TechnologyOne

Account Reconciliation Training

Course Synopsis	
Duration	1 Day
Course Outline	This course provides attendees with an understanding of the functionality required to perform an Account Reconciliation (Bank Rec).
Attendees	Attendees are expected to be familiar with TechnologyOne Financial Concepts and have an understanding of their organisations bank reconciliation process.
Course Objectives	The purpose of the course is to facilitate achieving the following objectives: ● Perform Account Reconciliation processing
Course Topics	During this course participants will be given the opportunity to learn: ● Loading Statement and Ledger Book transactions for reconciliation ● Automatic and Manual reconciliation of transactions ● Creating statement and ledger book transactions manually from within the Reconciliation ● Balancing the reconciliation ● Use of standard reports ● Bank Finalisation process
Areas not covered in this course	This course does not include configuration of Reconciliation Groups, Account Groups or Accounts.

BKREC01

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Course Agenda Day 1	
Time/Duration	**Topic**
9:00am - 9:30am	Welcome and Introduction
9:30am - 10:15am	Account Reconciliation Overview ● Account Reconciliation processes Transaction Load ● Statement Load ● Transaction Codes ● Related Exercises
10:15am - 10:30am	**Morning Break**
10:30am - 12:30pm	Transaction Load ● Statement Load ● Transaction Codes ● Related Exercises Reconciliation Processes ● Automatic reconciliation ● Manual reconciliation ● Related Exercises
12:30pm - 1:15pm	**Lunch Break**
1:15pm - 3:00pm	Reconciliation Processes ● Manual statement transactions ● Manual ledger book transactions ● Related Exercises Reconciliation Processes ● Reconiliation Reports ● Balance reconciliation ● Finalise reconciliation ● Related Exercises
3:00pm - 3:15pm	**Afternoon Break**
3:15pm - 4:00pm	Reconciliation Processes ● Quick Reconciliation ● Related Exercises

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