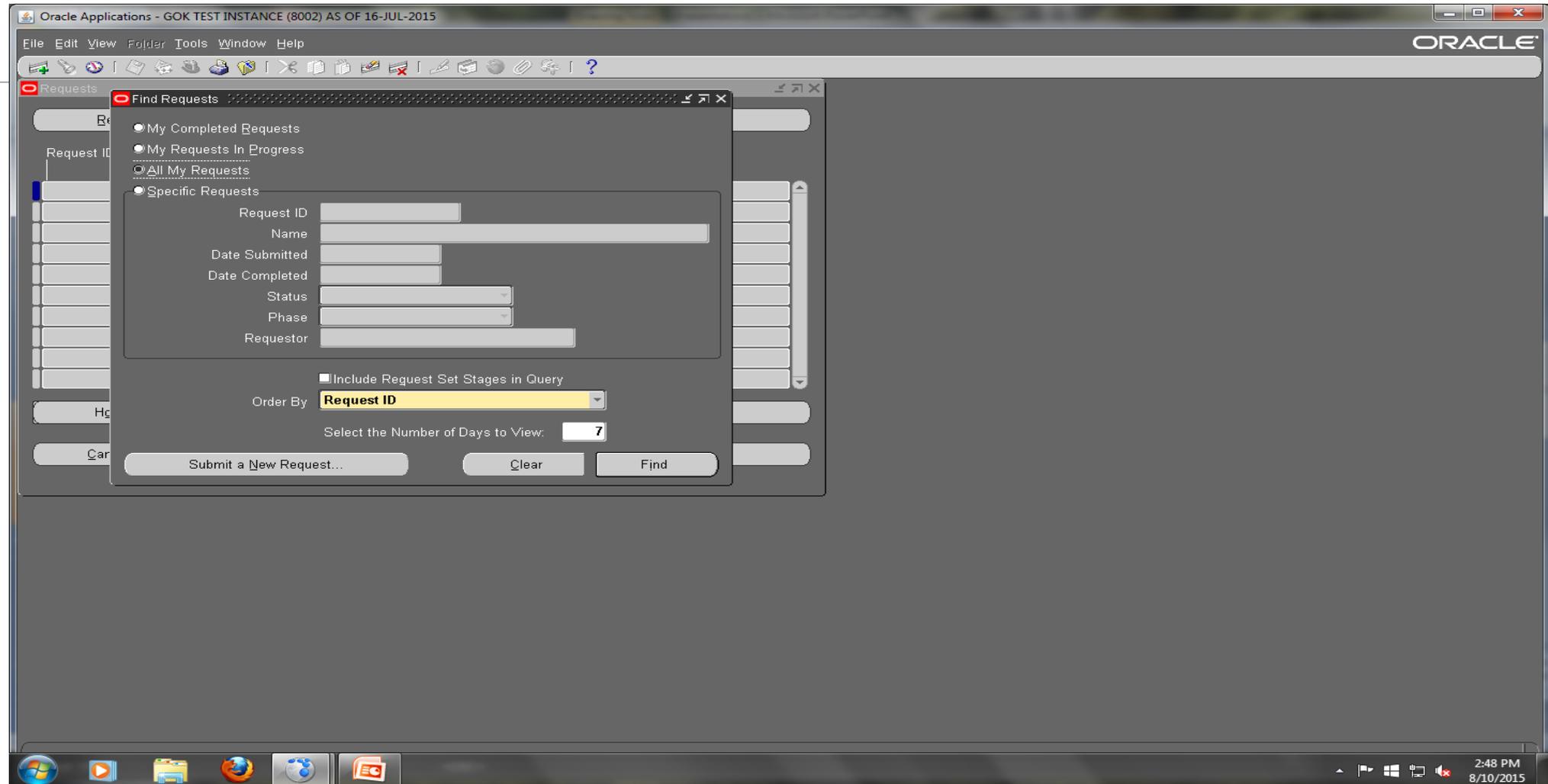
Single Request.

Bank Statement Loader

Cont….d
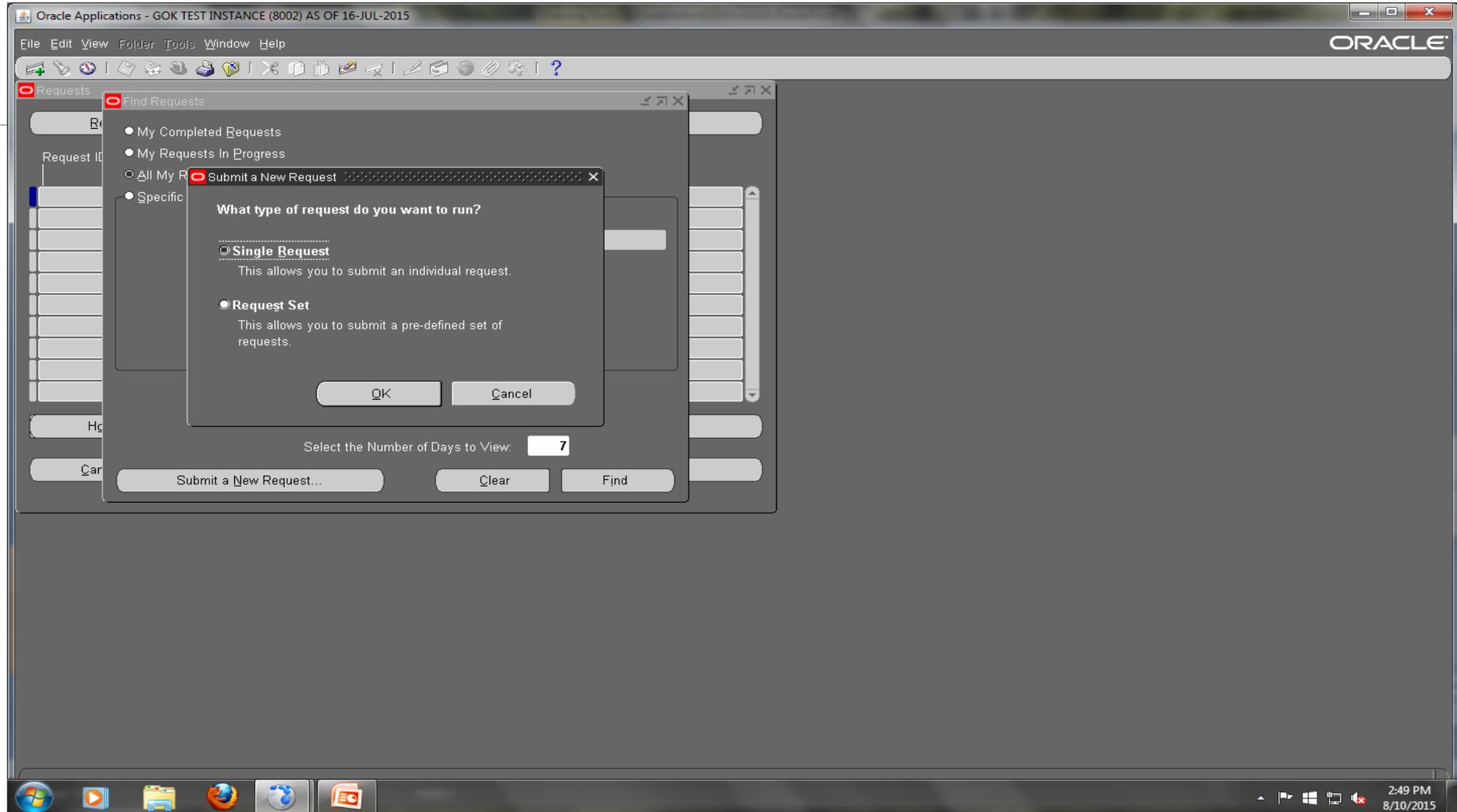
Submit Request

Run this Request...

Copy...

Name **Bank Statement Loader**

Parameters

Process Option	**Load**	Run the loading process only
Mapping Name	**GOKSWIFT940**	SWIFT940 Template For Government Of Ken
Account Number	**01-010-R007**	100000342
Data File Name	MSG.1659527231.07_201306_20130606-285_1000003421.txt	N
Directory Path		
Bank Branch Name		
Bank Account Number		
GL Date	**16-JAN-2014**	
Organization		
Receivables Activity		
Payment Method		
NSF Handling		

OK   Cancel   Clear   Help

Execution Report.

STEP 2.

Importing the bank statement

➢ If you load electronic bank statements using Bank Statement Loader Program, you must **import** the bank statement.

Cont….d

Steps of Bank statement importing:

i. Navigate to the Submit Request window.

ii. Select the Bank Statement Import.

iii. Enter the Bank Account Number for the statement you want to import.

iv. Specify the range of statement numbers in the Statement Number From and Statement Number To fields.

v. Specify dates for the Statement Date From, Statement Date To, and GL Date fields.

Bank Statement Import.

Submit Request   ✕

Run this Request...

Copy...

Name   **Bank Statement Import**

Operating Unit

Parameters   **Haile Selassie:1000181664:01/1000181664:01/1000181664:::17-JAN-2014:**

Language   **American English**

Parameters   ✕

Bank Branch Name   **Haile Selassie**   ··· Central Bank of Kenya

Bank Account Number   **1000181664**   DEV-THE NATIONAL TREASUI

Statement Number From   **01/1000181664**

Statement Number To   **01/1000181664**

Statement Date From

Statement Date To

GL Date   **17-JAN-2014**

Organization

OK   Cancel   Clear   Help

Step 3.

Automatic Bank Account Statements Reconciliation

➢ After loading and importing the bank statements you now go to the process of auto reconcilliation.

Cont...d

Steps of Bank statement auto reconciliation:

i.   Navigate to the Submit Request window.

ii.   Select Auto reconciliation.

iii.   Enter the Bank Account Number for the statement you want to auto reconcile.

iv.   Specify the range of statement numbers in the Statement Number From and Statement Number To fields.

v.   Specify dates for the Statement Date From, Statement Date To, and GL Date fields.

Auto Reconcilliation.

FO. 30

GENERATING FO.30 REPORT

➢ After finalizing all the steps of the reconciliation run Bank Reconciliation F.O.30 which generates the detail about the reconciled and unreconciled both in summary and detail report.

Steps of running FO. 30.

Steps of producing FO 30 Report:

i.   Navigate to the Submit Request window.

ii.   Select Bank Reconciliation FO 30.

iii.   Enter the Bank Account Number for the FO 30 you want to run.

iv.   Specify dates for the Statement Date From and Statement Date To.

FO. 30 Report

Sample FO. 30

REPUBLIC OF KENYA

F.O. 30

BANK RECONCILIATION

From Date : 01-JAN-13 To : 31-DEC-13

Bank : Central Bank of Kenya , Branch : Haile Selassie , Account Number : 1000181664

Balance as per bank certificate	20,000,000.00
Less --	
1. Payment in Cash Book not yet recorded in Bank Statement (Unpresented Cheques)	3,695,460,420.00
2. Receipts in Bank Statement not yet recorded in Cash Book	
Add --	
3. Payment in Bank Statement not yet recorded in Cash Book	245,000.00
4. Receipts in Cash Book not yet Recorded in Bank Statement	
Bank Balance as per Cash Book	-3,675,215,420.00

1. PAYMENTS IN CASH BOOK NOT YET RECORDED IN BANK STATEMENT (UNPRESENTED CHEQUES)

Cheque No	Date	Payee	Amount
10000002	14-AUG-13	COLLINS DAVID ASEKA	245,000.00
10000003	15-AUG-13	COMMISSIONER OF INCOME TAX	105,000.00
10000004	22-AUG-13	KENYA REVENUE AUTHORITY(PAYE)	244,000,000.00
10000005	02-SEP-13	KENYA TRADE NETWORK AGENCY	90,250,000.00
10000006	02-SEP-13	ALESSANDRO PALUMBO	250,000.00
10000007	04-SEP-13	COMMISSIONER OF INCOME TAX	105,000.00
10000008	04-SEP-13	COLLINS DAVID ASEKA	245,000.00
10000009	06-SEP-13	MONICA MARREN BURA ASUNA	526,780.00
10000010	06-SEP-13	AID EFFECTIVENESS GROUP	30,000,000.00

INTERPRETATION OF F0.30 REPORT.

➤ **Column 1: Payments in cashbook not in bank.**

- Statements not yet loaded.

- Payments not yet cleared.

- Auto reconciliation process not completed.

- Voided payments.

➤ **Column 2: Receipts in bank not in cashbook.**

- Receipts not captured and remmitted.

- Errors: mismatch of CBK reference no.

Cont'd

➢ **Column 3: Payments in bank not in cashbook.**

- Voided payments

- Auto reconciliation not complete.

➢ **Column 4: Receipts in cashbook not in bank**

- Unremitted receipts.

- Statements not loaded.

- Autoreconcilliation process not completed.

- Errors: mismatch of reference numbers.

Conclusion

Load statements one by one.

Ensure you use the correct GL DATE especially in importing and Auto reconcilliation.

Importing and auto reconciliation gives a range of the period to work on.

Ensure you complete the auto reconciliation process (3 steps) to reconcile all the unreconcilling items fully.

THANK YOU