Reconciling Cash Receipt Tickets (CRT)

This job aid describes the process by which CRTs are reconciled to the bank statement. This process includes:

1. Checking the status of the bank statement import and the auto reconciliation process
2. Reviewing the bank statement for exceptions (transactions that did not match)
3. Analyzing exceptions – research the transactions that did not match
4. Correcting exceptions when transactions cannot be matched (adjusting or voiding a CRT)
5. Semi-manual matching of exceptions

Checking the status of the bank statement import and auto reconciliation process

1. From the Menu panel, click Banking → Bank Statements → Import Bank Statements, and then click Add a New Value.
2. Type a name in the Run Control ID box (or reuse an existing Run Control ID), and then click Add.
3. Click Process Monitor.
4. From the User ID box, near the top of the page, delete the User ID, and then click Refresh.
5. Check to see whether the BAI file arrived and loaded successfully.
   a. Look for an IMPORT_FILES instance for the relevant date. Verify that the Run Status = Success.
      • Success – File was loaded into the staging tables. Go to the next step.
      • Warning – Click Details and then click Message Log to review the message log to see what caused the problem.
      • No Success – There was an error. Contact the Help Desk.
   b. Look for the TR_BSP_LOAD process instance for the relevant date. Verify that the Run Status = Success.
      • Success – Bank statement successfully loaded. Go to the next step.
      • Warning – Click Details and then click Message Log to review the message log to see what caused the problem.
      • No Success – There was an error. Contact the Help Desk.

6. Check to see whether the auto-reconciliation process finished successfully.
   a. From the Menu panel, click Banking → Reconcile Statements → Process Reconciliation.
   b. Click Process Monitor.
   c. From the User ID box, near the top of the page, delete the User ID, and then click Refresh.
   d. Look for FSPRECON. Verify that the Run Status = Success.
      • Success – Process finished successfully.
      • No Success – There was an error. Contact the Help Desk.
Reconciling Cash Receipt Tickets (CRT) – Job Aid
7/16/2008

© 2008 Northwestern University

GL741

PeopleSoft
NU Interfaces and Processes
FMS741

Reviewing the bank statement for exceptions
Exceptions are transactions that failed to match during the automatic reconciliation process.

1. From the Menu panel, click **Banking → Reconcile Statements → Automatic Reconciliation**.

2. From the **Bank ID** area, click and then select a bank number.

3. From the **Account #** area, click and then select an account number.

4. Change the **From** and **Thru** dates to the date range that is relevant to your search, and then click **Search**.

5. Review the exceptions. Click the **Exceptions** link next to the bank statement you want to review. Possible exceptions include:
   - Ambiguous (AMB) – There were two system transactions that could have matched with one bank transaction.
   - Date Error (DAT) – The date on the bank transaction was more than + or – 90 days from the system transaction.
   - Amount Error (AMT) – Transactions would have matched, but the amounts were not equal.
   - Null Transaction ID Ref (NUL) – The bank transaction reference was null (blank)
   - Not Found in System (NTF) – No system transaction found that matches the bank transaction
   - Duplicate Input Transaction (DPI) – There were two bank transactions that are exactly the same.

Analyzing the exceptions
Research the exceptions that were noted when the bank statement was reviewed.

1. Run the **Unmatched Cash Receipt Tickets** Cognos report.
   - Login to Cognos at [www.reporting.northwestern.edu](http://www.reporting.northwestern.edu), and then click **PeopleSoft (real time) → General Ledger → Open and Uncleared Deposits**.

2. Enter a date range, and then click **Finish**.
Analyzing the exceptions (continued)
3. Compare the report against the exceptions found on the Automatic Reconciliation Exceptions page.
4. If you suspect an error on the bank statement or CRT, contact the department to gather more information about the transaction.
5. To correct identified errors, see the Correcting exceptions portion of these instructions.

Correcting exceptions
When exceptions cannot be matched through the semi-manual reconciliation process because of an error, it may be necessary to void the CRT or create an adjusting CRT.

Creating an adjusting CRT
This is the process whereby you create a CRT that adjusts the reconciliation amount to allow matching. This process should only be used to increase the amount of the deposit.
1. From the Menu panel, click NU Interfaces and Processes → NU Cash Receipt Ticketing, and then click Add a New Value.
2. Enter a CRT referencing the Deposit/Ref ID you want to adjust.
3. Enter the amount that you want to increase the deposit by.
4. Save and commit the CRT.

Voiding and re-entering a CRT
Voiding a CRT cancels the transaction. The record remains, but the transaction details are voided. Only members of the Bursar’s office can void a CRT.
1. From the Menu panel, click NU Interfaces and Processes → NU Cash Receipt Ticketing, and then click Find an Existing Value.
2. Enter the CRT ID number in the Cash Receipt Ticket Number box, and then click Search.
3. Click the Void button. This changes the CRT status changes to Void. This zeros out the CRT amount for reconciliation purposes.
4. Re-enter the CRT correctly.
5. Have an authorized user run the matching process.

Semi-manual matching of exceptions
This process should only take place after the exceptions have been analyzed and you are sure the transactions should be matched.
1. From the Menu panel, click Banking → Reconcile Statements → Semi-Manual Reconciliation.
2. Make the following selections:
   • From the Bank ID area, click and then select a bank number.
   • From the Account # area, click and then select an account number.
   • Change the From and Thru dates to the date range that meets your needs, and then click Search.
   • Statement ID = % to view all statements, or the Statement ID
Semi-manual matching of exceptions (continued)

3. Click **Advanced Search**, and then select **Unreconciled** from the *Reconciled Status* menu.
4. Click **Search**.

5. Click the box next to the transaction you want to select from the *System Transactions* side.
6. Click the box next to the matching transaction you want to select from the *Bank Transactions* side.
7. Click **Reconcile**. A status message appears confirming the reconciliation was successful.