



Process

Documentation

Department:

Customer Support

Last Updated:

10/14/2025 8:12 AM

NAME OF PROCESS

Check Reconciliation Process

Use Case / Objectives

This document walks through the steps for performing an Accounts Payable (A/P) Check Reconciliation when not using Bank Statement module.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

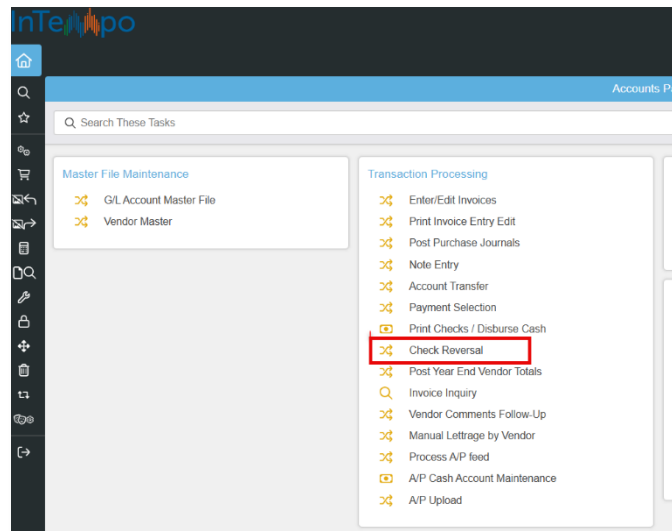
Menu options to access:

Accounts Payable => Transaction Processing => Check Reversal

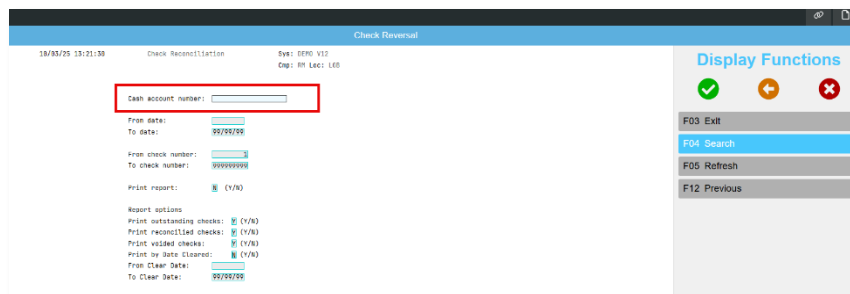
Check Reconciliation Process

Process Steps

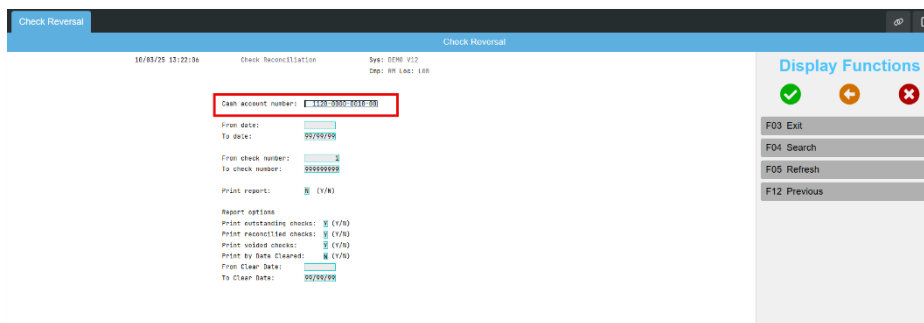
1. Log into the [Roleplay Environment](#) using your credentials.
2. Select the **Accounts Payable** menu from the left side toolbar.
3. In the **Transaction Processing** section, click on the Check Reversal option.



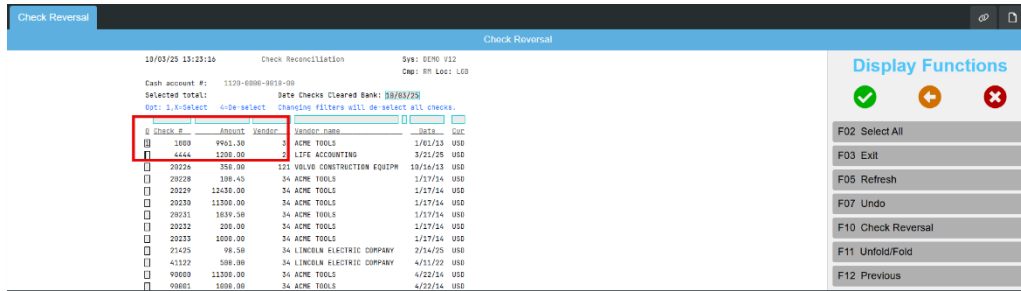
4. The Check Reconciliation - Launch screen opens.



5. Type in the *Cash account number*.
6. If you do not know the *Cash account number* you can press F04 on your keyboard or click on F04 Search in the **Display Functions** menu. **NOTE:** This is the Cash account number the check will reconcile against when it was cut.



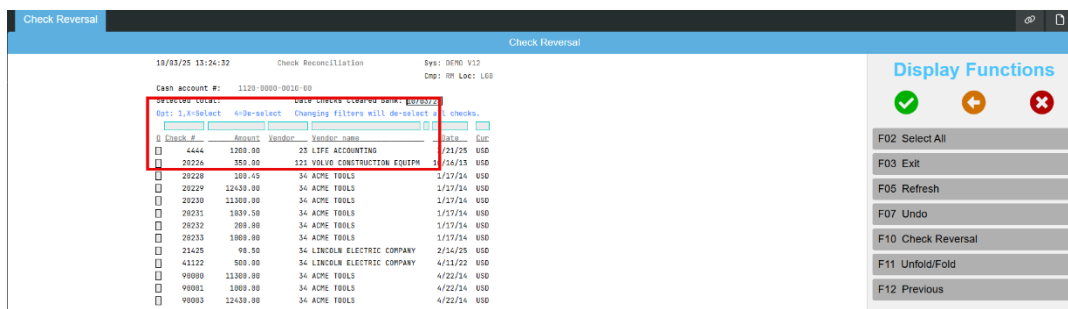
7. Press Enter.
8. The **Check Reconciliation** screen will open displaying checks in the system that can be selected for reconciliation or reversal (i.e., unreconciled checks).



9. Type 1 or X in the **O** field next to the check you want to reconcile.
10. After selecting all of the checks to reconcile press Enter twice to return to the **Cash Reconciliation - Launch** screen.
11. To verify the selected checks have been reconciled, type in the same **Cash account number** used above.



12. Press Enter.
 - a. The **Check Reconciliation** screen opens and the checks selected above no longer display in the list of unreconciled checks.



Reference Glossary

Field Definitions for Tasks

Check Reconciliation - Launch

- *Cash Account Number* - Enter the number of the G/L cash account for which you are reconciling checks. If you do not know the number, press F4 to search for it.
- *From Date* - Enter the starting date for the range for which you are reconciling checks.
- *To Date* - Enter the ending date for the range for which you are reconciling checks.
- *From Check Number* - Enter the starting check number for the group of checks you are reconciling.
- *To Check Number* - Enter the ending check number for the group of checks you are reconciling.
- *Print Report* - Indicate if you want to also print a report for check reconciliation.
- *Print Outstanding Checks* - If you are printing a report, indicate whether you want outstanding/unreconciled checks to print.
- *Print Reconciled Checks* - If you are printing a report, indicate whether you want checks that have already been reconciled to print.
- *Print Voided Checks* - If you are printing a report, indicate whether you want voided checks to print.
- *Print by Date Cleared* - If you are printing a report, indicate whether you want it to print by the date checks were cleared through the bank.
- *From Clear Date* - If you entered Y in the *Print by Date Cleared* field, enter the starting date for the range of cleared dates to print on the report.
- *To Clear Date* - If you entered Y in the *Print by Date Cleared* field, enter the ending date for the range of cleared dates to print on the report.

Check Reconciliation

- *Cash Account Number* - Displays the number of the G/L cash account for which you are reconciling checks.
- *Date Checks Cleared Bank* - Enter or accept the filter of the date that the checks cleared the bank.
- *Check Number* - Displays the number of the check that could be reconciled.
- *Amount* - Displays the amount on the check.
- *Vendor* - Displays the number of the vendor that was paid with the check.
- *Vendor Name* - Displays the name of the vendor that was paid.
- *Date* - Displays the date the check was written.
- *Currency* - Displays the currency in which the check was written.