

# Deposit Reconciliation Guide

Deposit Reconciliation enables companies with multiple locations to deposit into one central account. Deposits are tracked by a unique serial number on your deposit slip. Only deposits are reconciled and a list of all deposits posted is grouped and totaled by the serial number.

## Statements & Activity

Statements are account history-based reports that are generated at a cycle defined by the company's financial organization. Deposit Reconciliation statements provide an account balance summary and deposit items with a location/serial number and items without a location/serial number. Activity provides company users with on-demand access to deposit activity for accounts during a specified period.

### Deposit Reconciliation Statement Components

Component	Description
Account Balance Summary	Provides the working balance as of the current cycle cutoff. The component starts with the working balance from the previous cycle cutoff and calculates the net activity (total credits less total debits) for the current cycle.
Deposit Activity without Location/Serial #	Provides all posted deposits that do not have a serial number.
Deposit Activity By Location/Serial #	Provides all posted deposits which are grouped and totaled by the serial number of the deposit.

### VIEWING SCHEDULED DEPOSIT RECONCILIATION STATEMENTS

1. Click [Account Services > Statements - reconciliation](#)
2. Select an Account option and click [Change account](#)
3. Click the link in the Account column for the statement you want to view

### Deposit Statement Page Sample

Deposit Statement		<a href="#">Print this page</a>
<a href="#">New selection</a>		
Report created:	11/6/2014 8:46 AM (ET)	
Account:	011301788 • *3456 • CHECKING • Main Account	
Date range:	6/25/2014 to 7/1/2014	
<b>Account Balance Summary</b> <span style="float: right;">Download as: <input type="text" value="CSV file"/> <input type="button" value="Go"/></span>		
Date range:	6/25/2014 to 7/1/2014	
Beginning Balance:	\$19,953.99	
Credits:		
Deposits with Location/Serial #:	4 items	\$750.00
Deposits without Location/Serial #:	2 items	\$525.00
Other Credits:	0 items	\$0.00
Total Credits:	6 items	\$1,275.00
Debits:		
Check Debits:	1 items	(\$65.00)
Other Debits:	0 items	\$0.00
Total Debits:	1 items	(\$65.00)
Ending Balance:	\$21,163.99	
<b>Deposit Items without Location/Serial #</b>		
Total reported amount:	\$525.00	
Total reported items:	2	
Posted Date	Posted Amount	
06/25/2014	\$250.00	
06/25/2014	\$275.00	
<b>Deposit Activity by Location/Serial #</b>		
Location/Serial #:	25	
Total reported amount:	\$335.00	
Total reported items:	2	
Posted Date	Posted Amount	Description
06/25/2014	\$150.00	PREAUTHORIZED ACH CREDIT 165
06/25/2014	\$185.00	PREAUTHORIZED ACH CREDIT 165
Location/Serial #:	40	
Total reported amount:	\$415.00	
Total reported items:	2	
Posted Date	Posted Amount	Description
06/25/2014	\$190.00	PREAUTHORIZED ACH CREDIT 165
06/25/2014	\$225.00	PREAUTHORIZED ACH CREDIT 165

Continued on back



What know-how can do®

## SEARCHING ACTIVITY - DEPOSIT RECONCILIATION

Up to 18 months of activity are available.

1. Click Account Services > Activity - deposit reconciliation

2. Select an Output to option:

- Screen
- CSV
- PDF

3. Select one or more Accounts options

4. Select a Posted date range option:

- Specific date
- From/To
- Previous business day

5. Select to Include Option:

- Deposit activity by location/serial #
- Deposit items without location/serial #

6. Click Generate report

### Deposit Activity By Location/Serial # Report Page Sample

#### Deposit Activity By Location/ Serial # Report [Print this page](#)

[New search](#)

---

Report created: 7/15/2014 2:11 PM (ET)  
Accounts: All accounts  
Date range: 6/15/2014 to 7/15/2014

Download as:

#### Location 25

---

Total reported amount: \$335.00  
Total reported items: 2

Account	Posted Date	Posted Amount	Description
*3456 - Main Account	06/25/2014	\$150.00	PREAUTHORIZED ACH CREDIT 165
*3456 - Main Account	06/25/2014	\$185.00	PREAUTHORIZED ACH CREDIT 165

Reported Details: Total Amount \$335.00 Total Items 2

---

#### Location 40

---

Total reported amount: \$415.00  
Total reported items: 2

Account	Posted Date	Posted Amount	Description
*3456 - Main Account	06/25/2014	\$190.00	PREAUTHORIZED ACH CREDIT 165
*3456 - Main Account	06/25/2014	\$225.00	PREAUTHORIZED ACH CREDIT 165

Reported Details: Total Amount \$415.00 Total Items 2

