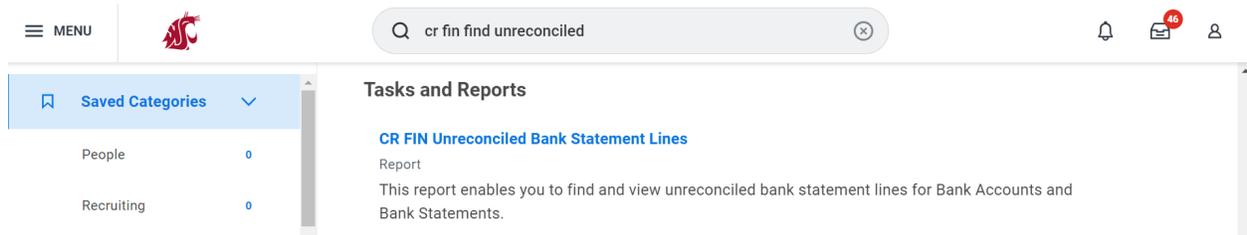


## Finding Unreconciled Bank Statement Lines in Workday

Finding unreconciled deposits and payments is easy in Workday using the “CR FIN Find Unreconciled Bank Statement Lines” report as follows:



Selecting the CR FIN Find Unreconciled Bank Statement Lines report will bring up the following query screen:

The screenshot displays the query screen for the "CR FIN Unreconciled Bank Statement Lines" report. The screen has a title bar with the report name and a close button (X). The main area contains several input fields for filtering the data:

- Start Date:** A date picker field showing "MM/DD/YYYY" with a calendar icon.
- End Date:** A date picker field showing "MM/DD/YYYY" with a calendar icon.
- Addenda Keyword(s):** A text input field.
- Type Code:** A text input field with a dropdown menu icon.
- Amount Greater Than:** A text input field containing the value "0".
- Amount Less Than:** A text input field containing the value "0".
- Reference Number:** A text input field.

At the bottom of the screen, there is a "Filter Name" field and two buttons: "OK" (a blue button) and "Cancel" (a white button with a grey border).

The query field on this screen are as follows:

- 1) Start Date – In searching for specific departmental bank statement lines, it is often useful to select a range of dates when searching; so, if that is the desired search, use this field to enter the earliest date on which to search. If left blank the default Workday date will be the earliest existing date in Workday. Note: there should not be any transactions dated 12/31/2020 or earlier, but if encountered such transactions should be ignored as they are not valid transactions in Workday.
- 2) End Date – In concert with the Start Date this field can be used to select the desired end date. If left blank the Workday default will be the current date.
- 3) Addenda Keyword(s) – This field is a free text field and can be used to indicate a unique bank statement line addenda reference to refine/restrict the user's desired transaction search. It is a versatile field in that the user can enter specific numeric and/or alphabetic strings on which to search, including partial strings. For example, if the user was searching for any bank addenda that contained Heartland, HEARTLAND or HRTLAND, they could simply enter "rtland" in this field and the results would include all of the three aforementioned variations in the addenda. Note this is also irrespective of capitalization, so typing an upper- or lower-case search string makes no difference. The key to making use of this field would be in attempting to identify unique but consistent character strings in the addenda that relate to the user's department/transactions. Note as with all other fields, this field may be left blank.
- 4) Type Code – This field can be used to select type code criteria from the following Type Categories; BAI2, BTRS, ISO 20022, or MT940/942. The user can select the type category from the drop-down menu or type the selection in if known. BAI2 is the Type Category that is generally used by the University's banks and appears in the bank statement lines. If the user is familiar with the BAI2 or BTRS codes, they can either make this drop-down selection or simply enter the first three numbers of the actual code. For example, if a user enters "165", the results to choose from are either the BAI2 code "165 Preauthorized ACH Credit" or the BTRS code of "165 ACH Received – BTRS". If this field is left blank, the search result will reflect all codes found subject to any other search criteria that may limit the search.
- 5) Amount Greater Than – If wanting to restrict the search to a dollar minimum, that minimum can be entered here and the result will yield all amounts greater than the amount entered. Note this field can be used in conjunction with the "Amount Less Than" field to create a specific range of amounts to be searched.
- 6) Amount Less Than – If wanting to restrict the search to a dollar maximum, that maximum can be entered here and the result will yield all amounts less than the amount entered. As with (5), this field can be used in combination with the "Amount Greater Than" field to create a search limited to only those amounts between the two fields.
- 7) Reference Number – If the user knows of a unique reference number applicable to their search, for example a merchant account number, they can enter that number here to also restrict their search. This again is a free text field so Workday will search on an exact character string or a portion thereof.