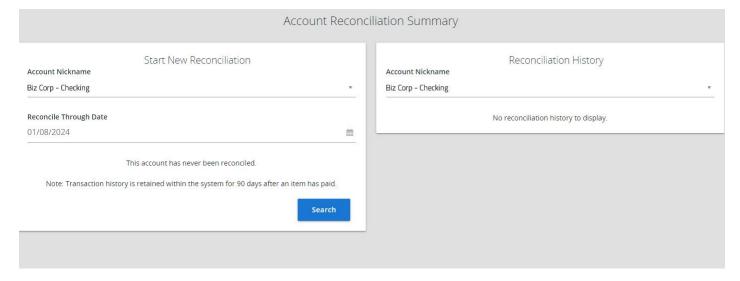


Check Reconciliation User Guide

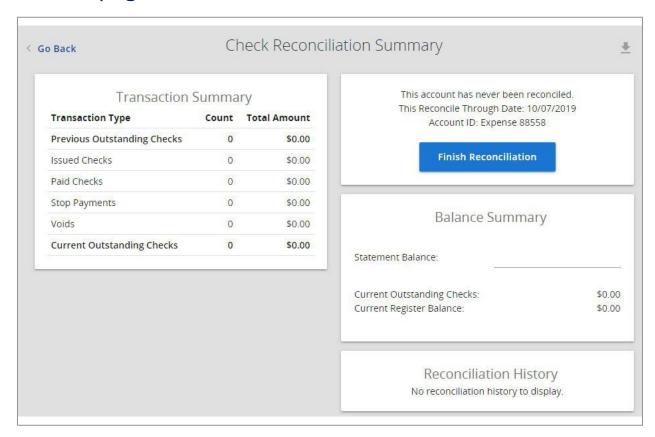
Use the Check Reconciliation Summary report to assist in balancing online account balances within your statement. The report displays an activity summary of newly issued checks, paid checks, and stopped/voided checks. The report also provides a total of outstanding checks as of the reconciliation date.

Selection page



- 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



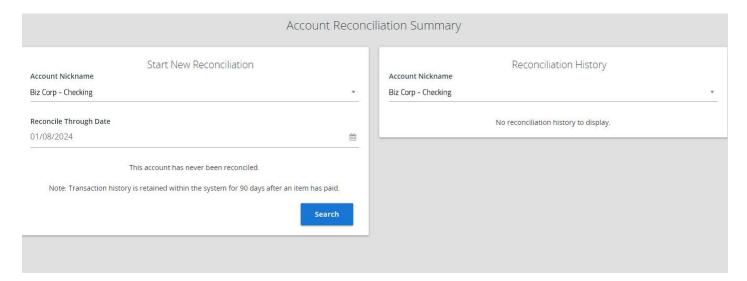
Note: Select a link in the Reconcilement History section to view previous reconciliation reports that have been performed on this account.

- 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

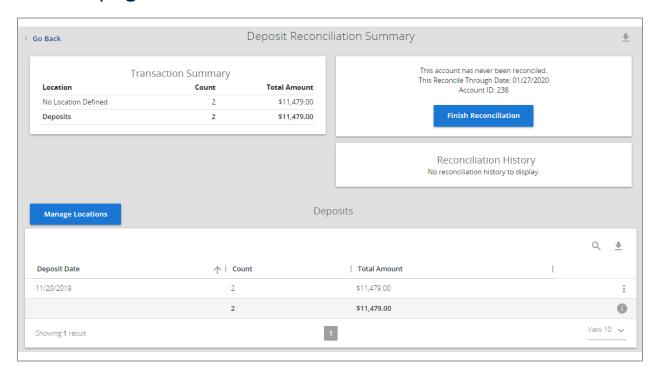
The Deposit Reconciliation Summary report is used to verify deposits made to an account. This report allows you to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.

Selection page



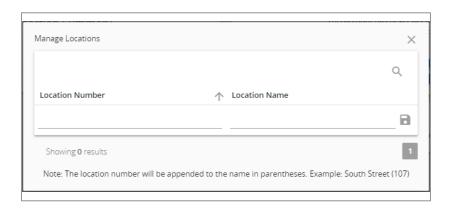
- Account Nickname—the nickname or description that identifies your account.
 This Account Nickname is displayed in place of the account number on pages within the system and in emails generated by the system.
- Reconcile Through Date—the ending date of the reconciliation period. The
 beginning date 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



Note: Select a link in the Reconcilement 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.



- 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).

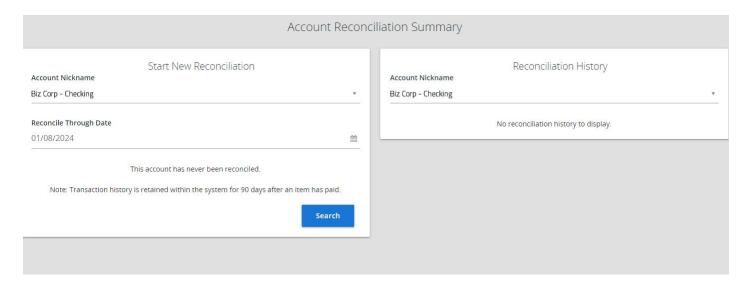
Account Reconciliation Summary

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

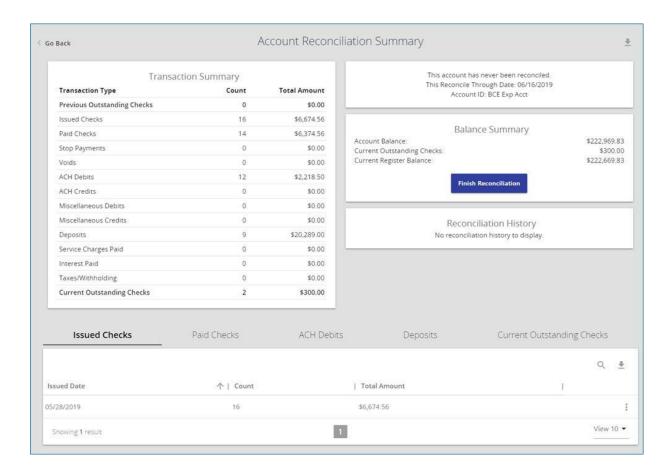
The report also provides a total of outstanding checks and the check register balance as of reconciliation date.

Selection Page



- Account 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



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 Reconcilement 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	
- 0	05/28/2019		54788	John Smith	\$200.00	
6			0		\$35.00	
3	05/28/2019	05/28/2019	U		\$33.00	
3 4	05/28/2019 05/28/2019	05/28/2019 05/28/2019	0		\$500.00	
3 4 5			4.67			
4	05/28/2019	05/28/2019	0		\$500.00	
4 5	05/28/2019 05/28/2019	05/28/2019 05/28/2019	0 1235		\$500.00 \$110.00	
4 5	05/28/2019 05/28/2019 05/28/2019	05/28/2019 05/28/2019 05/28/2019	0 1235 1236		\$500.00 \$110.00 \$120.00	

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.