

Partial Account Reconciliation Guide

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

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.
Statement of Activity	Provides all checks posted for the current cycle. A subtotal of the number of items and the dollar amount is provided.

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 [Print this page](#)

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

[New selection](#)

Report created: 7/15/2014 10:34 AM (ET)
Account: 011301798 • *3456 • CHECKING • Main Account
Date range: 11/1/2012

Statement Of Activity Download as:

Paid Checks

Total reported amount: (\$200.00)
Total reported items: 2

Check Number	Posted Date	Posted Amount
50011	11/01/2012	(\$100.00)
60011	11/01/2012	(\$100.00)

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 [Print this page](#)

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: 011301798 • *3456 • CHECKING • Main Account
Date range: 7/6/2014

Paid Checks Download as:

Total reported amount: (\$65.00)
Total reported items: 1

Account	Check Number	Posted Date	Posted Amount
*3456 - Main Account	990990	07/06/2014	(\$65.00)

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

