



## Check Reconciliation User Guide

Use the Check Reconciliation Summary report to assist in balancing online account balances within your statement. The report displays an activity summary of newly issued checks, paid checks, and stopped/voided checks. The report also provides a total of outstanding checks as of the reconciliation date.

### Selection page

The screenshot shows a web interface titled 'Account Reconciliation Summary'. It is divided into two main sections: 'Start New Reconciliation' and 'Reconciliation History'.  
In the 'Start New Reconciliation' section, there is a dropdown menu for 'Account Nickname' with 'Biz Corp - Checking' selected. Below it is a date field for 'Reconcile Through Date' with '01/08/2024' entered. A message states 'This account has never been reconciled.' and a note says 'Note: Transaction history is retained within the system for 90 days after an item has paid.' A blue 'Search' button is at the bottom.  
The 'Reconciliation History' section also has a dropdown for 'Account Nickname' with 'Biz Corp - Checking' selected. Below it, the text reads 'No reconciliation history to display.'

- **Account Nickname**—the nickname or description that identifies your account. This Account Nickname is displayed in place of the account number on pages within the system and in emails generated by the system.
- **Reconcile Through Date**—the ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on your account. The first time an account is reconciled, all activity in the system up through the Reconcile Through Date is included.

## Results page

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### Check Reconciliation Summary

Transaction Summary

Transaction Type	Count	Total Amount
Previous Outstanding Checks	0	\$0.00
Issued Checks	0	\$0.00
Paid Checks	0	\$0.00
Stop Payments	0	\$0.00
Voids	0	\$0.00
Current Outstanding Checks	0	\$0.00

This account has never been reconciled.  
This Reconcile Through Date: 10/07/2019  
Account ID: Expense 88558

[Finish Reconciliation](#)

### Balance Summary

Statement Balance: \_\_\_\_\_

Current Outstanding Checks: \$0.00  
Current Register Balance: \$0.00

### Reconciliation History

No reconciliation history to display.

Note: Select a link in the Reconciliation History section to view previous reconciliation reports that have been performed on this account.

- **Show**—displays a detailed list of the items for any of the totals listed on the report.
- **Finish Reconciliation**—reconciles the checks.

# Deposit Reconciliation Summary

The Deposit Reconciliation Summary report is used to verify deposits made to an account. This report allows you to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.

## Selection page

Account Reconciliation Summary

**Start New Reconciliation**

Account Nickname  
Biz Corp - Checking

Reconcile Through Date  
01/08/2024

This account has never been reconciled.

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

**Reconciliation History**

Account Nickname  
Biz Corp - Checking

No reconciliation history to display.

- **Account Nickname**—the nickname or description that identifies your account. This Account Nickname is displayed in place of the account number on pages within the system and in emails generated by the system.
- **Reconcile Through Date**—the ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity in the system up through the Reconcile Through Date is included.

# Results page

**Transaction Summary**

Location	Count	Total Amount
No Location Defined	2	\$11,479.00
Deposits	2	\$11,479.00

This account has never been reconciled.  
This Reconcile Through Date: 01/27/2020  
Account ID: 238

**Finish Reconciliation**

**Reconciliation History**  
No reconciliation history to display.

**Manage Locations**

**Deposits**

Deposit Date	Count	Total Amount
11/20/2019	2	\$11,479.00
	2	\$11,479.00

Showing 1 result

Note: Select a link in the Reconciliation History section to view previous reconciliation reports that have been performed on this account.

- **Location**—displays a list of locations if location information is available for your account. The location list values are populated based upon the serial number value from your deposit slips.
- **Finish Reconciliation**—reconciles the checks.
- **Manage Locations**—allows you to deposit by location. When selected, a list of the locations is displayed with an option to define a description for the location.

**Manage Locations**

Location Number      ↑      Location Name

Showing 0 results

Note: The location number will be appended to the name in parentheses. Example: South Street (107)

- Location Number—the location the deposit is associated with.
- Location Name—the description of the location.

Note: The location number is appended to the description in parenthesis. Example: South Street (107).

## Account Reconciliation Summary

Use the Account Reconciliation Summary to assist in balancing online account balances with your statement. The report displays an activity summary with the following:

- newly issued checks
- paid checks
- stopped checks
- voided checks
- ACH debits and credits
- miscellaneous debits and credits
- deposits
- service charges
- paid interest
- taxes/withholding

The report also provides a total of outstanding checks and the check register balance as of reconciliation date.

# Selection Page

**Account Reconciliation Summary**

**Start New Reconciliation**

Account Nickname  
Biz Corp - Checking ▼

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Reconcile Through Date  
01/08/2024 📅

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This account has never been reconciled.

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

**Reconciliation History**

Account Nickname  
Biz Corp - Checking ▼

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No reconciliation history to display.

- **Account Nickname**—the nickname or description that identifies your account. This Account Nickname is displayed in place of the account number on pages within the system and in emails generated by the system.
- **Reconcile Through Date**—the ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity up until the Reconcile Through Date will be included.

# Results page

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Account Reconciliation Summary
⌵

### Transaction Summary

Transaction Type	Count	Total Amount
Previous Outstanding Checks	0	\$0.00
Issued Checks	16	\$6,674.56
Paid Checks	14	\$6,374.56
Stop Payments	0	\$0.00
Voids	0	\$0.00
ACH Debits	12	\$2,218.50
ACH Credits	0	\$0.00
Miscellaneous Debits	0	\$0.00
Miscellaneous Credits	0	\$0.00
Deposits	9	\$20,289.00
Service Charges Paid	0	\$0.00
Interest Paid	0	\$0.00
Taxes/Withholding	0	\$0.00
<b>Current Outstanding Checks</b>	<b>2</b>	<b>\$300.00</b>

This account has never been reconciled.  
This Reconcile Through Date: 06/16/2019  
Account ID: BCE Exp Acct

### Balance Summary

Account Balance:	\$222,969.83
Current Outstanding Checks:	\$300.00
Current Register Balance:	\$222,669.83

[Finish Reconciliation](#)

### Reconciliation History

No reconciliation history to display.

**Issued Checks**
Paid Checks
ACH Debits
Deposits
Current Outstanding Checks

Issued Date	↑   Count	Total Amount	⌵
05/28/2019	16	\$6,674.56	⋮

Showing 1 result.
1
View 10 ▾

Note: Select a link in the Reconciliation History section to view previous reconciliation reports that have been performed on this account.

- [Finish Reconciliation](#)—reconciles the checks.

Note: Items that have already been reconciled using the Check Reconciliation or Deposit Reconciliation pages are not included in the Account Reconciliation statement.

Big City Electric  
Account ID: BCE Exp Acct

Run Date: 06/17/2019  
Reconciliation Period: - to 06/16/2019

### Issued Checks (16)

Issued Checks					
	Issued Date	Paid Date	Check Number	Issued Payee	Amount
1	05/28/2019		7524	John Doe	\$100.00
2	05/28/2019		54788	John Smith	\$200.00
3	05/28/2019	05/28/2019	0		\$35.00
4	05/28/2019	05/28/2019	0		\$500.00
5	05/28/2019	05/28/2019	1235		\$110.00
6	05/28/2019	05/28/2019	1236		\$120.00
7	05/28/2019	05/28/2019	1236		\$120.00
8	05/28/2019	05/28/2019	1237		\$130.00
9	05/28/2019	05/28/2019	105262		\$2,205.00

Note: Exact/TMS supports any zip utility that handles AES 256 encryption, to include Winrar, winzip, or 7zip. The built-in Windows zip utility will not work.