

USING THE RECONCILIATION SCREEN

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Reconciliation of a Cheque

Go to Home – Reconcile, in the Facilities ribbon group.

Check the **Cheques** radio button.

Tick the checkbox of the **Reconciled** column in the grid to reconcile desired cheques.

Click the **Update** button to commence the reconciliation

The screenshot shows the 'RECONCILE/CANCEL UNPRESENTED CHEQUES' window. The 'Reconcile' button in the ribbon is highlighted. The 'Cheques' radio button is selected. The table below shows two cheques with the 'Reconciled' checkbox checked.

SH #	Date	Name	Amount	Cheque#	Reconciled	Cancelled	Date Presented
1892	05/03/2014	Julie Smith	\$2.18	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/03/2014
52061	05/03/2014	Joe Smith	\$13.50	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/03/2014

Figure 1: Reconciliation of a Cheque

Reconciliation of a Direct Credit

Go to Home – Reconcile, in the Facilities ribbon group.

Check the **DC** radio button.

Tick the checkbox of the **Reconciled** column in the grid to reconcile desired credit.

Click the **Update** button to commence the reconciliation

The screenshot shows the 'RECONCILE/CANCEL DIRECT CREDITS' window. The 'Reconcile' button in the ribbon is highlighted. The 'DC' radio button is selected. The 'Reconciled' column in the table is highlighted, and checkboxes are ticked for the two rows.

SH #	Date	Name	Amount	DC Batch#	Reconciled	Cancelled	Date Presented	Comments
48022	23/10/2013	Julie Smith	\$3.18	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/03/2014	Exchange: 1.00, Currency NZD
1832	23/10/2013	Joe Smith	\$2.27	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/03/2014	Exchange: 1.00, Currency NZD

Figure 2: Reconciliation of a Direct Credit

Cancellation of a Cheque

Go to Home – Reconcile, in the Facilities ribbon group.

Check the **Cheques** radio button.

Tick the checkbox of the **Cancelled** column in the grid to cancel desired cheques.

Click the **Update** button to commence the cancellation

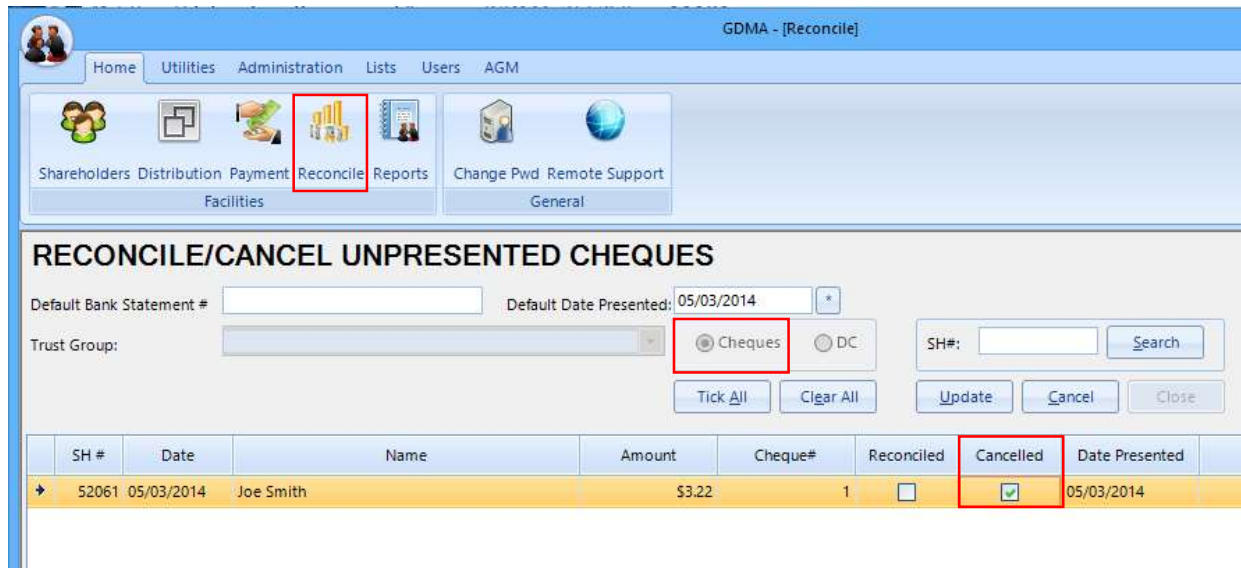


Figure 3. Cancellation of a Cheque

Cancellation of a Direct Credit

Go to Home – Reconcile, in the Facilities ribbon group.

Check the **DC** radio button.

Tick the checkbox of the **Cancelled** column in the grid to cancel desired direct credit.

Click the **Update** button to commence the cancellation

GDMA - [Reconcile]

Home Utilities Administration Lists Users AGM

Shareholders Distribution Payment Reconcile Reports Change Pwd Remote Support

Facilities General

RECONCILE/CANCEL DIRECT CREDITS

Default Bank Statement # Default Date Presented: 05/03/2014

Trust Group:

Cheques DC

SH#:

SH #	Date	Name	Amount	DC Batch#	Reconciled	Cancelled	Date Presented	Comments
24667	23/10/2013	Julie Smith	\$4.83	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/03/2014	Exchange: 1.00, Currency NZD
1835	23/10/2013	Joe Smith	\$2.27	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/03/2014	Exchange: 1.00, Currency NZD

Figure 4. Cancellation of a Direct Credit