

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.

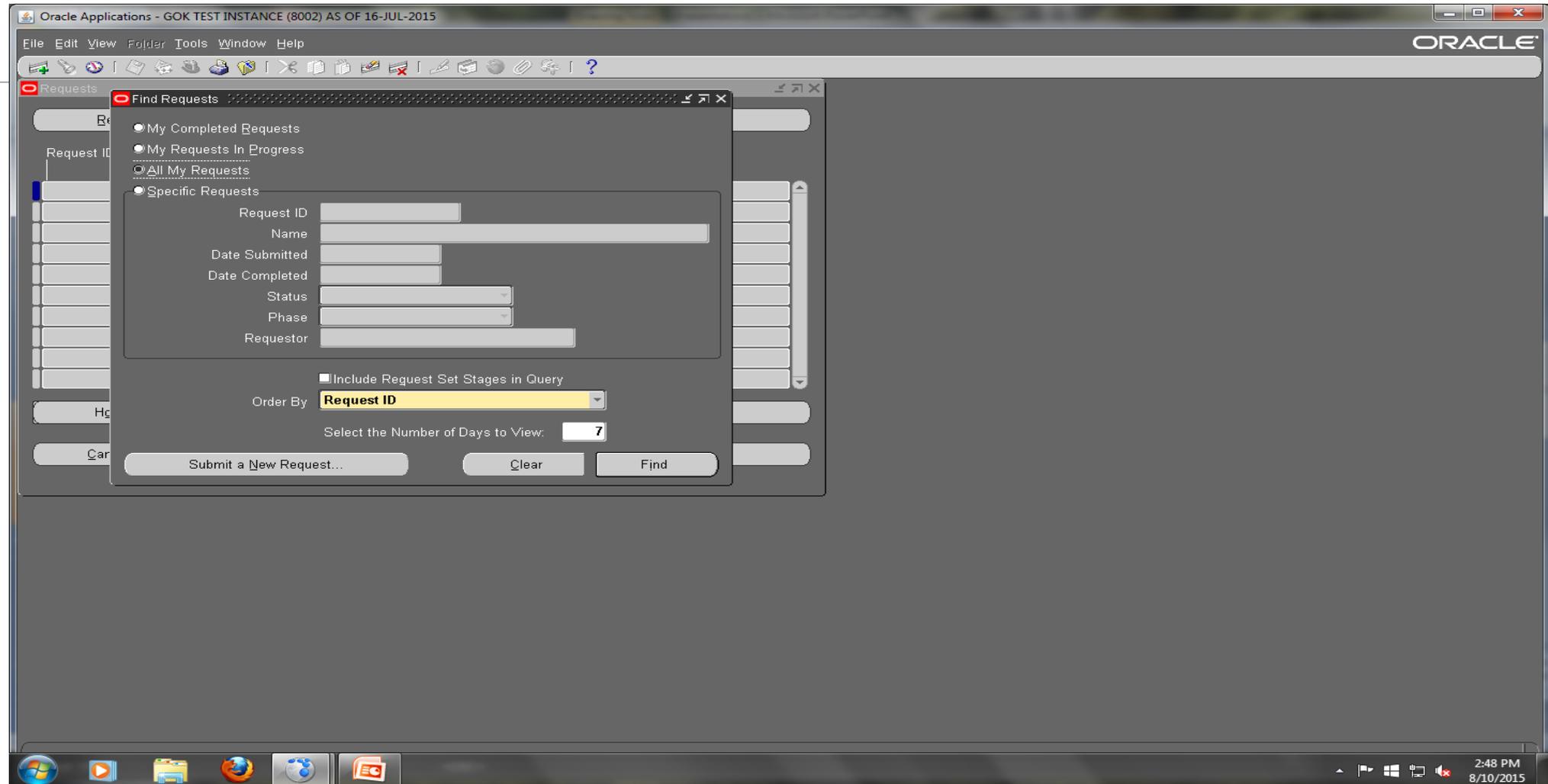
Run the **Bank Statement Loader** program against the bank statement file. This populates the bank statement to open interface tables. Therefore, user shall submit the request with the necessary parameters.

Cont....d

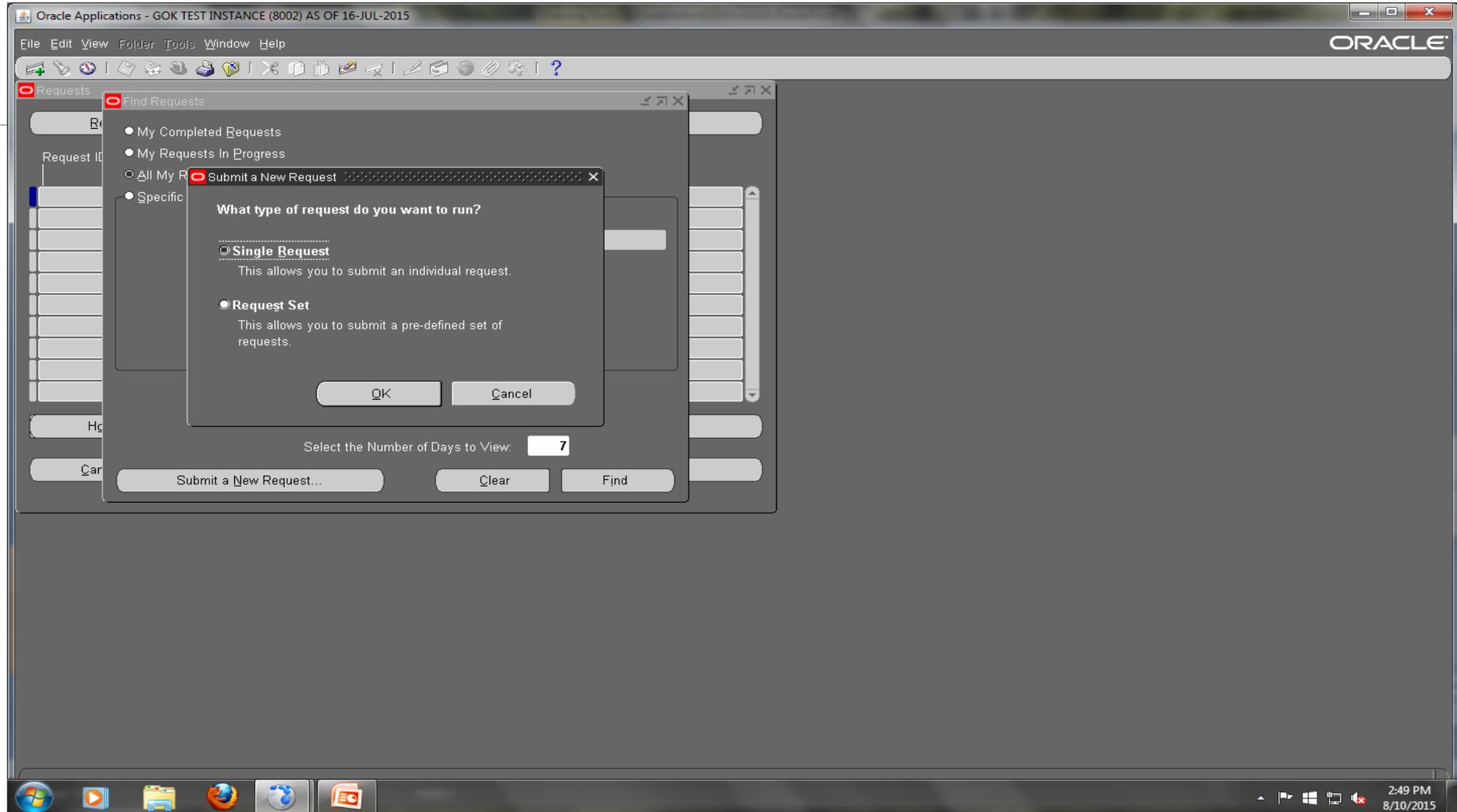
The process of performing Bank statement loading is summarized in the steps below:

- 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

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

Cont...d

The image shows a software interface with two overlapping windows. The top window is titled 'Submit Request' and contains a 'Run this Request...' section with a 'Copy...' button. Below this, the 'Name' field is set to 'Bank Statement Loader'. The bottom window is titled 'Parameters' and contains a list of configuration fields:

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		

At the bottom of the 'Parameters' window are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

Execution Report.

The screenshot displays the Oracle Applications interface. The main window is titled "Report: request ID - 26364221" and shows a "Bank Statement Loader Execution Report". The report content is as follows:

```
Bank Statement Loader Execution Report

Report Date: 24 JAN 2018

Name:          GOKSWIFT940
Description:    SWIFT940 Template For Government Of Kenya
Format Type:   SWIFT940
Control File Nam GOKSWIFT940.ct1
Data File Name: $CE_TOP/bin/MSG.1707727211.01_20141001-
                10_1000195517.txt

*** No Exception Found ***
```

Below the report text, there are navigation buttons: "Go To...", "First", "Previous", "Next", and "Last". To the right of the report window, a table with two columns, "Name" and "Bank Branch", is visible but currently empty. At the bottom of the report window, there are buttons for "Requery", "New", and "Review". The Oracle Applications window title bar shows "Oracle Applications - DEV1 as of 15TH MAY 17". The Windows taskbar at the bottom shows the time as 3:15 PM on 1/24/2018.

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 [Close]

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 [Close]

Bank Branch Name	Haile Selassie	Central Bank of Kenya
Bank Account Number	1000181664	DEV-THE NATIONAL TREASURY
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 reconciliation.

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 Reconciliation.

The screenshot displays the Oracle Applications interface for setting up an Auto Reconciliation job. The main window is titled "Oracle Applications - DEV1 as of 15TH MAY 17". A "Submit Request" dialog is open, showing the job name "AutoReconciliation" and various parameters. A "Parameters" sub-dialog is also open, providing detailed settings for the reconciliation process.

Submit Request Dialog:

- Run this Request...: Copy...
- Name: AutoReconciliation
- Operating Unit: [Empty]
- Parameters: [Empty]
- Language: American English
- At these Times...: Run the Job: As Soon as Possib
- Upon Completion...: Save all Output F
- Layout: [Empty]
- Notify: [Empty]
- Print to: noprint
- Buttons: Help (C)

Parameters Dialog:

- Bank Branch Name: Haile Selassie (Central Bank of Kenya)
- Bank Account Number: 1000195517 (SAMBURU COUNTY ASSEMB)
- Statement Number From: [Empty]
- Statement Number To: [Empty]
- Statement Date From: [Empty]
- Statement Date To: [Empty]
- GL Date: [Empty]
- Organization: [Empty]
- Receivable Activity: [Empty]
- Payment Method: [Empty]
- NSF Handling: No Action (Do not process the statement)
- Buttons: OK, Cancel, Clear, Help

Main Window Buttons: Requery, New, Review

System Tray: 3:07 PM, 1/24/2018

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

Oracle Applications - DEV1 as of 15TH MAY 17

File Edit View Folder Tools Window Help

ORACLE

Submit Request

Run this Request...

Copy...

Name Bank Branch

Name Bank Reconciliation F.O. 30

Operating Unit Samburu - County Assembly

Parameters 657:14720:1000195517:01-JUL-2016:31-DEC-2016:

Language American English

At these Times...

Run the Job As Soon as Possib

Upon Completion...

Save all Output F

Layout

Notify

Print to noprint

Help (C)

Submit Cancel

Parameters

Organization ID 657

Bank Branch Name 14720 Central Bank of Kenya :- Haile Selassie

Bank Account 1000195517 76320-SAMBURU COUNTY ASSEMBLY RECURF

From Date (DD-MON-YYYY) 01-JUL-2016

To Date (DD-MON-YYYY) 31-DEC-2016

Ending Balance

OK Cancel Clear Help

Requery New Review

Type here to search

3:11 PM 1/24/2018

Sample FO. 30

F.O. 30

REPUBLIC OF KENYA
BANK RECONCILIATION

Page 1 of 4

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	<u><u>-3,675,215,420.00</u></u>

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

Cheque		Payee	Amount
No	Date		
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 remitted.
- 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.
 - Autoreconcillation 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 reconcillation.

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 unreconciling items fully.

THANK YOU

