**1. Purpose** This Standard Operating Procedure (SOP) details the steps for reconciling the 10100 Corporate Cash account using the automated Bank\_Reconciliation\_Master.xlsx tool.

**2. Scope** This procedure applies to the month-end close for the 10100 Corporate Cash account.

**3. Procedure** Follow these steps in order to complete the reconciliation.

**3.1. Obtain Source Files**

1. Log into the [Bank Name] online portal.
2. Navigate to "Reporting" and download the "Month-End Activity" report for the close period.
3. When saving, set the file type to **CSV (Comma delimited)**.
4. Save the file as bank\_data.csv in the shared folder: S:\Finance\Close\Bank Recs\Source\
5. Log into the ERP (e.g., NetSuite/SAP).
6. Run the General Ledger detail report for account 10100 for the close period.
7. Export the report as a **CSV**.
8. Save the file as gl\_data.csv in the same folder: S:\Finance\Close\Bank Recs\Source\ *Note: You must overwrite last month's files.*

**3.2. Run Automation Tool**

1. Open the file: S:\Finance\Close\Bank Recs\Bank\_Reconciliation\_Master.xlsx
2. Navigate to the **Data** tab on the Excel ribbon.
3. Click the **"Refresh All"** button. (You can take a screenshot of the button and paste it here).
4. Wait for the queries to finish loading (a small "loading" message may appear at the bottom of Excel).

**3.3. Validate and Sign-Off**

1. Go to the **"Summary"** sheet.
2. Confirm that the **"DIFFERENCE (Must be 0)"** cell (B12) shows **$0.00**.
3. If the difference is $0.00, the account is reconciled. Save the file as Bank\_Reconciliation\_Master\_[Month\_Year].xlsx (e.g., \_OCT\_2025) in the "Completed Recs" folder.
4. If the difference is *not* $0.00, proceed to Step 3.4.

**3.4. Investigating Exceptions**

1. Go to the **"Rec\_Detail"** sheet. This sheet shows all matched and unmatched items.
2. **To find Bank-Side Items (to be booked in GL):**
   1. Filter the gl\_data.Amount column to show (Blanks) only.
   2. The remaining items (e.g., bank fees, interest) must be recorded.
   3. Prepare a journal entry for these items and provide it to the GL team. After booking, go back to Step 3.1 to re-pull the GL data and re-run the rec.
3. **To find GL-Side Items (outstanding items):**
   1. Filter the bank\_data.Amount column to show (Blanks) only.
   2. These are items like Deposits in Transit or Outstanding Checks.
   3. Investigate any items older than 30 days and document your findings in the "Comments" column on this sheet. These items are your "reconciling items" for the month.