

Tag Reconciliation Reference

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Menu option is Daily > Tag Reconciliation Reference. This screen is only for the convenience of manually tagging non-A/P (cash receipts, JEs, etc.) transactions to be combined and displayed on the bank reconciliation screen as one deposit line.

Non-A/P entries, such as cash receipts, JEs, etc., are displayed on this screen, based on the filter selection.

- First enter a Deposit Reference name. This can be a name of your choice.
- Then tag the rows you want to combine. The system will fill in the Deposit Date and Deposit Reference name. If you have tagged something in error, simply uncheck the Tag box.

The G/L Bank Reconciliation screen will now display those combined rows as one line with your Deposit Reference name so you can identify these transactions easily. If any combined transactions have a different month or date, they will be displayed on separate lines with your Deposit Reference name.
