

On occasion, you will need to perform manual reconciliation for P-Card transactions and wire and ACH transactions. P-Card transactions can be manually reconciled once at the end of every month and the other transactions should be evaluated daily to ensure all transactions are reconciled. The following process outlines how to manually reconcile transactions in ARC.

1. Navigate to the **NavBar > Reconcile Statements > Manual Reconciliation**
2. Select the appropriate Bank ID, Account #, and dates you want to view transactions for, and click "Search"

**Manual Reconciliation** \*Search By: From Date / Thru Date

Search Criteria

Bank ID: 021309379 Account #: 601-875511 \*Status: Unreconciled

From Date: 07/05/2012 Thru Date: 07/06/2012 Method: Search

Total Transaction Amount: 0.000 USD

System Transactions

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input checked="" type="checkbox"/>									

Select All  Clear All

Recon Date Override Options

Reconcile Report Type: XML Publisher Register Report Process Monitor Return to Reconcile Statements

3. The list of unreconciled transactions will appear. Select the transaction(s) you need to reconcile by checking the box next to the transaction and click "Reconcile"

Total Transaction Amount: 12,232,088,062,818.09 USD

System Transactions

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input checked="" type="checkbox"/>	07/06/2012	UNR	0000000001	04/23/2012	250.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	07/06/2012	UNR	0000000002	04/26/2012	600.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	07/06/2012	UNR	0000000103	04/28/2012	200.00	MAN	Payables	Paid	Manual
<input type="checkbox"/>	07/06/2012	UNR	0000000004	04/26/2012	15,000.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000143	04/28/2012	150.00	MAN	Payables	Paid	Manual
<input type="checkbox"/>	07/06/2012	UNR	0000000005	04/26/2012	103.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000006	04/26/2012	20.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000007	04/26/2012	20.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000008	04/26/2012	10.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000036	04/26/2012	3,220.23	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000010	04/26/2012	75.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000011	04/26/2012	10.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000012	04/26/2012	15.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000013	04/26/2012	5,941.40	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000014	04/26/2012	10,632.97	CHK	Payables	Paid	Check

Select All  Clear All

Recon Date Override Options

Reconcile Report Type: XML Publisher Register Report Process Monitor Return to Reconcile Statements

- Notice that the transaction disappears from the list after you click Reconcile.

Total Transaction Amount: 12,232,088,062,568.09 USD

System Transactions Customize | Find | View All | First 1-41 of 41 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	07/06/2012	UNR	0000000002	04/26/2012	600.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	07/06/2012	UNR	0000000103	04/28/2012	200.00	MAN	Payables	Paid	Manual
<input type="checkbox"/>	07/06/2012	UNR	0000000004	04/26/2012	15,000.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000143	04/28/2012	150.00	MAN	Payables	Paid	Manual
<input type="checkbox"/>	07/06/2012	UNR	0000000005	04/26/2012	103.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000006	04/26/2012	20.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000007	04/26/2012	20.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000008	04/26/2012	10.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000036	04/26/2012	3,220.23	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000010	04/26/2012	75.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000011	04/26/2012	10.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000012	04/26/2012	15.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000013	04/26/2012	5,941.40	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000014	04/26/2012	10,632.97	CHK	Payables	Paid	Check
<input type="checkbox"/>	07/06/2012	UNR	0000000015	04/26/2012	4,769.40	CHK	Payables	Paid	Check

## Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>