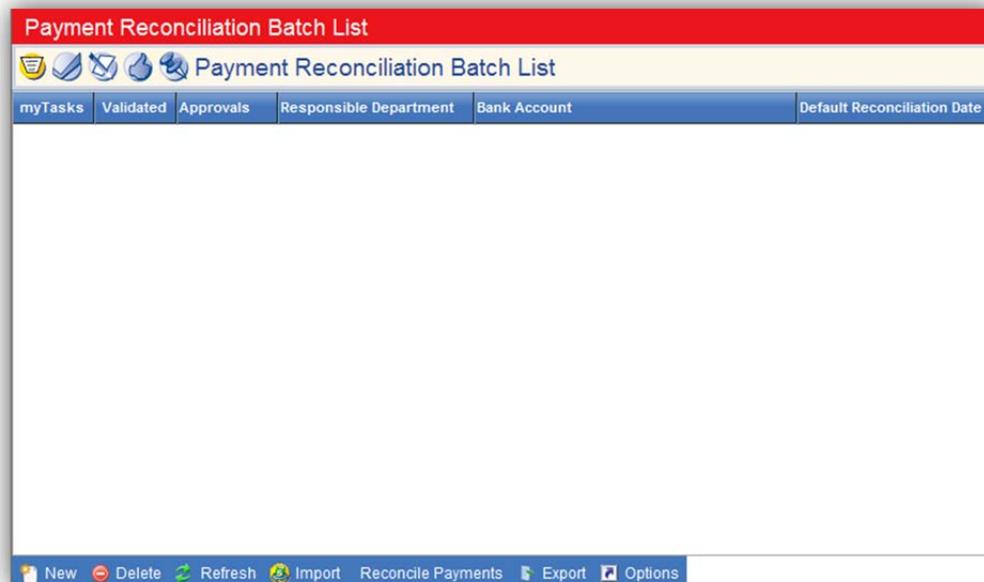


New World ERP

Payment Reconciliation Processing

Payment Reconciliation Processing

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



The screenshot shows the 'Payment Reconciliation Batch List' interface. It features a red header bar with the title 'Payment Reconciliation Batch List'. Below the header is a navigation bar with icons for 'New', 'Delete', 'Refresh', 'Import', 'Reconcile Payments', 'Export', and 'Options'. The main area is a table with columns: 'myTasks', 'Validated', 'Approvals', 'Responsible Department', 'Bank Account', and 'Default Reconciliation Date'. The table is currently empty.

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



The screenshot shows the 'Payment Reconciliation Batch Entry' form. It has a red header bar with the title 'Payment Reconciliation Batch Entry'. Below the header are two tabs: 'General' (selected) and 'Approvals'. The form is divided into sections. The 'Batch Information' section contains the following fields:

- Responsible Department: 1020 - Auditor (dropdown)
- Bank Account: 1 General - General Operating Account (dropdown)
- Default Reconciliation Date: 09/30/2013 (dropdown)
- Create ZBA Wire Transfers: No (dropdown)
- Create Journal:

At the bottom of the form are five buttons: 'Save', 'Reset', 'Delete', 'Documents', and 'Reconcile Payments'.

New World ERP

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**

Payment Reconciliation - General Operating Account

Reconciliation Date: 09/17/2013 Find Payment: Go

Search Criteria

Payment Type: Checks From Number:

Payment Source: To Number:

Search Reset

Selected for Reconciliation Summary

☐	Type	Number	Date	Source	Payee	Amount	Reconciled Amount
☑	Check	101	09/06/2013	Accounts Payable	US Postmaster	\$164.68	\$164.68
☑	Check	102	09/06/2013	Accounts Payable	George Zimmerman	\$372.00	\$372.00
☑	Check	103	09/06/2013	Accounts Payable	Kidd, James M	\$444.00	\$444.00
☐	Check	106	09/11/2013	Accounts Payable	Sanofi Pasteur Inc.	\$38.03	
☐	Check	107	09/11/2013	Accounts Payable	McKesson-Atlantic Health Care	\$2,251.67	
☐	Check	108	09/11/2013	Accounts Payable	Sanofi Pasteur Inc.	\$1,893.10	
☐	Check	109	09/11/2013	Accounts Payable	Ohio Judicial Conference	\$350.00	
☑	Check	110	09/11/2013	Accounts Payable	Dorothy K. Peppel, Treasurer	\$1,374.01	\$1,374.01
☐	Check	111	09/11/2013	Accounts Payable	Gulley, Gerald R	\$108.35	
☑	Check	112	09/11/2013	Accounts Payable	Hydes Brothers Printing	\$308.00	\$308.00

Prev 1 2 Next 1

➕ Accept
↺ Reset
↻ Reverse Reconciled Payments
? Transaction Inquiry
👤 Reconciled Amount
📄 Options

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

Payment Reconciliation Batch List >
Payment Reconciliation Batch Entry

Payment Reconciliation - General Operating Account

Reconciliation Date: 09/17/2013 Find Payment: Go

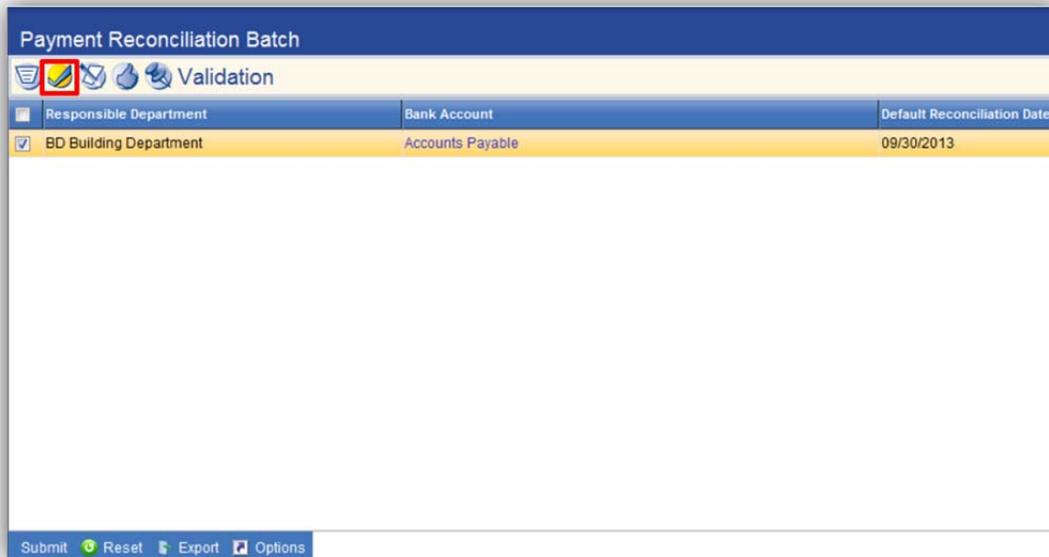
Search Criteria

Payment Type: Checks From Number:

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Payment Reconciliation Processing

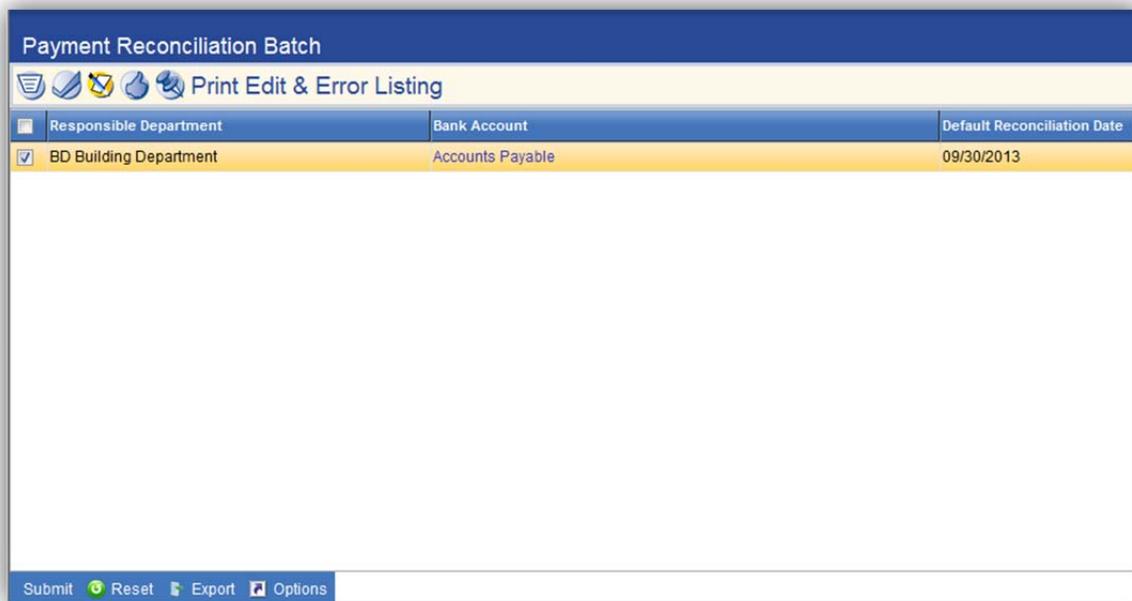
- Click the **Validate** button shown below
- Check the box next to the batch
- Then click **Submit**



The screenshot shows the 'Payment Reconciliation Batch' interface. At the top, there is a blue header with the title 'Payment Reconciliation Batch'. Below the header is a yellow bar with a toolbar containing icons for a list, a checkmark, a refresh, and a validation icon. The word 'Validation' is displayed next to the icons. Below this is a table with three columns: 'Responsible Department', 'Bank Account', and 'Default Reconciliation Date'. The table contains one row with the following data: 'BD Building Department', 'Accounts Payable', and '09/30/2013'. A checkbox is checked in the first column of this row. At the bottom of the interface, there is a blue bar with buttons for 'Submit', 'Reset', 'Export', and 'Options'.

Responsible Department	Bank Account	Default Reconciliation Date
<input checked="" type="checkbox"/> BD Building Department	Accounts Payable	09/30/2013

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



The screenshot shows the 'Payment Reconciliation Batch' interface. At the top, there is a blue header with the title 'Payment Reconciliation Batch'. Below the header is a yellow bar with a toolbar containing icons for a list, a refresh, a print icon, and an error listing icon. The text 'Print Edit & Error Listing' is displayed next to the icons. Below this is a table with three columns: 'Responsible Department', 'Bank Account', and 'Default Reconciliation Date'. The table contains one row with the following data: 'BD Building Department', 'Accounts Payable', and '09/30/2013'. A checkbox is checked in the first column of this row. At the bottom of the interface, there is a blue bar with buttons for 'Submit', 'Reset', 'Export', and 'Options'.

Responsible Department	Bank Account	Default Reconciliation Date
<input checked="" type="checkbox"/> BD Building Department	Accounts Payable	09/30/2013

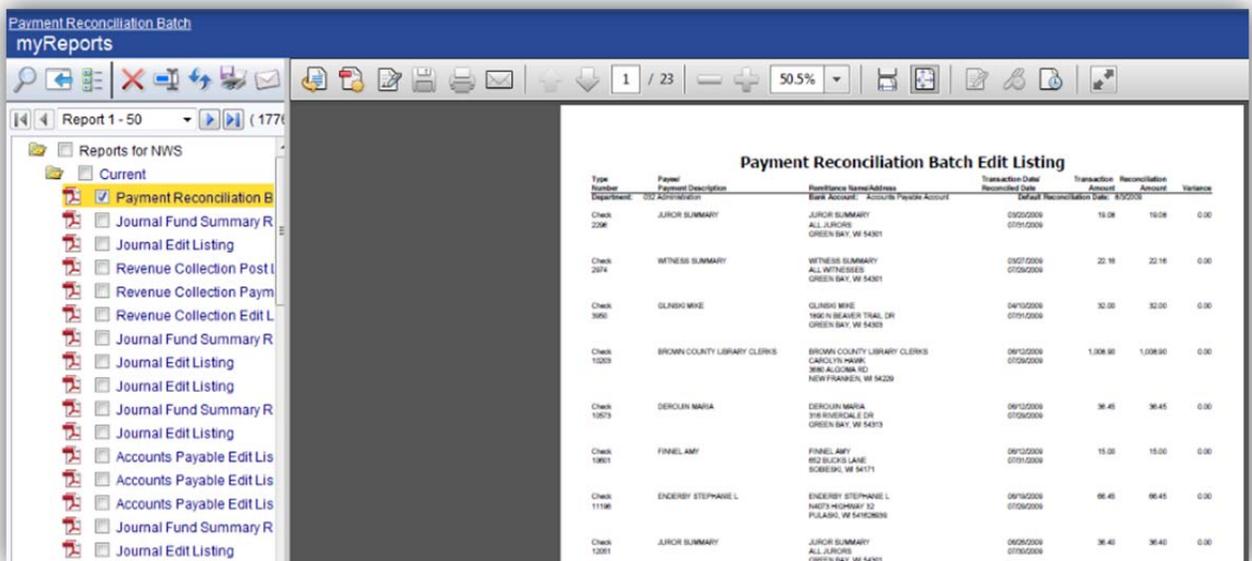
New World ERP

Payment Reconciliation Processing

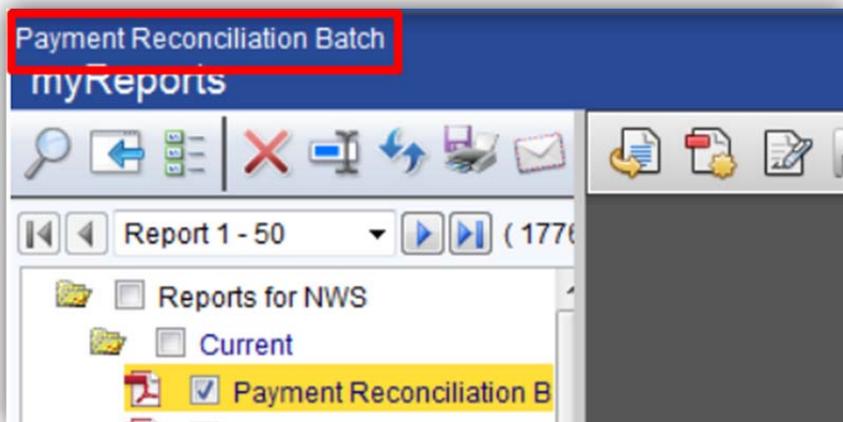
14. Click on the myReports icon on the top right of the screen



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



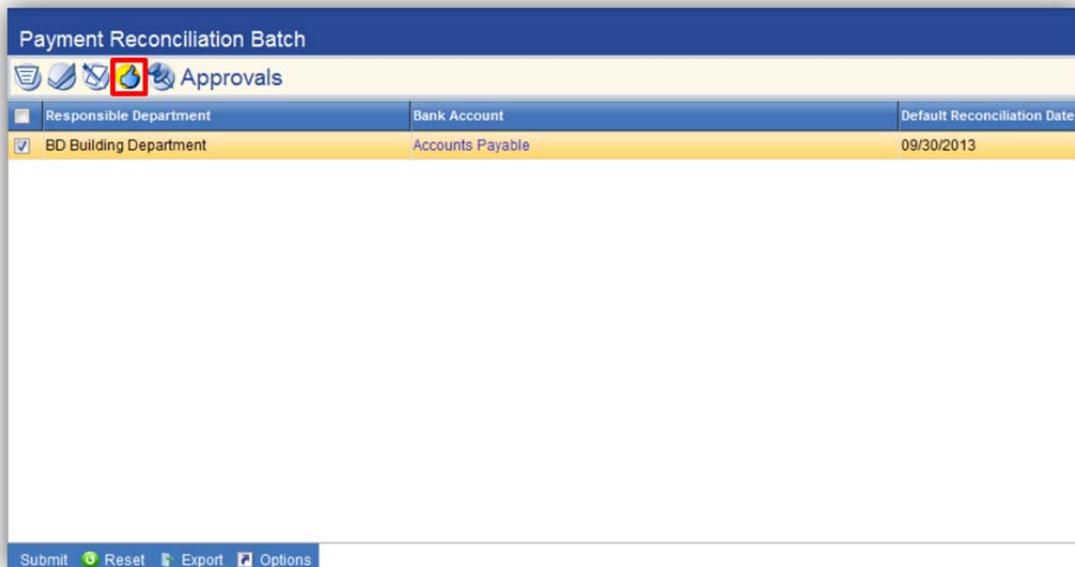
16. When finished reviewing the edit listing go back to the Payment Reconciliation Batch list by clicking on the navigation button shown below



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Payment Reconciliation Processing

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

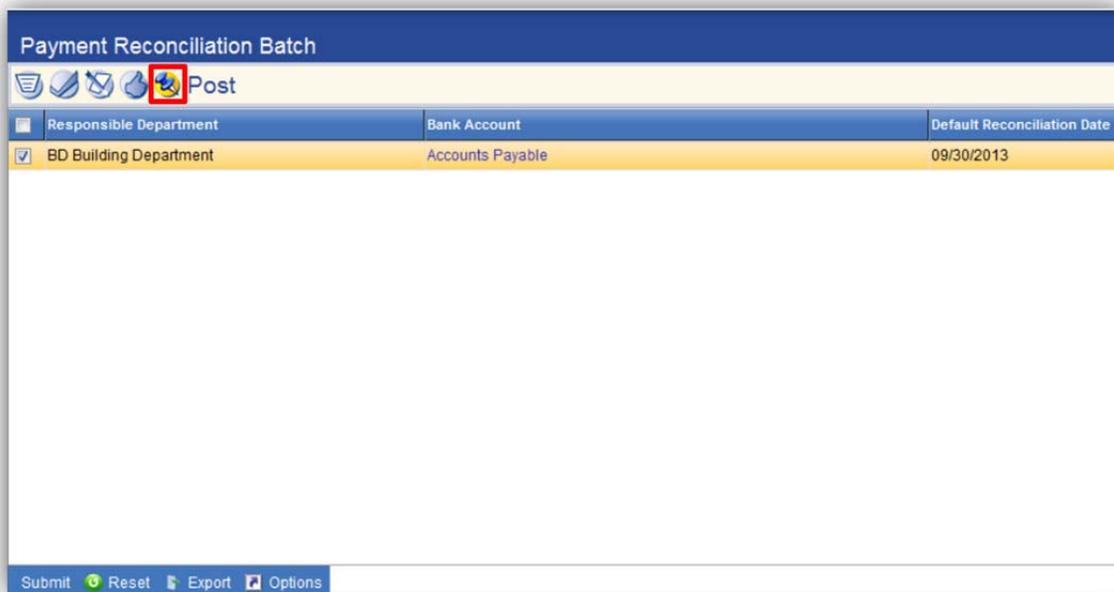


The screenshot shows the 'Payment Reconciliation Batch' interface. At the top, there is a blue header with the title 'Payment Reconciliation Batch'. Below the header is a toolbar with several icons, including a red box highlighting the 'Approvals' button. The main area contains a table with the following data:

Responsible Department	Bank Account	Default Reconciliation Date
<input checked="" type="checkbox"/> BD Building Department	Accounts Payable	09/30/2013

At the bottom of the interface, there is a blue bar with buttons for 'Submit', 'Reset', 'Export', and 'Options'.

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



The screenshot shows the 'Payment Reconciliation Batch' interface. At the top, there is a blue header with the title 'Payment Reconciliation Batch'. Below the header is a toolbar with several icons, including a red box highlighting the 'Post' button. The main area contains a table with the following data:

Responsible Department	Bank Account	Default Reconciliation Date
<input checked="" type="checkbox"/> BD Building Department	Accounts Payable	09/30/2013

At the bottom of the interface, there is a blue bar with buttons for 'Submit', 'Reset', 'Export', and 'Options'.