Partial Account Reconciliation allows company users to view lists of all checks that have cleared an account and all other debits and credits posted to an account for a specific period. Company users are provided with a statement each reconciliation cycle indicating the total activity for the period.

**Statements & Activity**

Statements are account history-based reports that are generated at a cycle defined by the company's financial organization. The statements provide an account balance summary and paid check activity for a specified period.

Activity provides company users with on-demand access to paid check activity for accounts during a specified period.

### Partial Account Reconciliation Statement Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Balance Summary</td>
<td>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.</td>
</tr>
<tr>
<td>Statement of Activity</td>
<td>Provides all checks posted for the current cycle. A subtotal of the number of items and the dollar amount is provided.</td>
</tr>
</tbody>
</table>

**VIEWING SCHEDULED PARTIAL ACCOUNT 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

**Account Reconciliation Statement Page Sample**

![Account Reconciliation Statement](image)

Continued on back
SEARCHING ACTIVITY - PARTIAL ACCOUNT RECONCILIATION

1. Click Account Services > Activity - reconciliation
2. Select an Output to option:
   - Screen
   - CSV
   - PDF
   - MICASH 4
   - MICASH 96
   - Paid Checks Type 1
   - Paid Checks Type 2
   Note: The MICASH 4, MICASH 96, Paid Checks Type 1, and Paid Checks Type 2 options may not be available to all company users.
3. Select one or more Accounts options
4. Select a Posted date range option:
   - Specific date
   - From/To
   - Previous business day
5. Click generate report

Paid Checks Page Sample

Paid Checks
Checks that have been converted into an ACH electronic payment are displayed with an ACH indicator beside the check number.

New search

Report created: 7/15/2014 12:52 PM (ET)
Account: 01301798 • *3456 • CHECKING • Main Account
Date range: 7/6/2014

Paid Checks

<table>
<thead>
<tr>
<th>Account</th>
<th>Check Number</th>
<th>Posted Date</th>
<th>Posted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>*3456 - Main Account</td>
<td>990090</td>
<td>07/05/2014</td>
<td>($65.00)</td>
</tr>
</tbody>
</table>

Reported Details: Total Amount ($65.00) Total Items 1