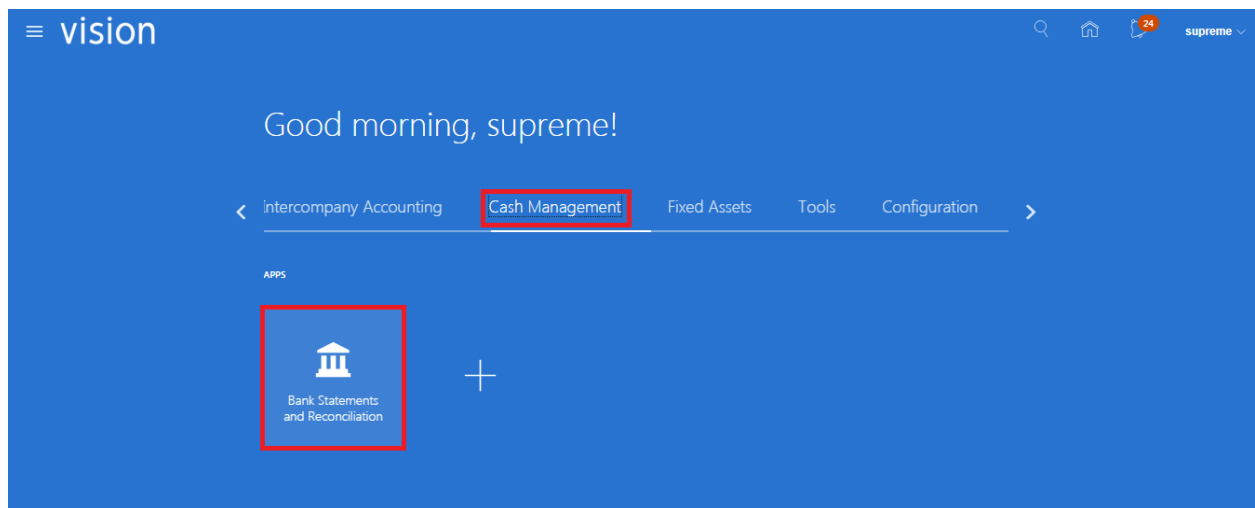


Manual Reconciliation

- 1.Create Bank Statement Transaction Codes for Payments and Receipts
- 2.Crate Manual Bank Statement for Reconciliation

Check the Bank Statement and System Transactions Lines in cash Management



Go to Cash Management → Click on Bank Statements Reconciliation

Click On Tasks

vision 24 supreme

Overview

Processing Warnings and Errors

Search

Processing Warnings and Errors

View Process Date Range

File and Statement ID	Process Date	Request ID	Status	Retry	Purge or Terminate
No results found.					

Bank Statement Reconciliation

Incomplete Complete

Search

Saved Search All Bank Accounts

View Autoreconcile Statement End Date Range Last 45 days

Statement Lines	Automatic Reconciliation
-----------------	--------------------------

vision 24 supreme

Overview

Processing Warnings and Errors

Search

View Process Date Range

File and Statement ID	Process Date	Request ID	Status	Retry
No results found.				

Bank Statement Reconciliation

Incomplete Complete

Search

Saved Search

View Autoreconcile Statement End Date Range Last 45 days

Statement Lines	Automatic Reconciliation
-----------------	--------------------------

- Bank Statements
 - Create Bank Statement
 - Manage Bank Statements
 - Load and Import Bank Statements
 - Create Bank Statements in Spr
 - Generate Cash Transactions
- Reconciliation
 - Submit Autoreconciliation
 - Manual Reconciliation
- External Cash Transactions
 - Create Transaction
 - Manage Transactions
 - Create External Transactions in
 - Correct Import Errors
- Accounting
 - Create Accounting
 - Review Journal Entries
- Reports
 - Cash to General Ledger Recon
 - Bank Statement Report

vision

24

supreme

Manual Reconciliation

Unreconciled

Reconciled

Search

Bank Statement Lines and System Transactions

Bank Statement Lines

System Transactions

* Bank Account

Supreme Commercial

Transaction Type

Reference

Date

m/d/yy

-

m/d/yy

Transaction Sources

Statement ID

Amount

-

Batch Reference

Search

Reset

Bank Statement Lines

View

Select All

Detach

Reference	Date	Amount	Transaction Type	Statement
No results found.				

System Transactions

View

Select All

Detach

Reference	Date	Amount	Transaction Type	Source
No results found.				

System shows all Payments and Receipts which is Unreconciled

Bank Statement Lines

View

Select All

Detach

Reference	Date	Amount (USD)	Transaction Type	Statement
No results found.				
Columns Hidden 9				
		Amount	0.00	

System Transactions

View

Select All

Detach

Reference	Date	Amount (USD)	Transaction Type	Source
<input type="checkbox"/> 10002	1/29/19	-2,000.00	Check	Payables
<input type="checkbox"/> 10001	1/29/19	-1,000.00	Check	Payables
<input type="checkbox"/> 0001	1/29/19	10,000.00		Receivables
<input type="checkbox"/> 0002	1/29/19	20,000.00		Receivables
Columns Hidden 9				
		Amount	0.00	
		Difference	0.00	
Reconcile				

Create Bank Statement Lines for Reconciliation

Create Bank Statement Transaction Codes

Select Our Project and Go to Task → In Task Bar %Manage Bank Statement Transaction Codes% → Click on Go to Task icon → click on (+) Create icon

Manage Bank Statement Transaction Codes

Done

Bank Account Usage

Bank Accounts

Name

No data to display.

View Format + ✎ ✕ 📄 Freeze ↩ Wrap

Transaction Code	Description	Transaction Type	Domain	Family	Sub Family
0XX	XXChecks	Check	Payments		
100	Check -Payroll	Check			
101	101	Check			
110	EFT-Payroll	Electronic funds...			
115	Lockbox Deposit	Lockbox			
135	DTC Concentrat...	Electronic funds...			
142	ACH Credit Rec...	Automated clear...			
145	ACH Concentrat...	Automated clear...			
165	Preauthorized A...	Automated clear...			
195	Incoming Mone...	Electronic funds...			
222	Receipt	Check			

Create Transaction Code

✕

* Transaction Code 999

* Description Payments

* Transaction Type Check ▼

Domain ▼

Family ▼

Sub Family ▼

Save and Close Cancel

Create Transaction Code

* Transaction Code

888

* Description

Receipts

* Transaction Type

Check

Domain

Family

Sub Family

Save and Close

Cancel

Create Manual Bank Statement

vision

24

supreme

Overview

Processing Warnings and Errors

Search

View Process Date Range

File and Statement ID	Process Date	Request ID	Status	Retr
No results found.				

Bank Statement Reconciliation

Incomplete Complete

Search

View Autoreconcile Statement End Date Range Last 45 days

Statement Lines	Automatic Recon
-----------------	-----------------

Bank Statements

Create Bank Statement

Manage Bank Statements

Load and Import Bank Stateme

Create Bank Statements in Spr

Generate Cash Transactions

Reconciliation

Submit Autoreconciliation

Manual Reconciliation

External Cash Transactions

Create Transaction

Manage Transactions

Create External Transactions in

Correct Import Errors

Accounting

Create Accounting

Review Journal Entries

Reports

Cash to General Ledger Recon

Bank Statement Report

vision

24

supreme

Create Bank Statement

* Bank Account

* Period Start Date

m/d/yy

* Period End Date

m/d/yy

* Statement ID

Entry Type

Manual

Sequence Number

Legal Sequence Number

Intraday

Reconciliation Status

Incomplete

Balances

Statement Lines

View

Balance Code	Description	Balance Date	Amount
OPBD	Opening booked		0.00
CLBD	Closing booked		0.00

Select → Bank Account

Period Start Date: 1/1/19

Period End Date: 2/4/19

Enter Statement ID (What ever you want)

vision

24

supreme

Create Bank Statement

* Bank Account

Supreme Commercial

* Period Start Date

1/1/19

* Period End Date

2/4/19

* Statement ID

1234567

Entry Type

Manual

Sequence Number

Legal Sequence Number

Intraday

Reconciliation Status

Incomplete

Balances

Statement Lines

View

Balance Code	Description	Balance Date	Amount (USD)
OPBD	Opening booked	1/1/19	0.00
CLBD	Closing booked	2/4/19	0.00

Click on Statement Lines

We can enter Real Statement Balance

Click on Statement Lines and Click on Create

vision

24

supreme

Create Bank Statement

SaveSave and CloseCancel

* Bank Account

Supreme Commercial

* Period Start Date

1/1/19

* Period End Date

2/4/19

* Statement ID

1234567

Entry Type

Manual

Sequence Number

Legal Sequence Number

Intraday

Reconciliation Status

Incomplete

Balances

Statement Lines

View

+

✕

📄

vision

24

supreme

Create Bank Statement Line

OKCreate AnotherCancel

Bank Account

Supreme Commercial

Statement ID

1234567

General Information

Line Number

1

* Booking Date

m/d/yy

Value Date

m/d/yy

Reconciliation Reference

Reconciliation Status

Unreconciled

* Transaction Code

Transaction Type

* Flow Indicator

* Amount

0.00 USD

Fees and Charges

Additional Information

Transaction Identification Information

Foreign Currency Information

Create Statement lines for Payments

vision

24

supreme

Create Bank Statement Line

OK>Create Another>Cancel

Bank Account Supreme CommercialStatement ID 1234567

General Information

Line Number 1

* Booking Date 2/4/19

Value Date m/d/yy

Reconciliation Reference 10001

Reconciliation Status Unreconciled

▶ Fees and Charges

▶ Additional Information

▶ Transaction Identification Information

▶ Foreign Currency Information

* Transaction Code 999

Transaction Type Check

* Flow Indicator Debit

* Amount 1,000.00 USD

Payment Check No for Reference when Reconciliation

Enter Reconciliation Reference and Amount equal with System Transactions Data

Payments

vision

24

supreme

Create Bank Statement Line

OK>Create Another>Cancel

Bank Account Supreme CommercialStatement ID 1234567

General Information

Line Number 2

* Booking Date 2/4/19

Value Date m/d/yy

Reconciliation Reference 10002

Reconciliation Status Unreconciled

▶ Fees and Charges

▶ Additional Information

▶ Transaction Identification Information

▶ Foreign Currency Information

* Transaction Code 999

Transaction Type Check

* Flow Indicator Debit

* Amount 2,000.00 USD

Create Statement lines for Receipts

vision

24

supreme

Create Bank Statement Line

OKCreate AnotherCancel

Bank Account Supreme CommercialStatement ID 1234567

General Information

Line Number 4

* Booking Date 2/4/19

Value Date m/d/yy

Reconciliation Reference 0001

Reconciliation Status Unreconciled

► Fees and Charges

► Deposit Availability

► Additional Information

► Transaction Identification Information

* Transaction Code 888

Transaction Type Check

* Flow Indicator Credit

* Amount 10,000.00 USD

Receipt No for Reference when Reconciliation

Enter Reconciliation Reference and Amount equal with System Transactions Data

vision

24

supreme

Create Bank Statement Line

OKCreate AnotherCancel

Bank Account Supreme CommercialStatement ID 1234567

General Information

Line Number 5

* Booking Date 2/4/19

Value Date m/d/yy

Reconciliation Reference 0002

Reconciliation Status Unreconciled

► Fees and Charges

► Deposit Availability

► Additional Information

► Transaction Identification Information

* Transaction Code 888

Transaction Type Check

* Flow Indicator Credit

* Amount 20,000.00 USD

Create Bank Statement: 1234567

Save Save and Close Cancel

* Bank Account Supreme Commercial

* Period Start Date 1/1/19

* Period End Date 2/4/19

* Statement ID 1234567

Balance Check 27,000.00 USD

Entry Type Manual

Sequence Number

Legal Sequence Number

☐ Intraday

Reconciliation Status Incomplete

Balances Statement Lines							
View + - X							
Line Number	Booking Date	Transaction Code	Reconciliation Reference	Reconciliation Status	Amount (USD)		
					Deposit	Payment	
2	2/4/19	999	10002	Unreconciled		2,000.00	
3	2/4/19	999	10001	Unreconciled		1,000.00	
4	2/4/19	888	0001	Unreconciled	10,000.00		
5	2/4/19	888	0002	Unreconciled	20,000.00		

Manual Reconciliation

Check the Bank Statement and System Transactions Lines in cash Management

vision

Overview

Processing Warnings and Errors

Search

View Process Date Range

File and Statement ID

Process Date

Request ID

Status

Retr

No results found.

Bank Statement Reconciliation

Incomplete Complete

Search

View Autoreconcile Statement End Date Range Last 45 days

Statement Lines

Automatic Recon

Bank Statements

Create Bank Statement

Manage Bank Statements

Load and Import Bank Stateme

Create Bank Statements in Spr

Generate Cash Transactions

Reconciliation

Submit Autoreconciliation

Manual Reconciliation

External Cash Transactions

Create Transaction

Manage Transactions

Create External Transactions in

Correct Import Errors

Accounting

Create Accounting

Review Journal Entries

Reports

Cash to General Ledger Recon

Bank Statement Report

Manual Reconciliation

Done

Unreconciled Reconciled

Search

Bank Statement Lines and System Transactions

Bank Statement Lines

System Transactions

Bank Account

Supreme Commercial

Date

m/d/yy

-

m/d/yy

Amount

-

Transaction Type

Reference

Transaction Sources

Statement ID

Batch Reference

Search

Reset

Bank Statement Lines

View

Select All

Detach

Reference	Date	Amount	Transaction Type	Statement
No results found.				

System Transactions

View

Select All

Detach

Reference	Date	Amount	Transaction Type	Source
No results found.				

Bank Statement Lines

View

Select All

Detach

Reference	Date	Amount (USD)	Transaction Type	Statement	
<input type="checkbox"/>	10002	2/4/19	-2,000.00	Check	Line 2 , 1234567
<input type="checkbox"/>	10001	2/4/19	-1,000.00	Check	Line 3 , 1234567
<input type="checkbox"/>	0001	2/4/19	10,000.00	Check	Line 4 , 1234567
<input type="checkbox"/>	0002	2/4/19	20,000.00	Check	Line 5 , 1234567
Columns Hidden 9					
		Amount	0.00		

System Transactions

View

Select All

Detach

Reference	Date	Amount (USD)	Transaction Type	Source	
<input type="checkbox"/>	10002	1/29/19	-2,000.00	Check	Payables
<input type="checkbox"/>	10001	1/29/19	-1,000.00	Check	Payables
<input type="checkbox"/>	0001	1/29/19	10,000.00		Receivables
<input type="checkbox"/>	0002	1/29/19	20,000.00		Receivables
Columns Hidden 9					
		Amount	0.00		
		Difference	0.00		

Once you select the Statement line and Transaction line Reconcile Tab is on Active

without selecting Lines Reconcile Tab is Grayout mode

Reconcile

Select all lines and Click on Reconcile

Bank Statement Lines

View

Select All

Detach

Reference	Date	Amount (USD)	Transaction Type	Statement	
<input checked="" type="checkbox"/>	10002	2/4/19	-2,000.00	Check	Line 2 , 1234567
<input checked="" type="checkbox"/>	10001	2/4/19	-1,000.00	Check	Line 3 , 1234567
<input checked="" type="checkbox"/>	0001	2/4/19	10,000.00	Check	Line 4 , 1234567
<input checked="" type="checkbox"/>	0002	2/4/19	20,000.00	Check	Line 5 , 1234567
Columns Hidden 9					
		Amount	27,000.00		

Select

System Transactions

View

Select All

Detach

Reference	Date	Amount (USD)	Transaction Type	Source	
<input checked="" type="checkbox"/>	10002	1/29/19	-2,000.00	Check	Payables
<input checked="" type="checkbox"/>	10001	1/29/19	-1,000.00	Check	Payables
<input checked="" type="checkbox"/>	0001	1/29/19	10,000.00		Receivables
<input checked="" type="checkbox"/>	0002	1/29/19	20,000.00		Receivables
Columns Hidden 9					
		Amount	27,000.00		
		Difference	0.00		

Click on Reconcile

Reconcile

Now we can find Reconciled Transaction

vision

24

supreme

Overview

Processing Warnings and Errors

Search

View Process Date Range

File and Statement ID

Process Date

Request ID

Status

Retr

No results found.

Bank Statement Reconciliation

Incomplete Complete

Search

View Autoreconcile Statement End Date Range Last 45 days

Statement Lines

Automatic Recon

Bank Statements

Create Bank Statement

Manage Bank Statements

Load and Import Bank Stateme

Create Bank Statements in Spr

Generate Cash Transactions

Reconciliation

Submit Autoreconciliation

Manual Reconciliation

External Cash Transactions

Create Transaction

Manage Transactions

Create External Transactions in

Correct Import Errors

Accounting

Create Accounting

Review Journal Entries

Reports

Cash to General Ledger Recon

Bank Statement Report

vision

24

supreme

Manual Reconciliation

Done

Unreconciled

Reconciled

Search

Bank Statement Lines

System Transactions

Any one no Issue

* Bank Account Supreme Commercial

Date m/d/yyyy

Transaction Type

Reference

Transaction Sources

Statement ID

Amount

Batch Reference

Search

Reset

Search Results

Actions View Unreconcile

Transaction Source	Reference	Date	Amount (USD)	Transaction Type
Group 1				
Statement	10002	2/4/19	-2,000.00	Check
Statement	10001	2/4/19	-1,000.00	Check
Statement	0001	2/4/19	10,000.00	Check
Statement	0002	2/4/19	20,000.00	Check
Payables	10001	1/29/19	-1,000.00	
Payables	10002	1/29/19	-2,000.00	
Receivables	0002	1/29/19	20,000.00	
Receivables	0001	1/29/19	10,000.00	

Columns Hidden 7

Now we can Check Reconciliation Status in Bank Statement

Manage Bank Statements

vision

Overview

Processing Warnings and Errors

Search

View Process Date Range

File and Statement ID	Process Date	Request ID	Status	Retr
No results found.				

Bank Statement Reconciliation

Incomplete Complete

Search

View Autoreconcile Statement End Date Range Last 45 days

Statement Lines	Automatic Recon
-----------------	-----------------

Bank Statements

- Create Bank Statement
- Manage Bank Statements
- Load and Import Bank Statem
- Create Bank Statements in Sp
- Generate Cash Transactions

Reconciliation

- Submit Autoreconciliation
- Manual Reconciliation

External Cash Transactions

- Create Transaction
- Manage Transactions
- Create External Transactions i
- Correct Import Errors

Accounting

- Create Accounting
- Review Journal Entries

Reports

- Cash to General Ledger Reco
- Bank Statement Report

vision

Manage Bank Statements

Done

Search

Search Results

View + - Statement End Date Month to date

Bank Account and Statement ID	Period End Date	Bank Account Number	Bank	Bank Branch	Reconciliation Status	Intraday	Entry Type
Supreme Commercial							
1234567	2/4/19	1254789	Supreme Bank	Supreme Branch	Complete		Manual

Columns Hidden 1

Bank Statement: 1234567

Edit Done

Bank Account Supreme Commercial
Period Start Date 1/1/19
Period End Date 2/4/19
Statement ID 1234567
Balance Check 27,000.00 USD

Entry Type Manual
Sequence Number
Legal Sequence Number
Intraday
Reconciliation Status Complete



Balances Statement Lines

View							
Line Number	Booking Date	Transaction Code	Reconciliation Reference	Reconciliation Status	Amount (USD)		Payment
					Deposit		
2	2/4/19	999	10002	Reconciled			2,000.00
3	2/4/19	999	10001	Reconciled			1,000.00
4	2/4/19	888	0001	Reconciled	10,000.00		
5	2/4/19	888	0002	Reconciled	20,000.00		

Create Accounting

vision

Processing Warnings and Errors

Search

View

Process Date Range

File and Statement ID	Process Date	Request ID	Status	Retr
No results found.				

Bank Statement Reconciliation

Incomplete Complete

Search

View

Autoreconcile Statement End Date Range Last 45 days

Statement Lines	Automatic Recon
-----------------	-----------------

Bank Statements

- Create Bank Statement
- Manage Bank Statements
- Load and Import Bank Stateme
- Create Bank Statements in Spr
- Generate Cash Transactions

Reconciliation

- Submit Autoreconciliation
- Manual Reconciliation

External Cash Transactions

- Create Transaction
- Manage Transactions
- Create External Transactions in
- Correct Import Errors

Accounting

- Create Accounting
- Review Journal Entries

Reports

- Cash to General Ledger Recon
- Bank Statement Report

Suledger Application: Payables
Ledger: Supreme US Primary Ledger
Click on Submit and Click on Ok

Name	Create Accounting		Process Options	Advanced	Submit	CANCEL
Description	Creates subledger journal entries.					
Schedule	As soon as possible					
Basic Options						
Parameters						
* Subledger Application	Payables					
* Ledger	Supreme US Primary Ledger					
Process Category						
* End Date	2/4/19					
* Accounting Mode	Final					
* Process Events	All					
* Report Style	Summary					
* Transfer to General Ledger	Yes					
* Post in General Ledger	Yes					
Journal Batch						
* Include User Transaction Identifiers	No					

Submission Notes

☐ Notify me when this process ends

Confirmation
 Process 1556836 was submitted.

Suledger Application: Receivables
Ledger: Supreme US Primary Ledger
Click on Submit and Click on Ok

Process Options

Advanced

Submit

Cancel

Name

Create Accounting

Description

Creates subledger journal entries.

Schedule

As soon as possible

Submission Notes

☐ Notify me when this process ends

Basic Options

Parameters

* Subledger Application

Receivables

* Ledger

Supreme US Primary Ledger

Process Category

* End Date

2/4/19

* Accounting Mode

Final

* Process Events

All

* Report Style

Summary

* Transfer to General Ledger

Yes

* Post in General Ledger

Yes

Journal Batch

* Include User Transaction Identifiers

No

Confirmation

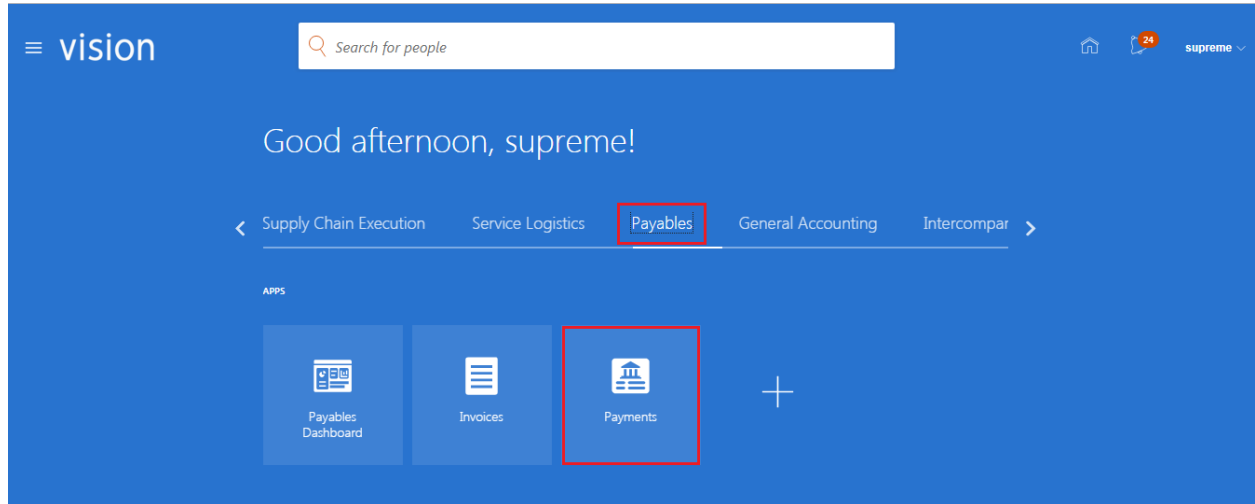
Process 1556838 was submitted.

OK

After Reconciliation Payment Status in Payables

Check Reconciliation Status in Payables

Nav: Payables→Payments



Go to Manage Payments

The screenshot shows the 'Manage Payments' page in Vision. The page has a blue header with the 'vision' logo and a search bar. The main content area is titled 'Overview' and contains two sections: 'Payment Process Requests' and 'Payment Files Requiring Attention'. The 'Payment Process Requests' section has a table with columns: Name, Pending Since, Stage, Status, Action, and Installer. The table lists two entries: 'TESCO AML' and 'today'. The 'Payment Files Requiring Attention' section has a table with columns: Reference, Administrator Reference, Creation Date, and Status. The right sidebar contains a list of 'Payments' and 'Accounting' actions, with 'Manage Payments' highlighted in red.

Name	Pending Since	Stage	Status	Action	Installer
TESCO AML	1/31/19	Document validation	Pending action to complete information rec		2917
today	2/1/19	Payment file build	Waiting for payment file processing		7

Reference	Administrator Reference	Creation Date	Status
No results found.			

- Payments
 - Submit Payment Process Requi
 - Manage Payment Process Req
 - Manage Payment Process Req
 - Create Payment
 - Manage Payments
 - Create Electronic Payment File
 - Create Printed Payment Files
 - Manage Payment Files
 - Apply Missing Conversion Rate
 - Create Positive Pay File
 - Send Separate Remittance Adv
 - Create Regulatory Reporting
 - Payment File Accompanying L
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries
 - Payables to Ledger Reconciliat
- Payables Periods
 - Manage Accounting Periods

Select→ Supplier and Disbursement Bank Account

Click on Search

vision

Manage Payments

Done

Search

** Supplier or Party

Supreme Supplier

** Payment Date

m/d/yy

** Payment Number

** Disbursement Bank Account

Supreme Commercial

** Payment Type

** Payment Process Request

Payment Status

Business Unit

Search

Reset

Save...

** At least one is required

Actions

View

+

Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
No search conducted.									

vision

Manage Payments

Done

Search

Advanced

Saved Search

All Payments

Actions

View

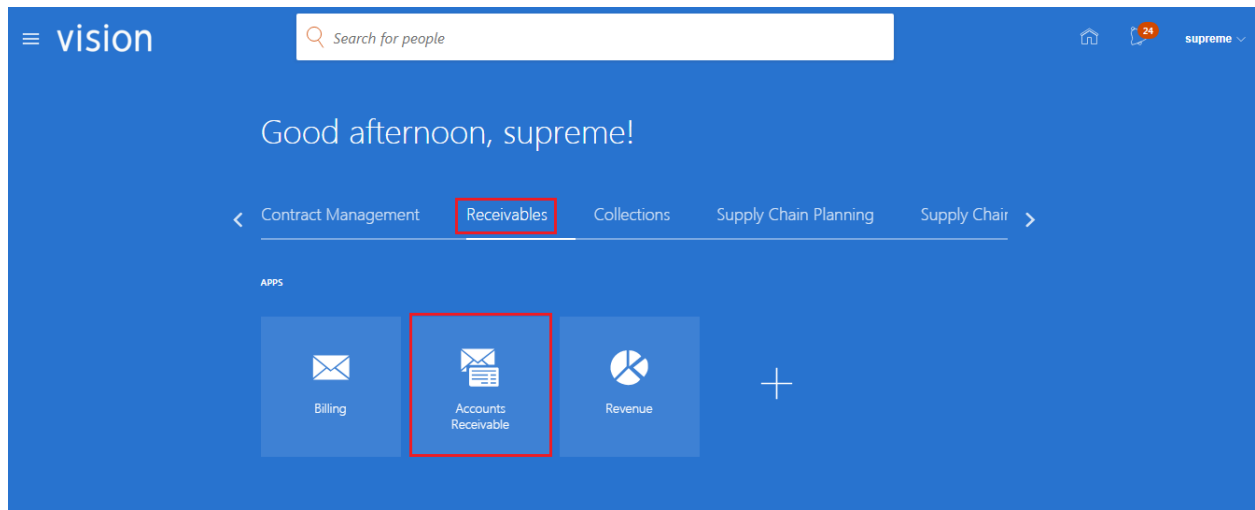
+

Detach

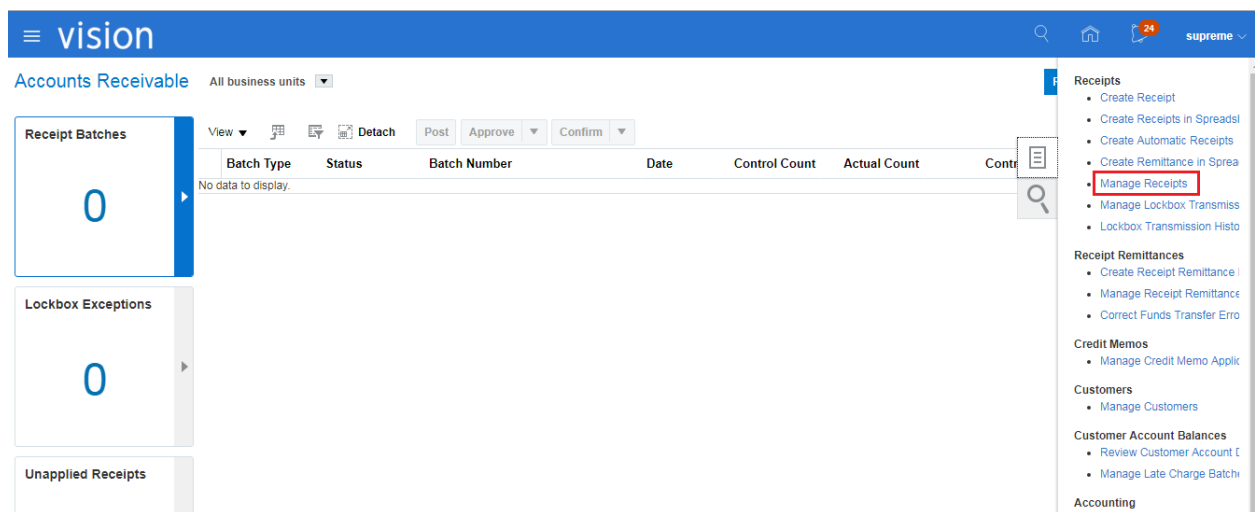
Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
10002	Supreme Check	Cleared	Yes	Supreme Supplier	1/29/19	2,000.00 USD	Supreme Supp Add, ECKINGTON, DC 20002 Dist of Columbia		
10001	Supreme Check	Cleared	Yes	Supreme Supplier	1/29/19	1,000.00 USD	Supreme Supp Add, ECKINGTON, DC 20002 Dist of Columbia		

After Reconciliation Receipt Status in Receivables

Nav: Receivables→Accounts Receivable



Select Manage Receipts



Select Customer and Receipt Method

Click on Search

vision

Manage Receipts

Done

Search

AdvancedSaved SearchAll Receipts

Business Unit

** Receipt NumberStarts with

** Customer NameSupreme Customer

** Customer Account Number21104

** Receipt DateEqualsm/d/yyyy

** Batch Number

** Receipt MethodSupreme Check Method

StatusEquals

Remittance Bank

StateEquals

SearchResetSave...

ActionsViewReassign ReceiptsDetach

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Business Unit
No search conducted.									

vision

Manage Receipts

Done

Search

AdvancedSaved SearchAll Receipts

ActionsViewReassign ReceiptsDetach

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Business Unit
0001	Cleared	Supreme Check...	Supreme Customer	21104	1/29/19		10,000.00 USD	0.00 USD	Supreme Busin...
0002	Cleared	Supreme Check...	Supreme Customer	21104	1/29/19		20,000.00 USD	0.00 USD	Supreme Busin...