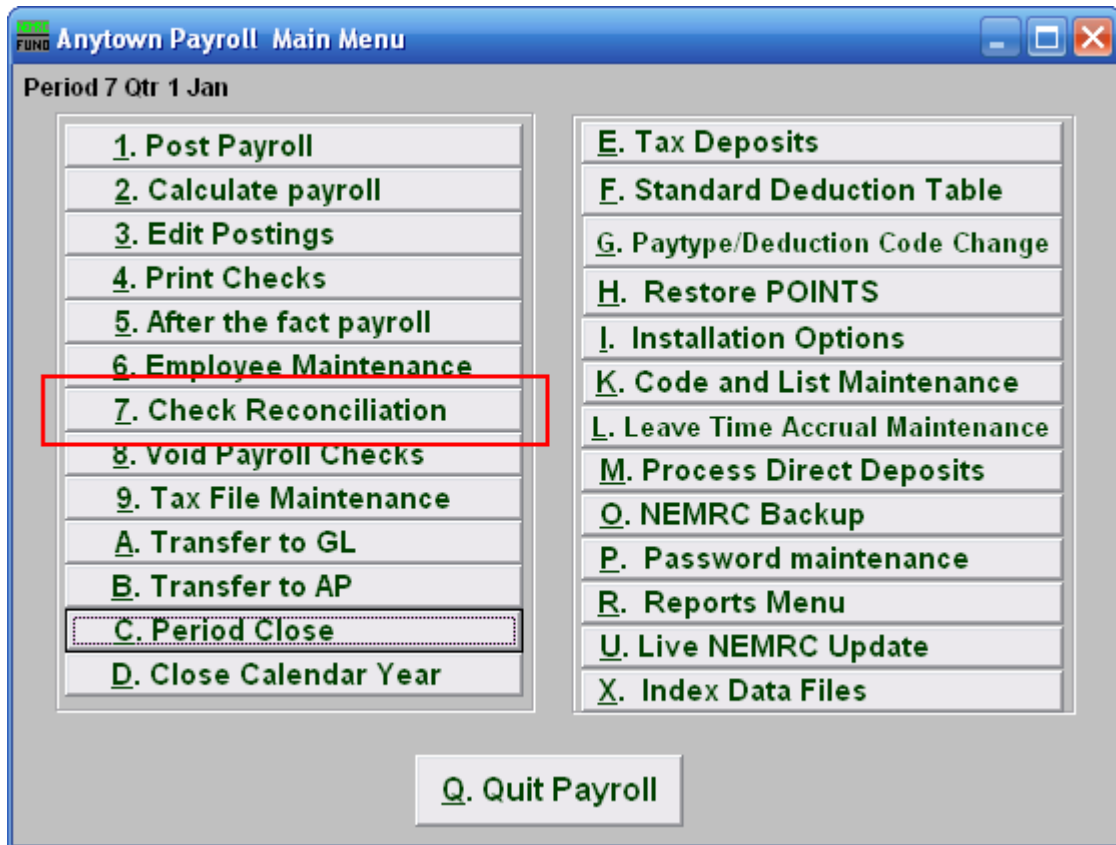


# Payroll

## 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** ☐ Un-Reconciliation **Start**

**Diskette Reconciliation**

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: [ ] [ ] [ ] [ ]

**Show Mismatches**

**Reconcile Diskette Now**

**Save** Cleared Checks: **0** **0.00**

**Report**

**Cancel**

- 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: Checks tab

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

The screenshot shows the 'Account Reconciliation' window with the 'Checks' tab selected. The window has a title bar with 'FUNO' and 'Account Reconciliation'. Below the title bar are four tabs: 'General', '1 Checks' (highlighted), 'Deposits (Bank Credits)', and 'Withdrawals (Bank Debits)'. The main area contains a table with columns: 'Check #', 'Name', 'Date', 'Check Amount', and 'Reconcile'. The table has two rows of data: '30470 LAUREL HARTY 04/06/06 56.91' and '30705 SIMON SIMPLETON 06/29/06 31.31'. The 'Reconcile' column has checkboxes. A red box labeled '2' highlights the 'Reconcile' column and the 'Mark all' and 'Clear all' buttons at the bottom right. Below the table, a red box labeled '3' highlights the 'Cleared Checks' section, which shows '0' and '0.00'. At the bottom left, there are three buttons: '4 Save', '5 Report', and '6 Cancel'.

Check #	Name	Date	Check Amount	Reconcile
30470	LAUREL HARTY	04/06/06	56.91	<input type="checkbox"/>
30705	SIMON SIMPLETON	06/29/06	31.31	<input type="checkbox"/>

4 Save      3 Cleared Checks      0      0.00

5 Report

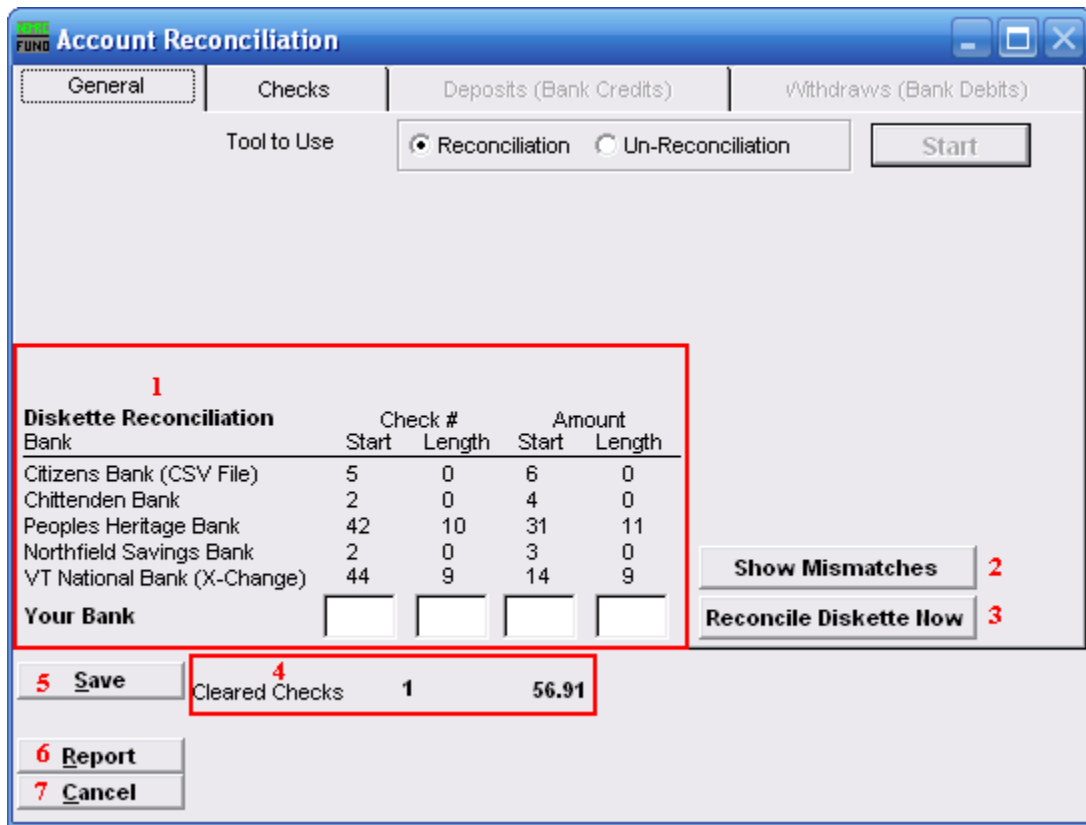
6 Cancel

- 1. Checks:** The tab is highlighted during the process and works according to the option chosen on the General tab.
- 2. Reconcile:** Review the check number detail lines with your bank statement and check off those checks that appear that have cleared on a statement.
- 3. Cleared Checks:** This is informational to track how many have been marked and their total values.
- 4. Save:** Click this button to save the reconciliation of checks in the check file.
- 5. Report:** Click this button to choose an output option for a report of what you’ve just done.
- 6. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

# Payroll

## Reconciliation: General tab

Now go to the “General” tab.



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

Bank	Start	Length	Start	Length
Your Bank				

5 Save	4 Cleared Checks	1	56.91
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- 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:

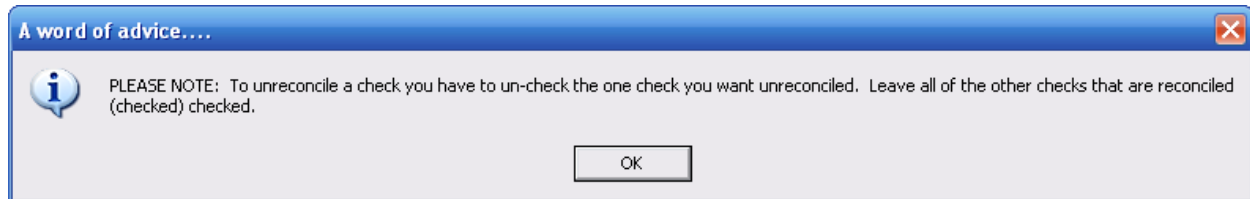


- 1. PreView:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 2. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 3. Print Compressed:** Click this to print the report. This is different from the “Print” option 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.

Account Reconciliation

General | **1 Checks** | Deposits (Bank Credits) | Withdraws (Bank Debits)

Check #	Name	Date	Check Amount	Reconcile
25866	LAUREL HARTY	12/06/01	14.78	<input checked="" type="checkbox"/>
25947	PAMELA ISLEY	01/03/02	142.33	<input checked="" type="checkbox"/>
25949	CALVIN HOBBS	01/03/02	996.68	<input checked="" type="checkbox"/>
25950	ELMER FUDD	01/03/02	949.14	<input checked="" type="checkbox"/>
25952	ROSEBUD KANE	01/03/02	28.79	<input checked="" type="checkbox"/>
25953	DAVID PARTRIDGE	01/03/02	25.09	<input checked="" type="checkbox"/>
25954	SIMON SIMPLETON	01/03/02	77.57	<input checked="" type="checkbox"/>
25955	BABE RUTH	01/03/02	116.36	<input checked="" type="checkbox"/>
25957	LAUREL HARTY	01/03/02	29.56	<input checked="" type="checkbox"/>
25962	JULIUS CEASER	01/03/02	1,098.42	<input checked="" type="checkbox"/>
25967	PAUL REVEIRE	01/03/02	262.27	<input checked="" type="checkbox"/>
25968	COPPER HOUND	01/03/02	1,062.98	<input checked="" type="checkbox"/>
25971	JACK SPARROW	01/03/02	494.63	<input checked="" type="checkbox"/>
25972	COLONIEL MUSTER	01/03/02	748.08	<input checked="" type="checkbox"/>

2

Save 3

Cancel 4

- 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.