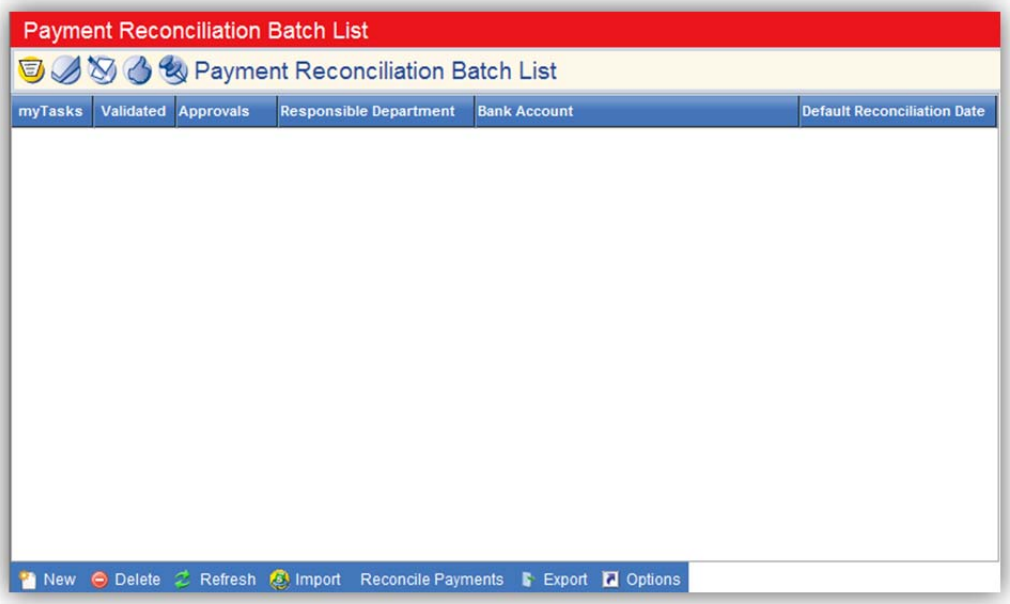
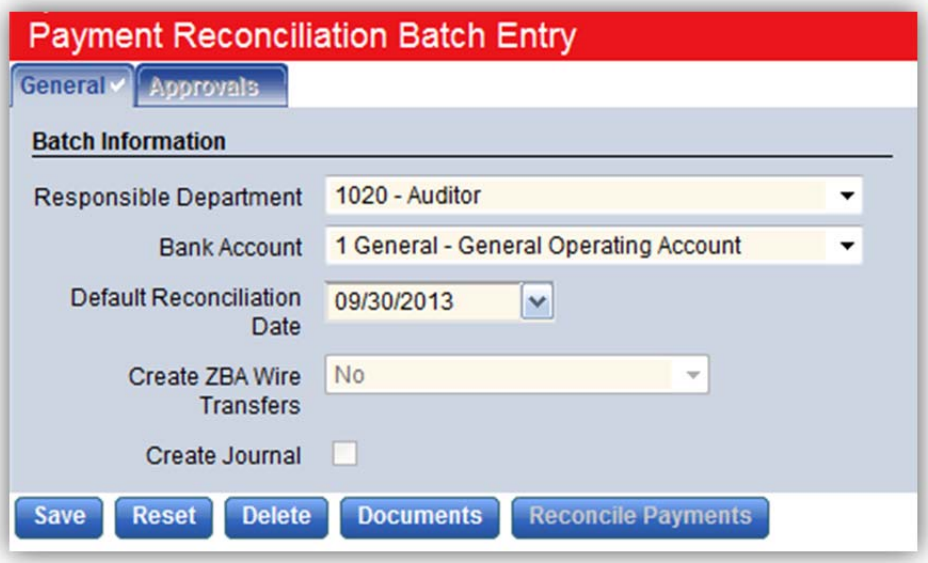
New World ERP
Payment Reconciliation Processing

Payment Reconciliation Processing

1. Navigate to Financial Management>Payment Processing>Payment Reconciliation Batches
2. Click **New**



3. Select the Department, Bank Account and Reconciliation Date
4. Click **Save** then click **Reconcile Payments**



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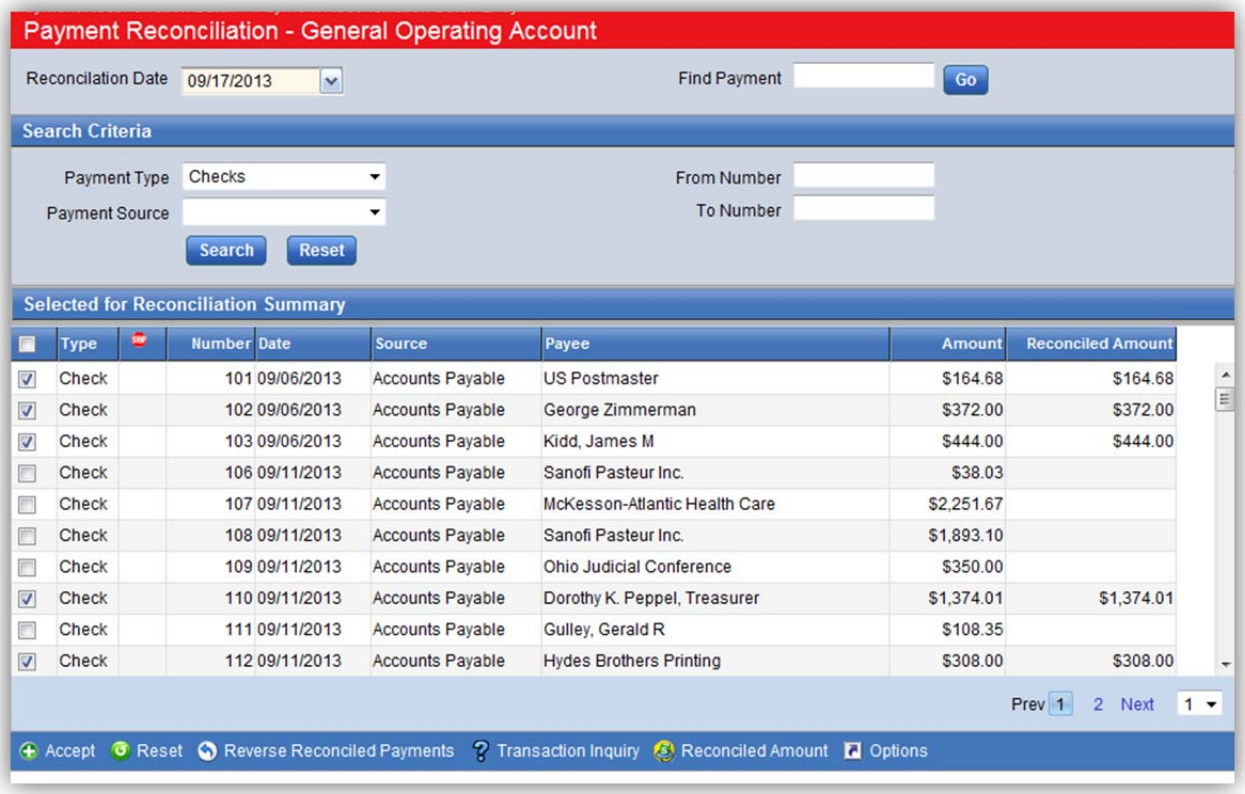
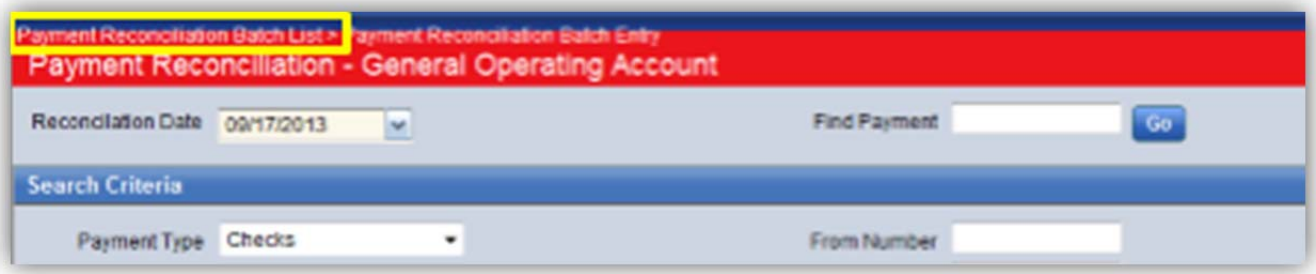
Payment Reconciliation Processing

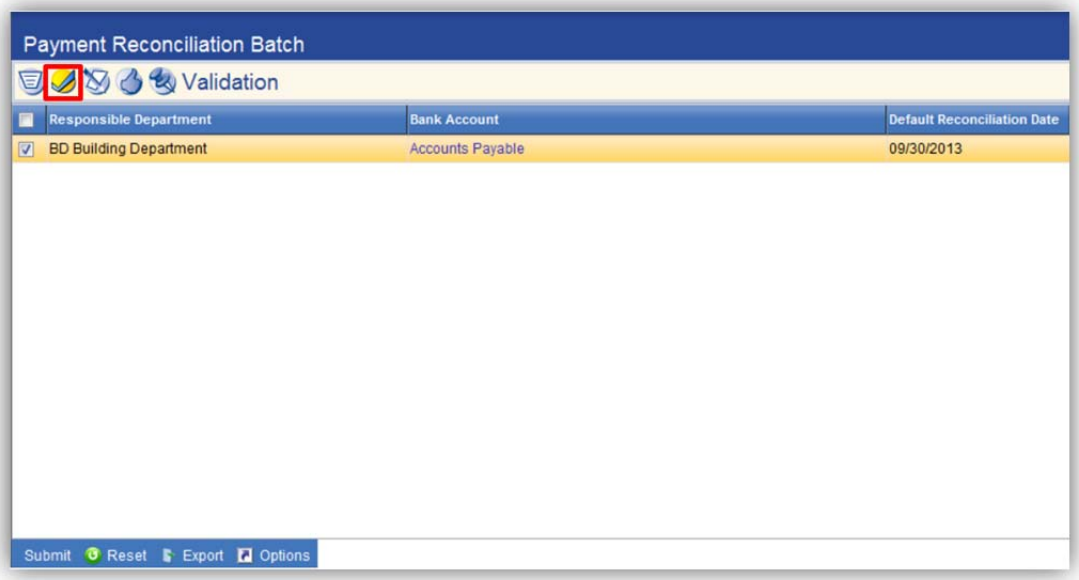
5. Check the box next to each cleared check/EFT
6. Once all cleared checks/EFTs have been checked off, click **Accept**



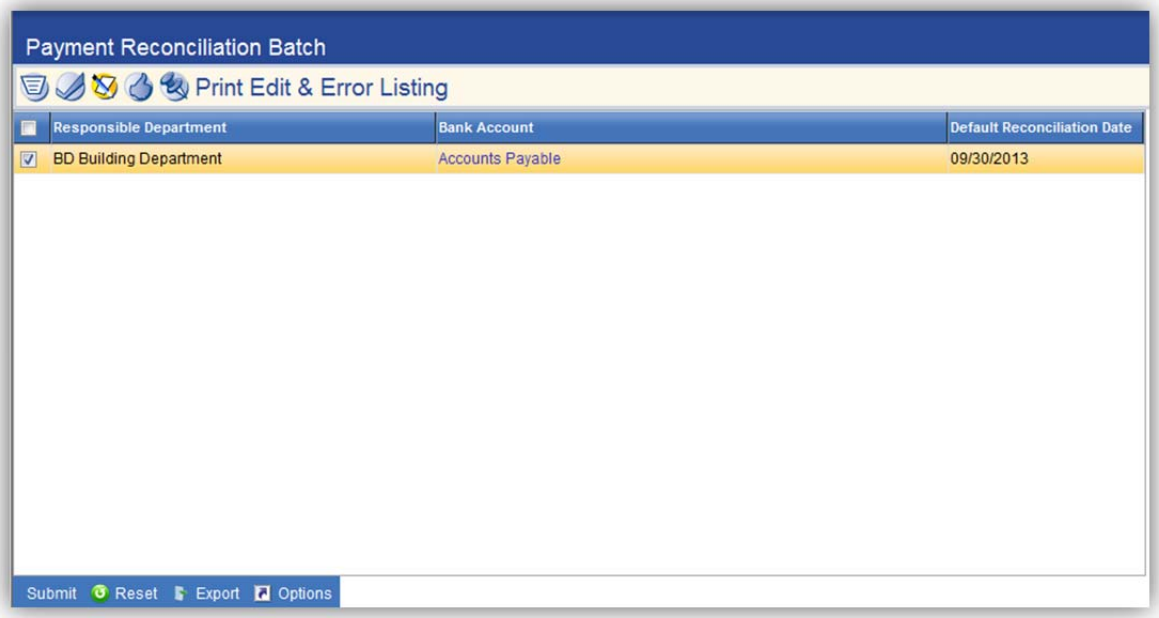
7. Once you're done reconciling the checks click on the navigation button on the top left of the screen to go back to the payment batch list



8. Click the **Validate** button shown below
9. Check the box next to the batch
10. Then click **Submit**

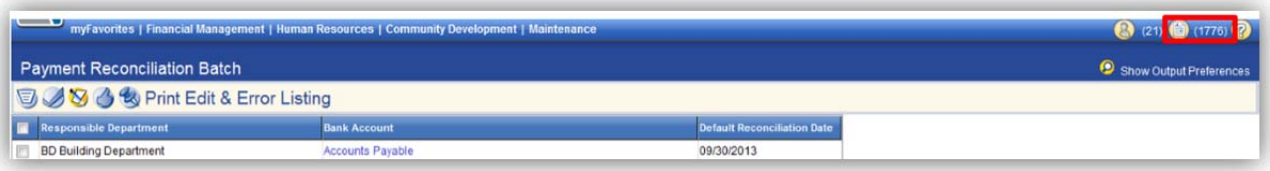


11. Click the **Print Edit & Error Listing** button shown below
12. Check the box next to the payment batch
13. Then click **Submit**

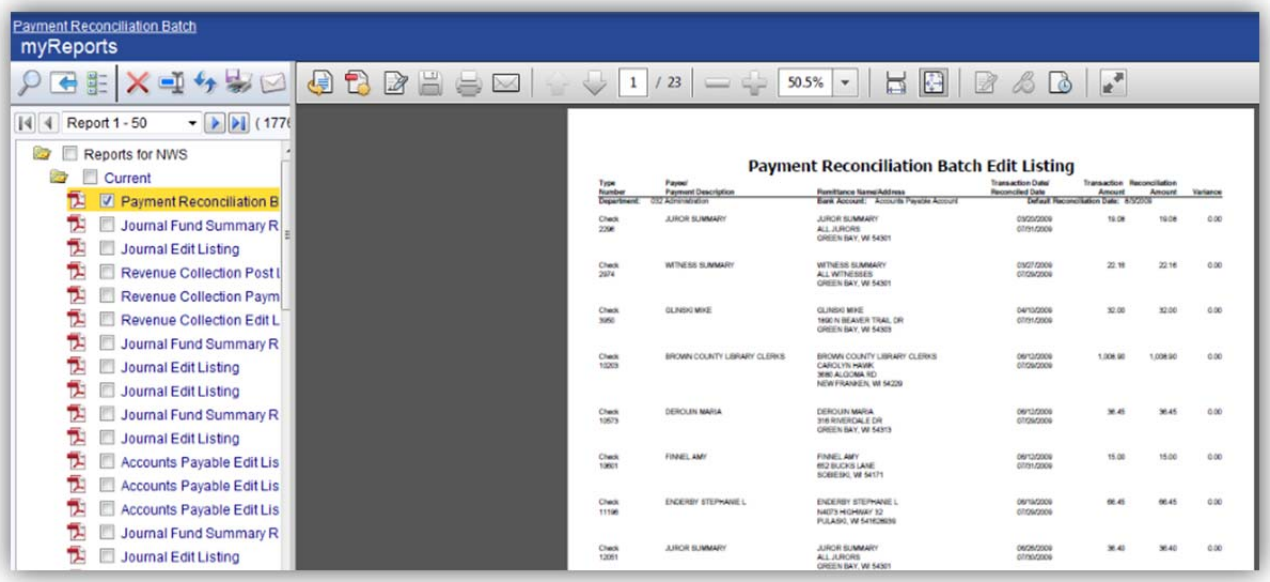


New World ERP
Payment Reconciliation Processing

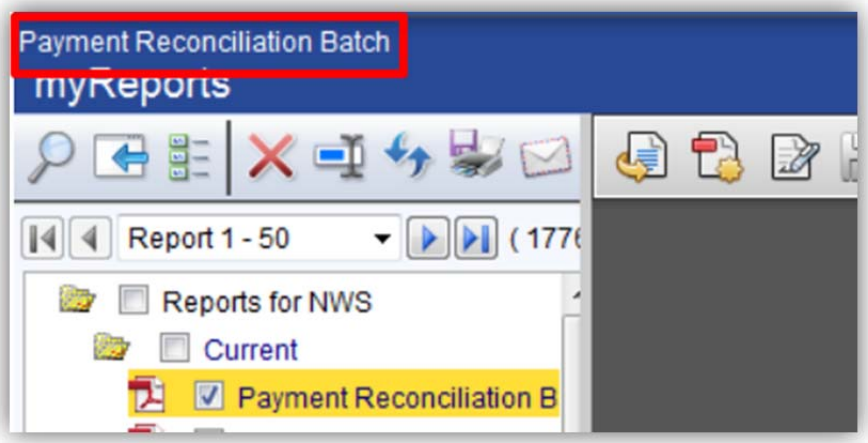
14. Click on the myReports icon on the top right of the screen



15. Double Click on the report title on the left side of the screen and review the listing

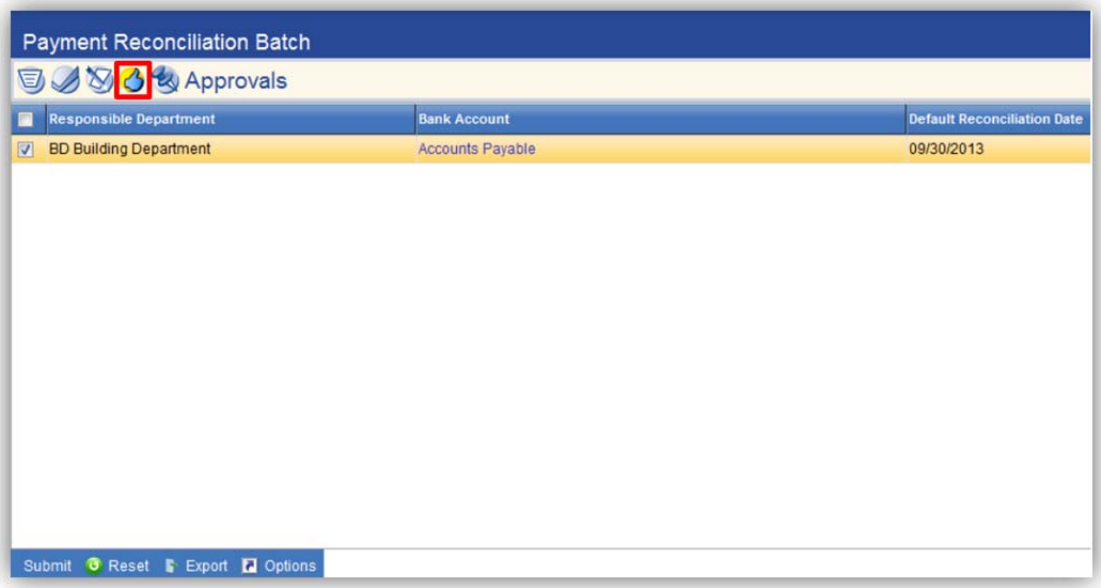
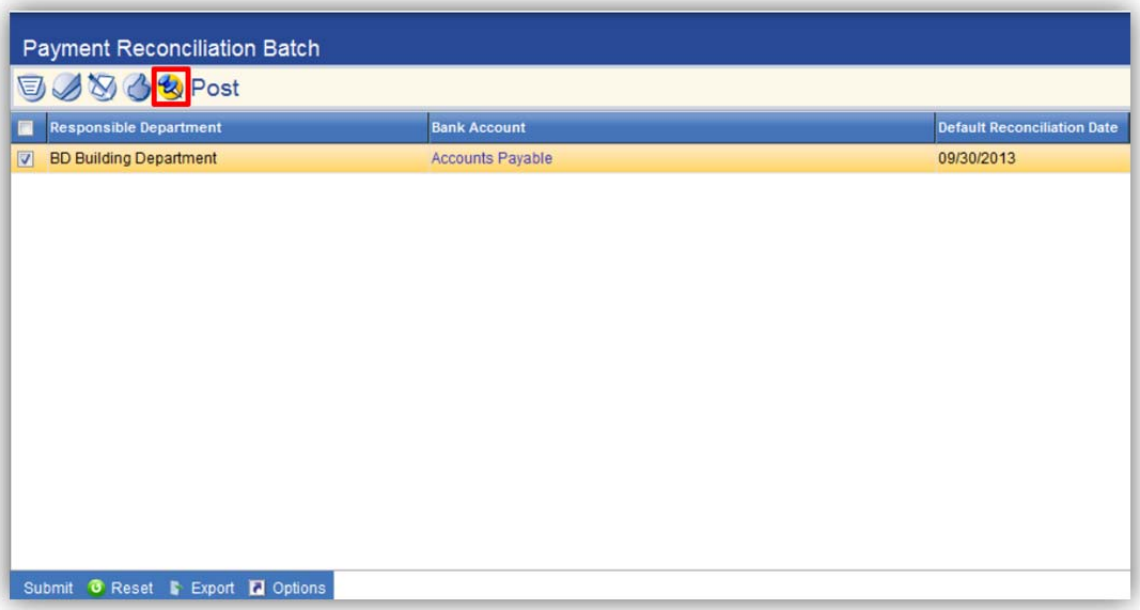


16. When finished reviewing the edit listing go back to the Payment Reconciliation Batch list by clicking on the navigation button shown below



New World ERP
Payment Reconciliation Processing

17. Click the **Approvals** button shown below
18. Check the box next to the payment batch
19. Then click **Submit**



20. Click the **Post** button shown below
21. Check the box next to the payment batch
22. Then click **Submit**