

Bank Reconciliation Inbox

Module Guide: Bank Reconciliation Inbox

Module Location

Finance > Bank Reconciliation > Bank Reconciliation Inbox

Module Objective

The **Bank Reconciliation Inbox** module serves as the approval center for all **Bank Reconciliation** reports that have been completed and submitted. This module is used by a superior or manager (e.g., a Chief Accountant) to conduct a final review and provide approval before a reconciliation is considered final.

1. Main View (Reconciliation List)

The main page of this module is an "inbox" that displays all Bank Reconciliation documents requiring your action.



The screenshot shows the main view of the Bank Reconciliation Inbox. At the top, there is a header bar with the text "Keuangan | Rekonsiliasi Bank | Kotak Masuk Rekonsiliasi Bank". Below the header, there is a search bar with a dropdown menu for "Nomor Rekonsiliasi Bank" (set to "Terdapat") and a "NONE" dropdown. There are "Cari" and "Tampilkan semua" buttons. On the right, there are two filter buttons: "Filter Status Dokumen" and "Filter Status Persetujuan". Below the search bar, there are date range filters: "Mulai Tanggal" (set to "1 September 2025") and "Hingga Tanggal" (set to "30 September 2025"), with a "Cari" button. At the bottom, there is a table header with columns: "No.", "Nomor Rekonsiliasi Bank", "Nama Akun", "Tanggal Pernyataan Bank", "Status Dokumen", and "Persetujuan". The table content is empty, showing "...Tidak Ada Data:...".

View Explanation & Filters

This page provides a summary of all reconciliations that are awaiting approval.

- **Filters:** You can search for a specific reconciliation by **Bank Reconciliation Number** or a date range (**Start Date / End Date**).

- **Request List:** The table below will display all reconciliations awaiting action. The table currently shows "...No Data Available...".

Column Explanation

- **Bank Reconciliation Number:** The unique number of the reconciliation document.
- **Account Name:** The name of the bank account being reconciled.
- **Bank Statement Date:** The end date of the reconciliation period.
- **Document Status / Approval:** Icons that indicate the document's status and the approval process status.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Bank Reconciliation Inbox** module to see the list of reconciliations that require approval.

Step 2: Review the Reconciliation Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information, including the bank balance, the general ledger balance, the items that have been cleared, and the items that are still outstanding.

Step 3: Provide Approval

After you open and review the reconciliation details in Step 2, you will find the buttons to grant approval (e.g., "**Approve**" or "**Reject**" buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

1. **Submission:** A user (e.g., an accounting staff) completes the process in the **Bank Reconciliation** module and clicks [**Confirm**].
2. **Entering the Queue:** The confirmed reconciliation document automatically enters the queue in this **Bank Reconciliation Inbox** module.
3. **Review & Approval:** A manager or approver opens this module, reviews, and provides approval.
4. **Finalization:** After approval, the bank reconciliation report for that period is considered **final** and becomes an official company record.

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