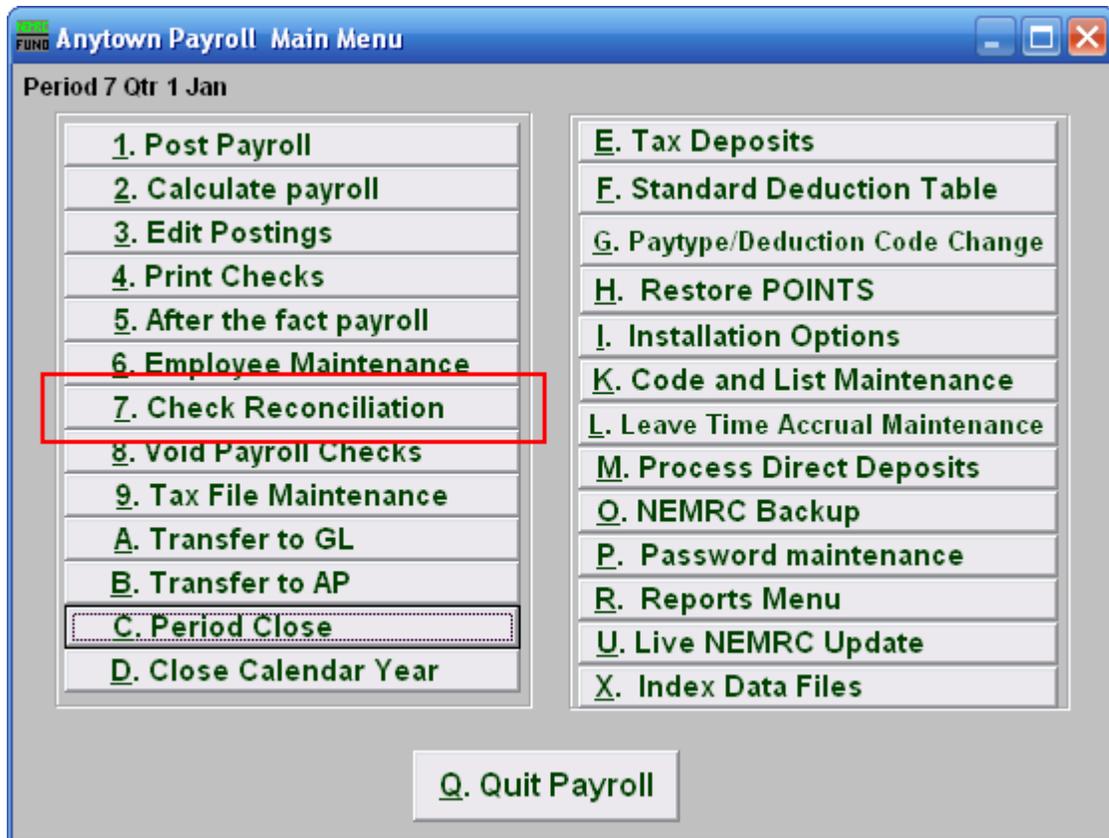


# Payroll

## 7. Check Reconciliation

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Click on “7. Check Reconciliation” from the Main Menu and the following window will appear:

# Payroll

## Check Reconciliation

**Account Reconciliation**

General | Checks | Deposits (Bank Credits) | Withdrawals (Bank Debits)

Tool to Use:  Reconciliation (1)  Un-Reconciliation (2) 

Bank	Check #		Amount	
	Start	Length	Start	Length
Citizens Bank (CSV File)	5	0	6	0
Chittenden Bank	2	0	4	0
Peoples Heritage Bank	42	10	31	11
Northfield Savings Bank	2	0	3	0
VT National Bank (X-Change)	44	9	14	9

Your Bank: [ ] [ ] [ ] [ ]

Cleared Checks: 0 0.00

- 1. Tools to Use: Reconciliation:** Select this option to record checks that have cleared the bank.
- 2. Tools to Use: Un-Reconciliation:** Select this option to change a check that was already reconciled and should not have been. This is often used for electronic checks that need to be re-processed.
- 3. Start:** Click this button to begin the process of the option **1** or **2** chosen above.



# Payroll

## Reconciliation: General tab

Now go to the “General” tab.

**1**

Bank	Check #		Amount	
	Start	Length	Start	Length
Citizens Bank (CSV File)	5	0	6	0
Chittenden Bank	2	0	4	0
Peoples Heritage Bank	42	10	31	11
Northfield Savings Bank	2	0	3	0
VT National Bank (X-Change)	44	9	14	9

**2** Show Mismatches

**3** Reconcile Diskette Now

**5** Save

**4** Cleared Checks 1 56.91

**6** Report

**7** Cancel

- 1. Diskette Reconciliation:** If your bank provides a diskette of cleared checks and you have defined the positions for check numbers and amounts then items **3** will become available. The information will appear here.
- 2. Show Mismatches:** Click this button to report a list of checks cashed for amounts other than expected or checks cashed that are not on file.
- 3. Reconcile Diskette Now:** Click this button after establishing the setting from item **1** to begin processing data from a diskette provided by the bank.
- 4. Cleared Checks:** This is informational to track how many have been marked and their total values.
- 5. Save:** Click this button to save the reconciliation of checks in the check file.
- 6. Report:** Click this button to choose an output option for a report of what you’ve just done.
- 7. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

# Payroll

## Output

After you click “Report” the following window will appear:



- 1. PreView:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 2. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 3. Print Compressed:** Click this to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 4. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

# Payroll

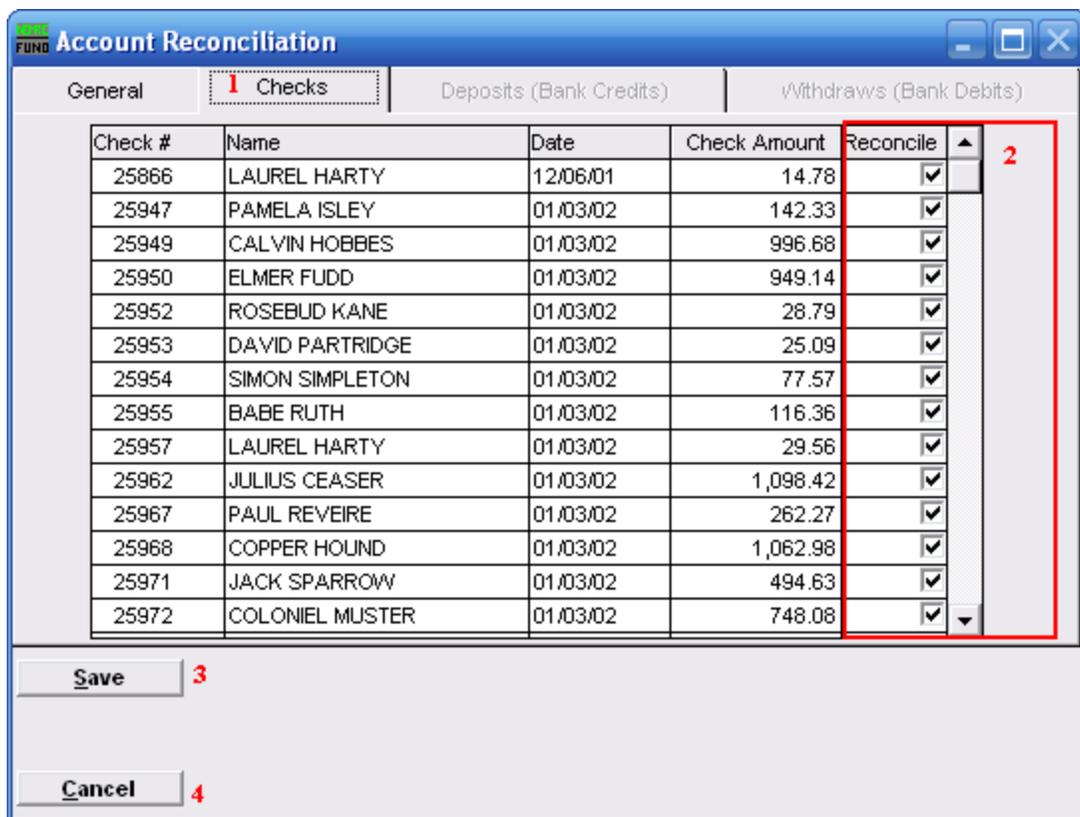
## Un-Reconciliation

After clicking “Start” the following notice will appear:



## Un-Reconciliation: Checks tab

After you choose “Un-Reconciliation” and click “Start,” you will need to go to the “Checks” tab.



- 1. Checks:** The tab is highlighted during the process and works according the option chosen on the General tab.
- 2. Reconcile:** Un-check the box on the detail line for the check or checks to be removed from the reconciliation.
- 3. Save:** Click this button to save the reconciliation of checks in the check file
- 4. Cancel:** Click “Cancel” to cancel and return to the Main Menu.