

Check Reconciliation (Optional Software)

The Check Reconciliation software will assist the credit union in balancing their bank draft statement(s). It is similar to having a continuous check register kept on the system that does not get purged from the system until instructed by the credit union. Check Reconciliation is an optional software package that can be purchased.

There are two different versions of the balancing step for this software. (See pages 15 and 16.) Other than the balancing process, the options for both versions are the same. Programming will need to configure the program for the version being used by the credit union.

- External checking account(s)
- Internal checking account(s)

****Note:** The Check Reconciliation selection also allows access to Check Register, even for credit unions that do not use Check Reconciliation.

To access Check Reconciliation, select one of the following:

- Select Accounting on the Navigation Bar then Check Reconciliation.
- Select Go on the Menu Bar then Check Reconciliation.

The system displays.

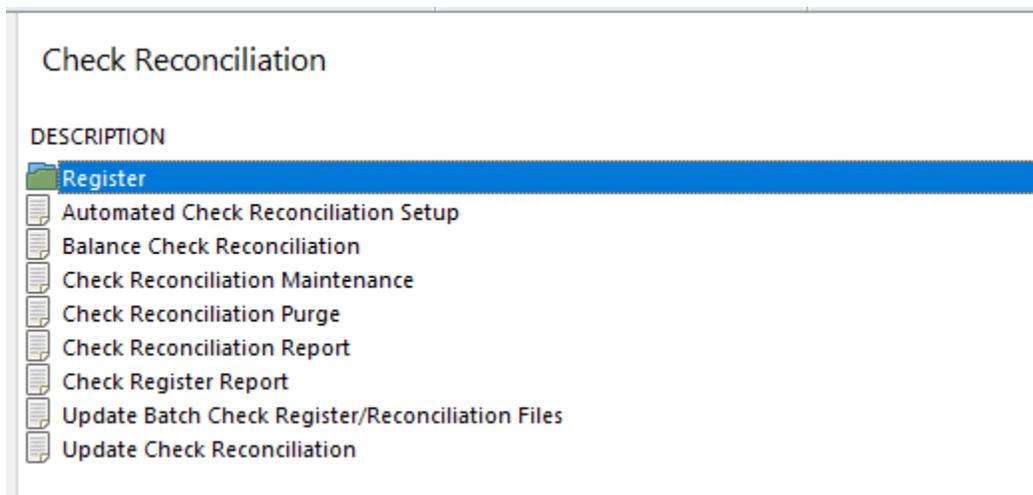


Figure 1

Getting Started

In order to begin using the Check Reconciliation Software, the following changes and procedures will need to be completed.

- Turn on Check Register.
- Mark the check register report to be printed in the Daily Report Selection Setup window under System Administration. (This selection also generates the report with End of Day processing.)
- Give proper Security (access to Check Reconciliation).
- Setup the initial Check Register Setup under System Administration.
- Set up printers for continuous check printing. Single checks could be used but in either case the printer must be a “global printer”.
- Enter starting check number(s) first thing each day.

Turn on Check Register - Credit Union Setup

System Administration

Credit Union Setup

Overdrafts and Check Register tab

The screenshot shows the 'Credit Union Setup' window with the 'Overdrafts and Check Register' tab selected. The 'Check Register' dropdown menu is currently set to 'No' and is highlighted with a black arrow pointing to it from the left. Other settings include ACH Overdrafts: Allow, Courtesy Pay Default: No, Courtesy Pay Max. Default: (empty), and Courtesy Pay (Online ATM's): Not Allowed. A Save button is at the bottom right.

Figure 2

Check Register - To turn on the Check Register option (see arrow above), select “Yes” for Check Register. Select Save, to save the changes.

Mark check register report to be printed - Daily Report Selection Setup window

System Administration
Daily Report Selection Setup

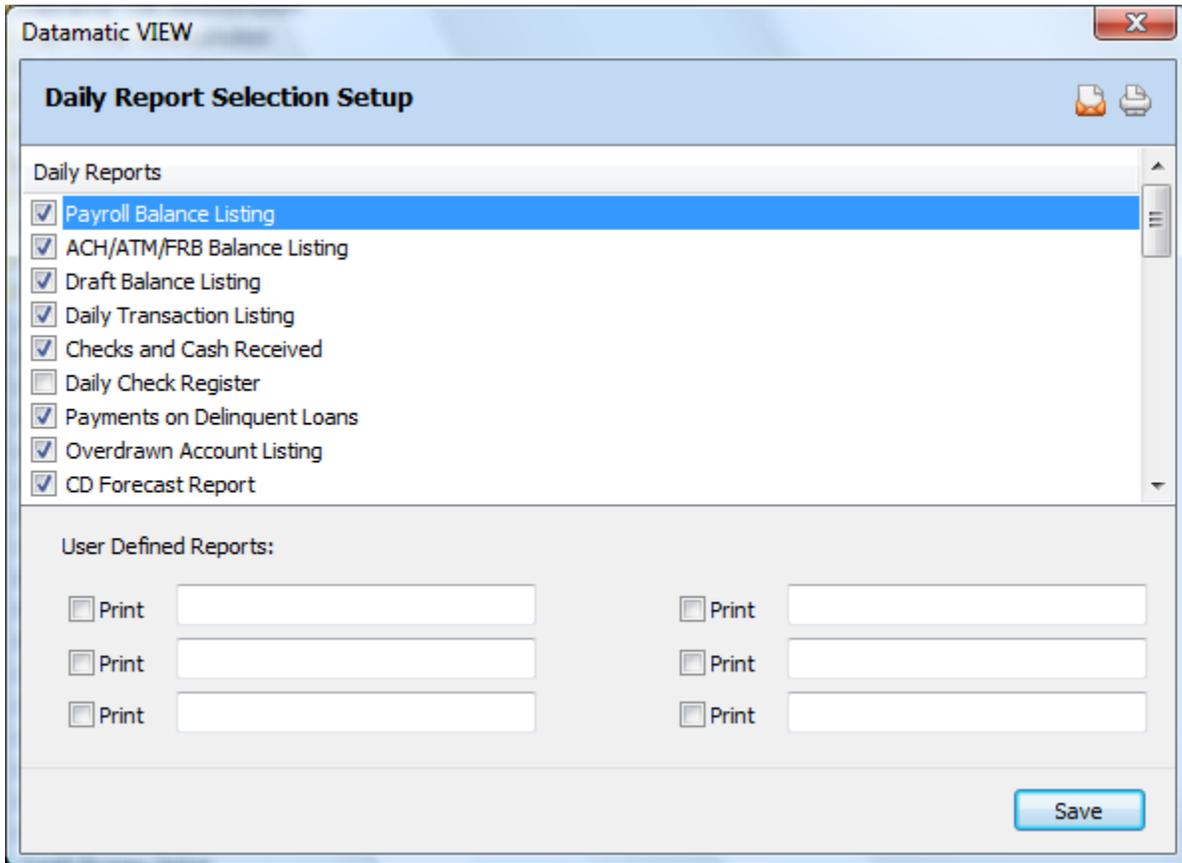


Figure 3

Select **“Daily Check Register”** so that a check mark is placed in the box to the left of the selection. Select Save, to save the changes.

Give Proper Security - Teller Administration

System Administration
 Teller Administration
 Select Teller
 Basic tab

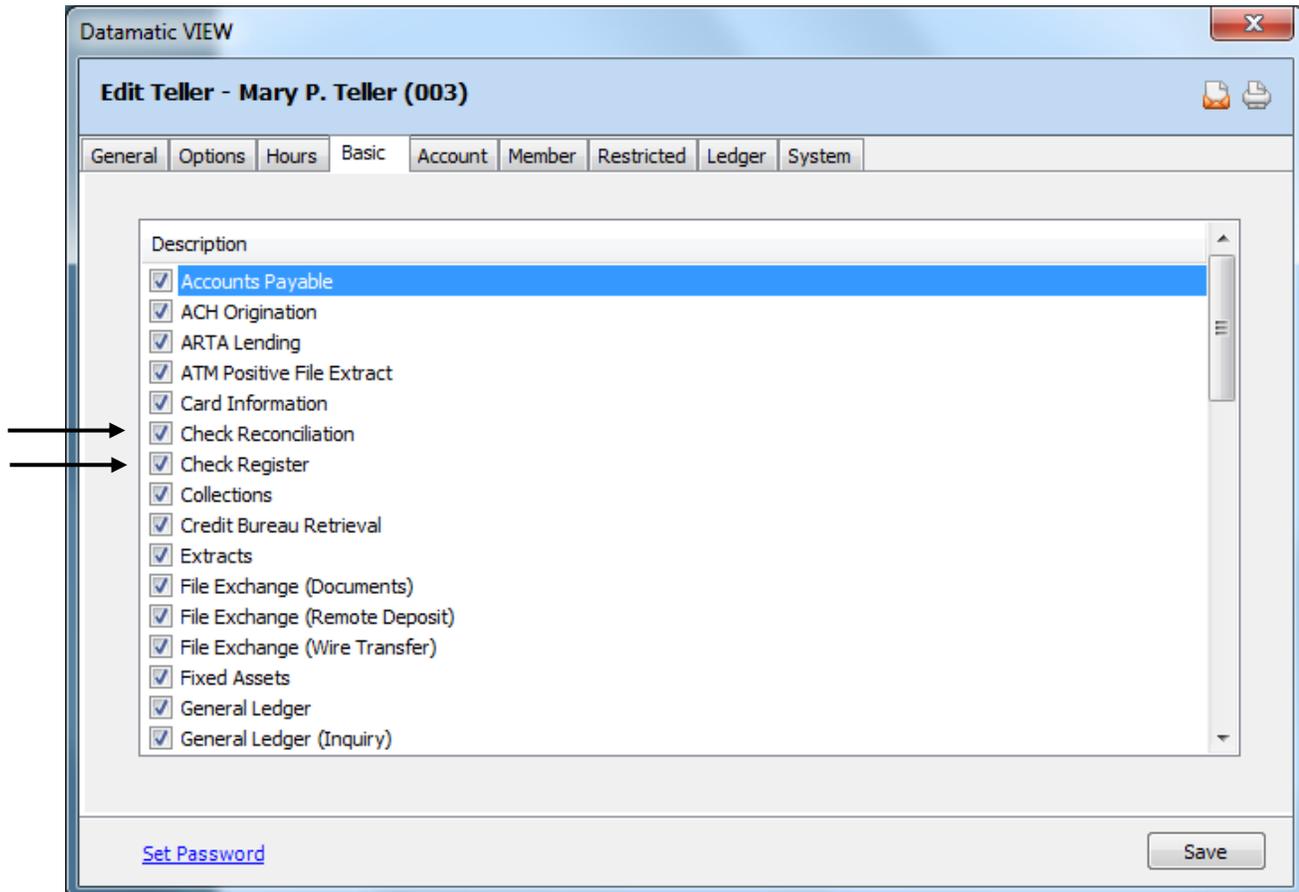


Figure 4

The employee(s) who will be using the Check Reconciliation software will need to be given the proper security so that they will have access to the windows and screens. Both the **“Check Reconciliation”** and **“Check Register”** security options will need to be checked with means “permitted”.

After checking the Check Register option, select OK to save the changes.

System Administration

The initial setup for check register is done by selecting:

System Administration
Check Register Setup

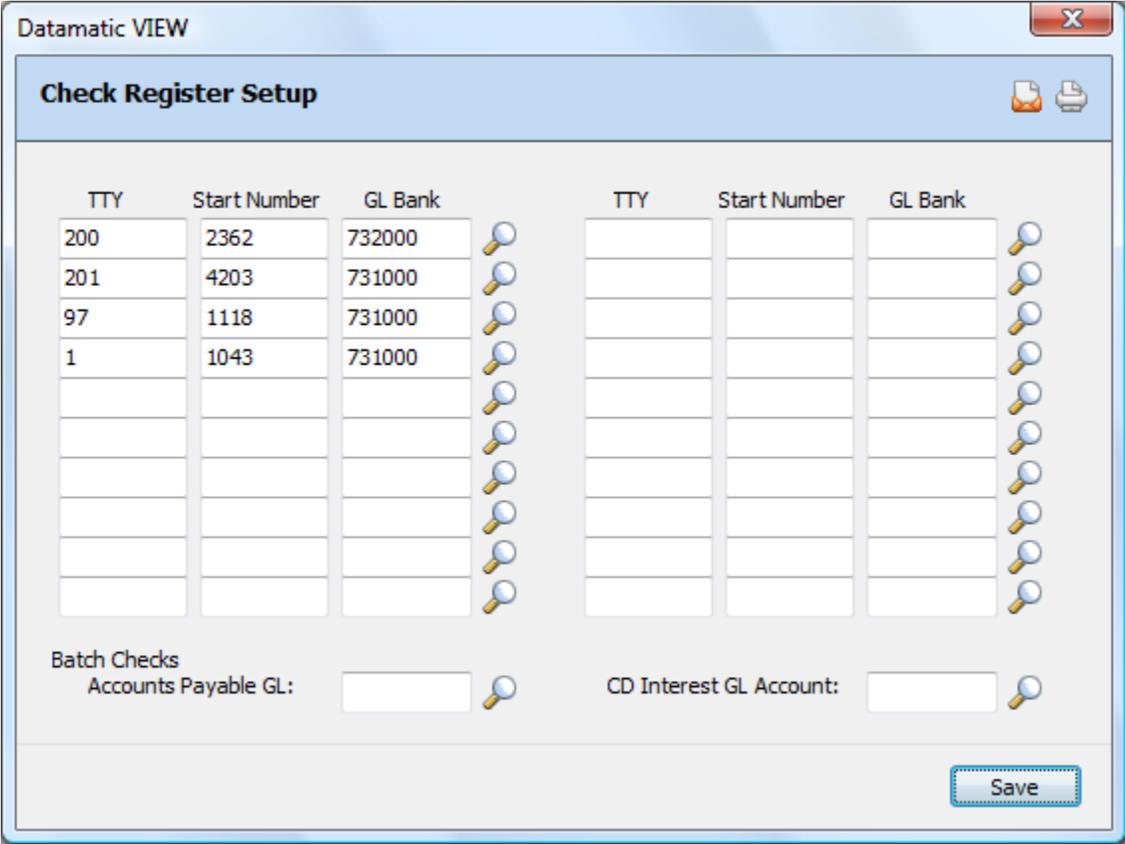


Figure 5

Check TTY - Enter the TTY# of the Check Printer(s).

Starting Check Number - Enter the Starting Check Number for the checks issued using this printer.
****Note:** The starting check number changes during the day as checks are issued.

GL Bank - Enter the General Ledger Number associated with the checks issued from the printer. This general ledger number is used for the breakdown on the Check Register Report (not for posting purposes).

Batch Checks:

Accounts Payable GL - Enter the General Ledger Number associated with the checks issued for Accounts Payable. This general ledger number is used for the breakdown on the Check Register Report (not for posting purposes). This is only for credit unions using the optional Accounts Payable software.

****Note:** The Accounts Payable check printing job prompts for the “Starting Check Number” to be entered.

CD Interest GL Account - Enter the General Ledger Number associated with CD Interest checks. This general ledger number is used for the breakdown on the Check Register Report (not for posting purposes). See Payable and Suspense Account Setup. This is only for credit unions that issue CD Interest checks.

****Note:** The CD Check printing job prompts for the “Starting Check Number” to be entered.

When finished, select Save to save the changes.

Station Setup

In order for the system to recognize the check printer for using Check Register, a **“Check Printer ID”** must be entered in Station Setup for each teller/employee. This must match the TTY # entered on the Check Register Setup window. (See two pages previous.)

Datamatic VIEW

Station Setup

General Receipts **Checks** Cash Dispenser Cash Recycler

Check Printer: Support

Check Format: Laser - Cut Sheet

Check Printer ID: 400

Money Order Printer: Support

Money Order Format: Laser - Cut Sheet

Money Order ID: 400

Save

Figure 6

Select Save, to save the changes.

The same concept applies to Money Orders. In order for the system to recognize the money order printer for using Check Register, a **“Money Order ID”** must be entered in Station Setup for each teller/employee. This must match the TTY # entered on the Check Register Setup window. (See two pages previous.)

Other Information:

The **check/money order number** can be printed on the Credit Union stub portion on laser checks and money orders. ****Note:** This is tied to Check Register by the ID (Check Printer ID or Money Order ID in Station Setup). If the credit union does not use check register, the check/money order number will not be printed on the check/money order stub.

Set Starting Check Numbers

Tools on the Menu Bar
Set Starting Check Numbers

TTY	Start Number	GL Bank	TTY	Start Number	GL Bank
200	2362	732000			
201	4203	731000			
97	1118	731000			
1	1043	731000			

Batch Checks
Accounts Payable GL: CD Interest GL Account:

Save

Figure 7

First thing in the morning every work day, the next starting check number(s) must be verified and changed on this screen, if necessary. CD Interest checks and Accounts Payable checks can also be reconciled with the Check Reconciliation software. ****Note:** See the “Update Batch Check Register / Reconciliation Files” page for more information.

IMPORTANT: If using a check printer to print CD Interest Checks, **after printing the checks**, change the next starting number appropriately on this window.

It is necessary to verify the check number and the number on the system every time checks are put in the printer. The check numbers should be the same. If not, change the check number on the system. The system will increase the check number as checks are issued.

****Note:** If additional check printers need to be added for check register purposes, see “Check Register Setup” in the System Administration Manual.

Register

Display and Add

To access the Check Register, select one of the following:

- Select Accounting on the Navigation Bar then Check Reconciliation.
- Select Go on the Menu Bar then Check Reconciliation.

Then select the “**Check Register**” folder. The system displays.

Number	Amount	Date	Status	GL Bank	Payable To
▶ Double click here to add a new check...					
99	\$5,000.00	09-01-2004	Outstanding	000-731033	Bob's Used Cars
100	\$100.00	09-01-2004	Outstanding	000-731000	terry 4/24/07
1022	\$3,025.00	09-01-2004	Void	000-931001	MSU
1023	\$1,000.00	09-01-2004	Outstanding	000-731001	GEORGE R MILLER
1024	\$50.00	09-01-2004	Outstanding	000-731001	Check 1
1025	\$30.00	09-01-2004	Outstanding	000-731001	Check 2
1026	\$20.00	09-01-2004	Outstanding	000-731001	Check 3
1027	\$60.00	09-01-2004	Outstanding	000-731001	Check 4
1028	\$20.00	09-01-2004	Outstanding	000-731001	Check 5
1029	\$20.00	09-01-2004	Outstanding	000-731001	Check 6
1030	\$321.22	09-01-2004	Outstanding	000-731000	bbbb
1032	\$750.00	09-01-2004	Outstanding	000-731022	Cashier
1033	\$650.00	09-01-2004	Outstanding	000-731001	Michigan State University
1034	\$550.00	09-01-2004	Outstanding	000-731005	MSU
1036	\$50.00	09-01-2004	Outstanding	000-731001	Payable to
1037	\$100.00	09-01-2004	Outstanding	000-731001	LCC
1038	\$200.00	09-01-2004	Outstanding	000-731001	MSU
1039	\$50.00	09-01-2004	Outstanding	000-731001	CAR REPAIR SHOP
1040	\$5.00	09-01-2004	Outstanding	000-731001	MSU
1040	\$1,200.00	09-01-2004	Outstanding	000-731002	xxx
1041	\$12.00	09-01-2004	Outstanding	000-731000	mm
1041	\$100.00	09-01-2004	Outstanding	000-731001	
1042	\$100.00	09-01-2004	Outstanding	000-731001	Testing Money Order
1042	\$125.95	09-01-2004	Outstanding	000-731000	Buddy Roberts
1043	\$133.22	09-01-2004	Outstanding	000-731000	VVV
1046	\$1.00	09-01-2004	Void	000-731002	yyy
1046	\$2.00	09-01-2004	Outstanding	000-731000	tr2
1047	\$88.99	09-01-2004	Outstanding	000-731000	ccc
1047	\$15.00	09-01-2004	Outstanding	000-731000	Joyce Ray
1048	\$22.95	09-01-2004	Outstanding	000-731000	George Washington
1050	\$1.01	09-01-2004	Outstanding	000-731000	4-23-07
1051	\$12.99	09-01-2004	Outstanding	000-031000	added 1051 with C# add check
1052	\$1.00	09-01-2004	Outstanding	000-031000	lkkkk
1052	\$2.00	09-01-2004	Outstanding	000-731000	from C#
1053	\$78.11	09-01-2004	Outstanding	000-731001	one
1055	\$132.11	09-01-2004	Outstanding	000-031000	mmm
1057	\$1.09	09-01-2004	Outstanding	000-731000	Terry
2357	\$100.00	09-01-2004	Outstanding	000-732000	Charlie Ball

Figure 8

The checks that have been issued **today** (with today's date) are displayed. As checks are issued throughout the day, the information for each check is added to this window.

This window will only display if the Check Register option is turned on. An error message will display, if the credit union does not use Check Register.

To manually add a new check on the system, highlight the “Double click here to add a new check” line and press enter or double click on that line.

The **Add Check** window is displayed. This is used to manually enter checks not printed by the system so that these checks can be included on the Check Register Report.

Christmas Club checks (even though these checks can be printed by the system) are not included on the Check Register Report unless they are manually entered.

****Note:** This window will not generate the general ledger entries needed when a check is manually issued. These entries must be manually made. This window is solely for getting the check information to be included on the check register when a check is manually typed.

The system displays.

Figure 9

Enter the “Check Number”, “GL Bank” (general ledger number) if different, “Check Amount”, and “Payable To” information. The “Check Date” field defaults to today’s date.

Select Save, to add the check information to the system.

Other Check Register Options

Right click on a specific check number and the system displays.

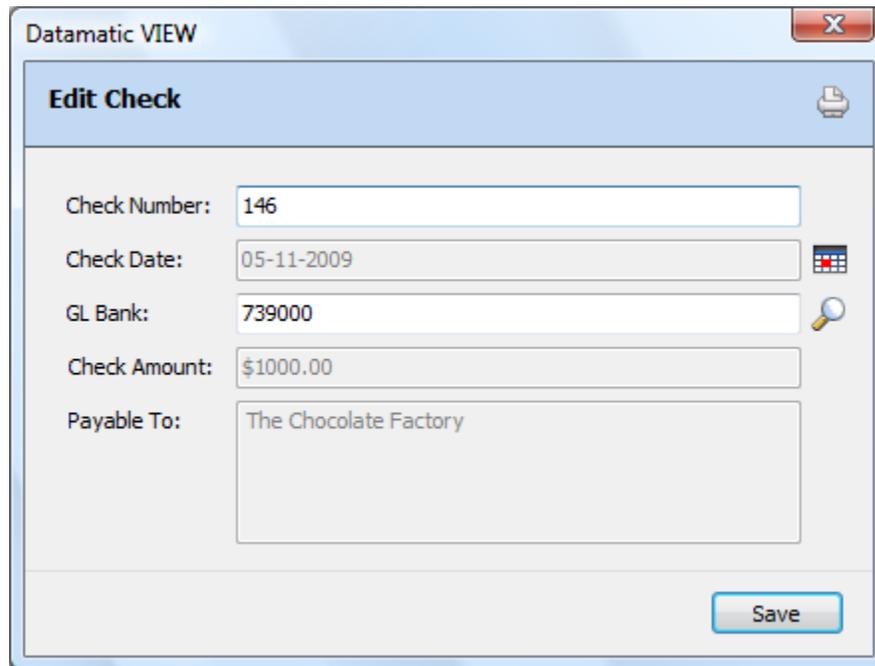
Number	Amount	Date	Status	GL Bank	Payable To
Double click here to add a new check...					
99	\$5,000.00	09-01-2004	Outstanding	000-731033	Bob's Used Cars
100	\$100.00	09-01-2004	Outstanding	000-731000	terry 4/24/07
1022	\$3,025.00	09-01-2004	Void	000-931001	MSU
1023	\$1,000.00	09-01-2004	Outstanding	000-731001	GEORGE R MILLER
1024	\$50.00	09-01-2004	Outstanding	000-731001	Check 1
1025	\$30.00	09-01-2004	Outstanding	000-731001	Check 2
1026	\$20.00	09-01-2004	Outstanding	000-731001	Check 3
1027	\$60.00	09-01-2004	Outstanding	000-731001	Check 4
1028	\$20.00	09-01-2004	Outstanding	000-731001	Check 5
1029	\$20.00	09-01-2004	Outstanding	000-731001	Check 6
1030	\$321.22	09-01-2004	Outstanding	000-731001	bbbb
1032	\$750.00	09-01-2004	Outstanding	000-731001	Cashier
1033	\$650.00	09-01-2004	Outstanding	000-731001	Michigan State University
1034	\$550.00	09-01-2004	Outstanding	000-731005	MSU
1036	\$50.00	09-01-2004	Outstanding	000-731001	Payable to
1037	\$100.00	09-01-2004	Outstanding	000-731001	LCC
1038	\$200.00	09-01-2004	Outstanding	000-731001	MSU
1039	\$50.00	09-01-2004	Outstanding	000-731001	CAR REPAIR SHOP
1040	\$5.00	09-01-2004	Outstanding	000-731001	MSU
1040	\$1,200.00	09-01-2004	Outstanding	000-731002	xxx
1041	\$12.00	09-01-2004	Outstanding	000-731000	mm
1041	\$100.00	09-01-2004	Outstanding	000-731001	
1042	\$100.00	09-01-2004	Outstanding	000-731001	Testing Money Order
1042	\$125.95	09-01-2004	Outstanding	000-731000	Buddy Roberts
1043	\$133.22	09-01-2004	Outstanding	000-731000	VVV
1046	\$1.00	09-01-2004	Void	000-731002	yyy
1046	\$2.00	09-01-2004	Outstanding	000-731000	tr2
1047	\$88.99	09-01-2004	Outstanding	000-731000	ccc
1047	\$15.00	09-01-2004	Outstanding	000-731000	Joyce Ray
1048	\$22.95	09-01-2004	Outstanding	000-731000	George Washington
1050	\$1.01	09-01-2004	Outstanding	000-731000	4-23-07
1051	\$12.99	09-01-2004	Outstanding	000-031000	added 1051 with C# add check
1052	\$1.00	09-01-2004	Outstanding	000-031000	lkkkk
1052	\$2.00	09-01-2004	Outstanding	000-731000	from C#
1053	\$78.11	09-01-2004	Outstanding	000-731001	one
1055	\$132.11	09-01-2004	Outstanding	000-031000	mmm
1057	\$1.09	09-01-2004	Outstanding	000-731000	Terry
2357	\$100.00	09-01-2004	Outstanding	000-732000	Charlie Ball

Figure 10

Add Check - Displays the Add Check window.

TIP: Select "Action" on the Menu Bar to display the same options as above. The selections under "Action" on the Menu Bar are determined by what is displayed in the window.

Edit Check - The system displays the following.



The screenshot shows a software window titled "Datamatic VIEW" with a sub-header "Edit Check". The window contains the following fields and values:

Field	Value	Editable
Check Number:	146	Yes
Check Date:	05-11-2009	No (grayed out)
GL Bank:	739000	Yes
Check Amount:	\$1000.00	No (grayed out)
Payable To:	The Chocolate Factory	No (grayed out)

A "Save" button is located at the bottom right of the window.

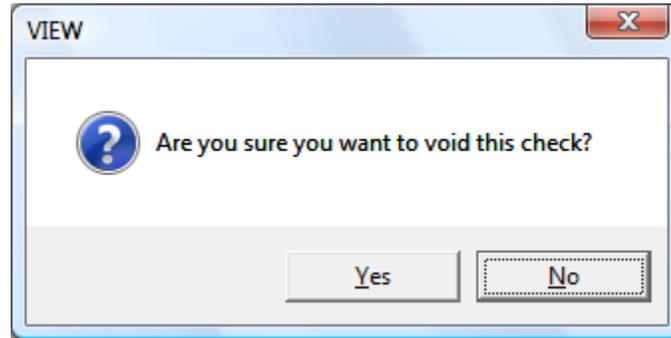
Figure 11

Changes can be made to the Check Number and/or GL Bank. The information that is grayed out cannot be changed. Select Save, when finished making changes.

****Note:** If a change is made to a check number and it is a valid check number within the sequence in the Check Register Setup, the Check Register Setup window must be changed to reflect the next valid check number.

Example: If the check printer jams and the check is ruined.

Void Check - The system displays the following.



Select Yes, to continue with changing the status of the check to “void”. Otherwise, select No.

Check Register Reference

Check Register Setup – Refer to the System Administration Manual

Automated Check Reconciliation Setup

The Automated Check Reconciliation Setup selection is used to setup the processors that will be providing Monthly Check Statement information by file download to the credit union. This is also used to setup the in-house checking accounts that will have the paid drafts uploaded into Check Reconciliation and marked as “cleared”.

This screen must be setup prior to attempting the “Balance Check Reconciliation” selection.

The screenshot shows a window titled "Datamatic VIEW" with a sub-header "Automated Check Reconciliation Setup". Below the sub-header are two buttons: "Change" and "Quit". A dashed line separates the header from the input area. The input area is divided into two columns. The first column is labeled "GL Bank" and the second is labeled "Processor ID". Each column has a header row with a red background and a dashed line below it. Below the header, there are seven rows of input fields, each containing a hyphen "-".

Figure 12

GL Bank - Enter the general ledger account number associated with the checks issued through the processor whose ID number will be entered in the next field.

Processor ID - Enter the ID of the processor associated with the checks issued using the general ledger account number that was entered in the previous field.

When the credit union has their checking account(s) at the credit union rather than at another financial institution, enter the checking account number (Account Base, Check Digit and Suffix) as the Processor ID. Each different checking account will need to be entered here with the corresponding general ledger account number.

After entering the information, press enter. Select “Yes” in the upper right corner of the screen to process and press enter.

Balance Check Reconciliation

External Checking Account(s)

The Balance Check Reconciliation option is used to upload the Monthly Check Statement information from vendor.

The following are the procedures to follow to do this process.

To Upload Monthly Check Statement from vendor, a file download with a specific format designed by Datamatic will need to have been provided. Once this is provided and tested by Datamatic, the credit union will download this file to the mainframe, balance and update check recon.

Note the file directory on hard drive of a PC where the file is located. The file must be put in the Datamatic folder on C:Drive (C:\Datamatic). The name of the file must be CKRmmdd. (CKR must be in Caps and mmdd is the current month and day.)

- ⇒ **Select:** Upload File Wizard in Operations under Other Tasks on the Navigation Bar or Go on the Menu Bar. Upload the appropriate file.
- ⇒ **Select:** Accounting on the Navigation Bar or under Go on the Menu Bar.
- ⇒ **Select:** Check Reconciliation
- ⇒ **Select:** Balance Check Reconciliation

Loading from System Floppy (not PC)? Answer "N" for no.

Select File: If more than one file on system. When balanced, file is completed. Press Esc to return to the Check Reconciliation window.

Select: Update Check Reconciliation. This selection is used to change the status of the drafts from outstanding to cleared. After the update finishes, print Check Reconciliation Report and balance to general ledger.

Internal Checking Account(s)

The purpose of this procedure is to mark the paid drafts for specific in-house checking accounts as “cleared” in Check Reconciliation. It is up to the credit union how often the balance process will be done (daily, weekly, monthly, etc.).

****Note:** If switching from the external method to the internal method (or vice-versa), programming will need to make a change on the system.

Prior to beginning the steps below, the **“Automated Check Reconciliation Setup”** screen needs to be setup with the appropriate information for the in-house checking accounts. A separate entry needs to be setup for each in-house checking account to be balanced in Check Reconciliation.

- ⇒ **GL Bank** = General Ledger Account Number for the checking account entered for the Processor ID.
- ⇒ **Processor ID** = Enter the number used to identify the checking account. For identification purposes, enter the checking account number (Account Base, Check Digit and Suffix).

1. Select **“Balance Check Reconciliation”**. Select **“Print to Backup”** for the printer selection.
 - Enter the date range of paid drafts to be uploaded into Check Reconciliation. If only one date is needed, enter that date in both fields.
 - Enter the Checking Account Number (Account Base, Check Digit and Suffix) to be uploaded.
 - Enter the Bank Processor ID assigned to the Checking Account Number entered. (See page 14)

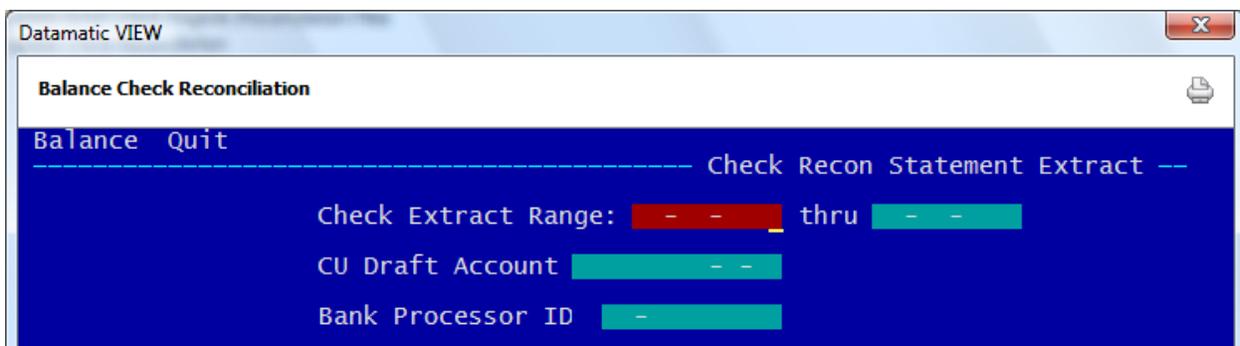


Figure 13

2. Look over the **“Check Reconciliation Balance Report”** (CR560-01) in the Reports window under Other Tasks on the Navigation Bar or Go on the Menu Bar then select the **“Backup”** folder. If OK, proceed to the next step.
3. Select **“Update Check Reconciliation”**. After selecting the printer option, the system will begin the balancing process. This selection is used to change the status of the drafts from outstanding to cleared.
4. Look over the **“Check Reconciliation Update Errors Report”**. If print to backup was selected as the printer selection, go to the Backup folder in the Reports window.

5. Generate the **“Check Reconciliation Report”** and follow credit union balancing procedures. The Checking Account statement, general ledger balance and Check Reconciliation Report will be needed.

The steps on the previous page need to be repeated for each Checking Account Number to be reconciled in Check Reconciliation.

Example of Check Reconciliation Balance Report.

Processor ID	GL Bank	Check#	DR Amount	CR Amount	Description
0-000620570	739000	3948	134.39		
0-000620570	739000	3947	177.77		
Totals:		2	312.16		
Errors:					
Totals:		2			

Figure 14

Example of the Check Reconciliation Update Errors Report.

Processor ID	GL Bank	Check#	DR Amount	CR Amount	Description
0-000620570	739000	3948	134.39		Check Already Cleared
0-000620570	739000	3947	177.77		Check Already Cleared
Totals:		2	312.16		
Errors:					
Totals:		2			

Figure 15

Check Reconciliation Maintenance

The Check Reconciliation Maintenance selection displays the following check maintenance and inquiry options.

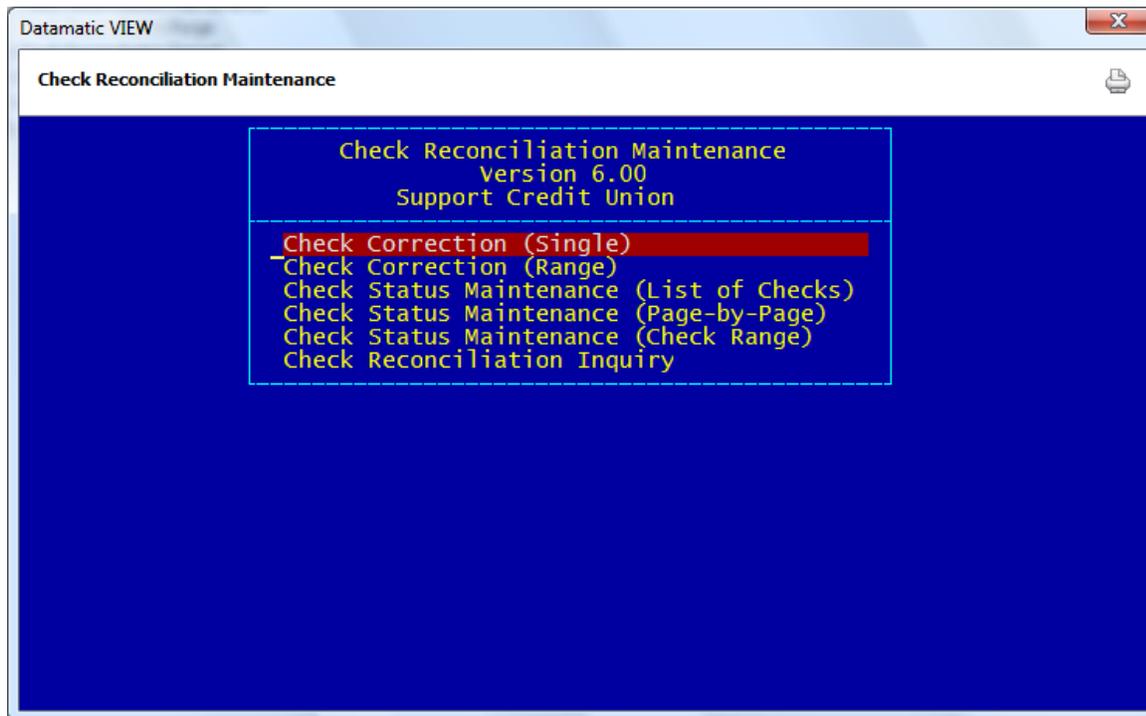


Figure 16

****Note:** Use the arrow keys to enter information or move around within the selections on the screens.

Check Correction (Single)

The Check Correction (Single) selection is used to change a check number, check date or General Ledger number on a single check. This screen is also used to “Void” a single check.

Here is what can be changed on this screen:

- ⇒ Just the Check Number
- ⇒ Just the GL Bank (GL number)
- ⇒ The Check Number and GL Bank together
- ⇒ The Check Number and the Check Date together
- ⇒ The Check Date and GL Bank together
- ⇒ The Check Number, GL Bank and Check Date together

The Check Date by itself cannot be changed.

Figure 17

Select “**Change**” and press enter. Enter the Check Number, the Check Date and the GL Bank (if different than the GL Bank displayed) then press enter. Enter the changes that need to be made in Enter New Check Information area. Press enter. Select “Yes” to process the screen and press enter.

Select “**Void**” and press enter. Enter the Check Number, the Check Date and the GL Bank (if different than the GL Bank displayed) then press enter. Select “Yes” in the upper right corner of the screen to process and press enter. This will mark a specific check number as voided on the Check Reconciliation Report.

Check Correction (Range)

The Check Correction (Range) selection is used to change the starting check number, check date or General Ledger number for ranges of check numbers.

Here is what can be changed on this screen:

- ⇒ Just the Check Number
- ⇒ Just the GL Bank (GL number)
- ⇒ The Check Number and GL Bank together
- ⇒ The Check Number and the Check Date together
- ⇒ The Check Date and GL Bank together
- ⇒ The Check Number, GL Bank and Check Date together

The Check Date by itself cannot be changed.

Datamatic VIEW

Check Reconciliation Maintenance

Change Quit

----- Multiple Check Maintenance -----

Check Range [] thru []
 Check Date 5-11-2009 GL Bank -739000

Enter New Check Information:

New Starting Check Number []
 New Check Date [- -]
 New GL Bank [-]

Figure 18

Select **“Change”** and press enter. Enter the Check Number Range and press enter. Enter changes that need to be made in the Enter New Check Information area. Press enter. Select **“Yes”** to process the screen and press enter.

Check Status Maintenance (List of Checks)

The Check Status Maintenance (List of Checks) selection is used for changing the status of a printed check(s).

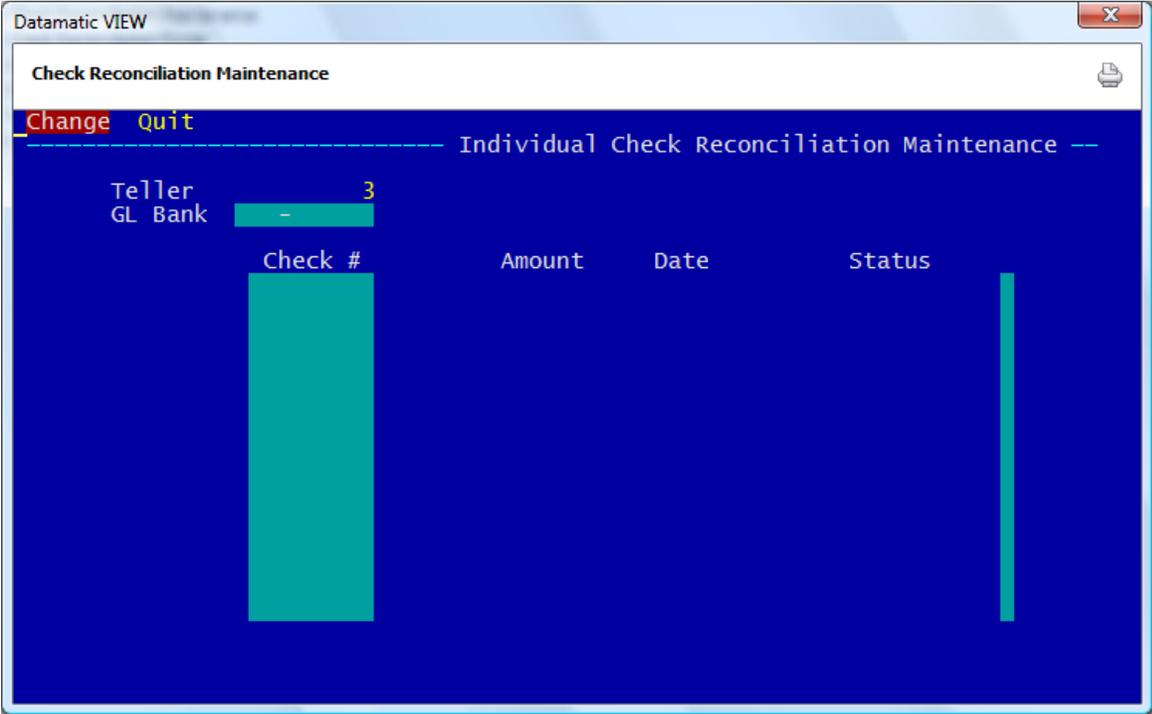


Figure 19

Select “Change” and enter the Teller # of the person completing the maintenance, the General Ledger number (GL Bank) and the individual check numbers to be maintained.

The system displays.

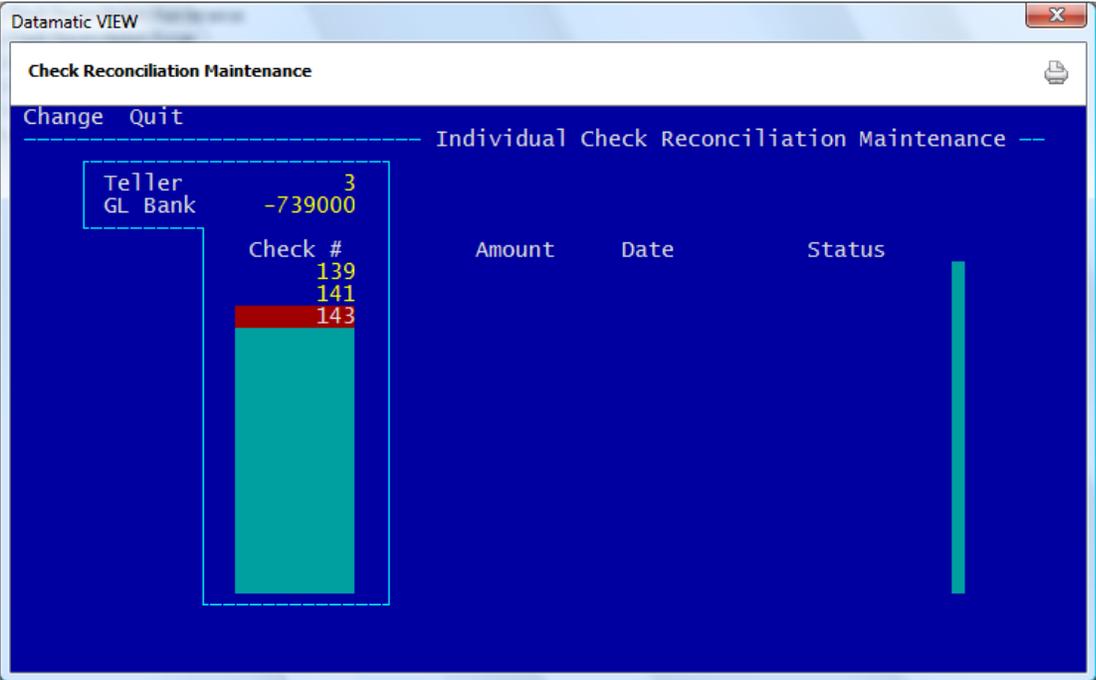


Figure 20

Press enter and the system displays.

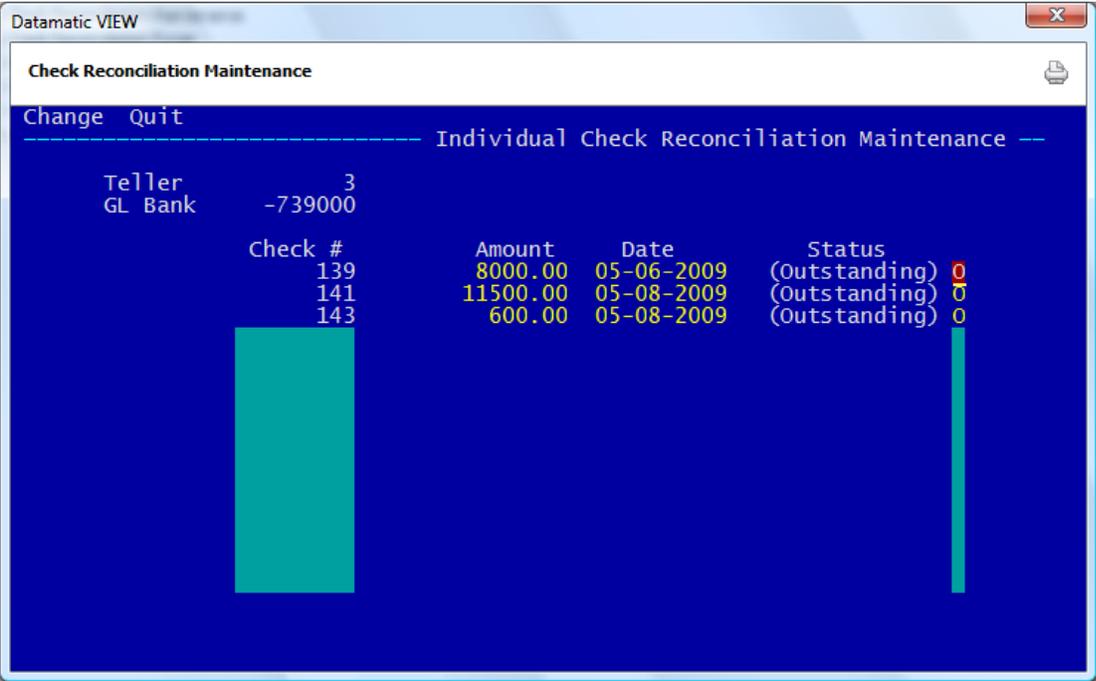


Figure 21

Status Code options -

- C = Cleared
- O = Outstanding (default)
- V = Voided

Enter the status code for the check numbers that need to be changed. Press enter. Select "Yes" in the upper right corner of the screen to process and press enter.

A message of "Change Completed" is displayed.

Press Esc to return to the Check Reconciliation Maintenance window.

Check Status Maintenance (Page-by-Page)

The Check Status Maintenance (Page-by-Page) selection will display all checks processed through the system and allow changes to be made to the status of each check.

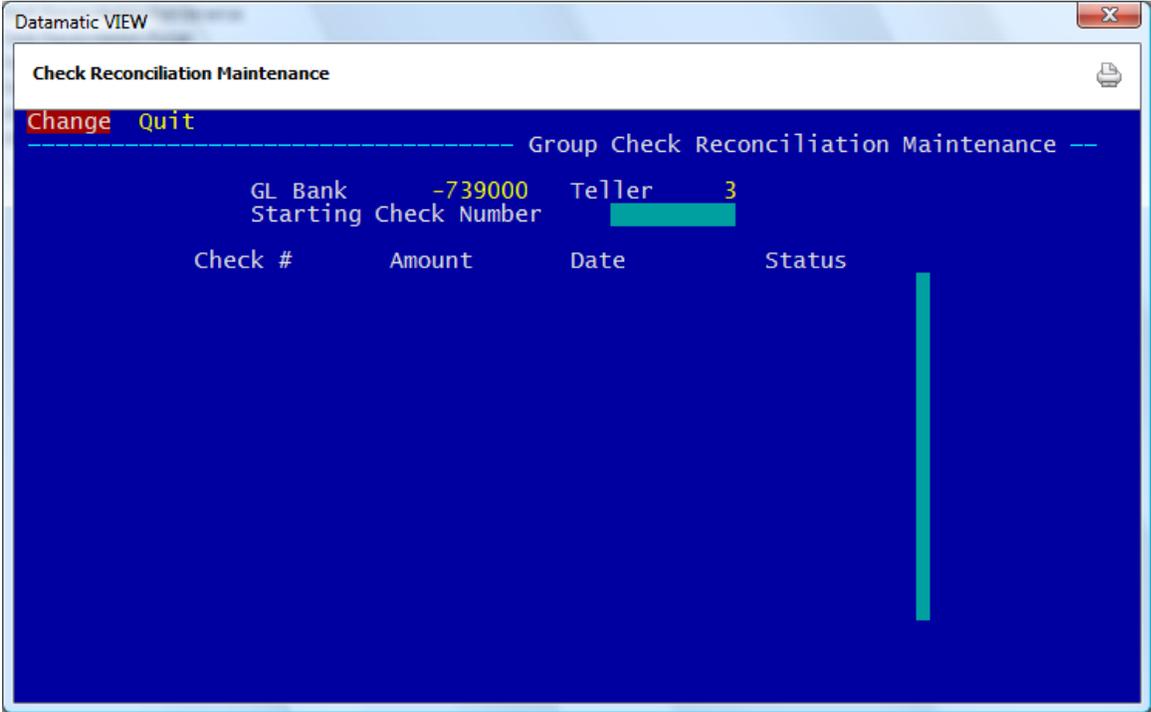


Figure 22

Select “Change” and enter the General Ledger number (GL Bank), the Teller # of the person completing the maintenance, and the starting check number to be displayed.

The system displays.

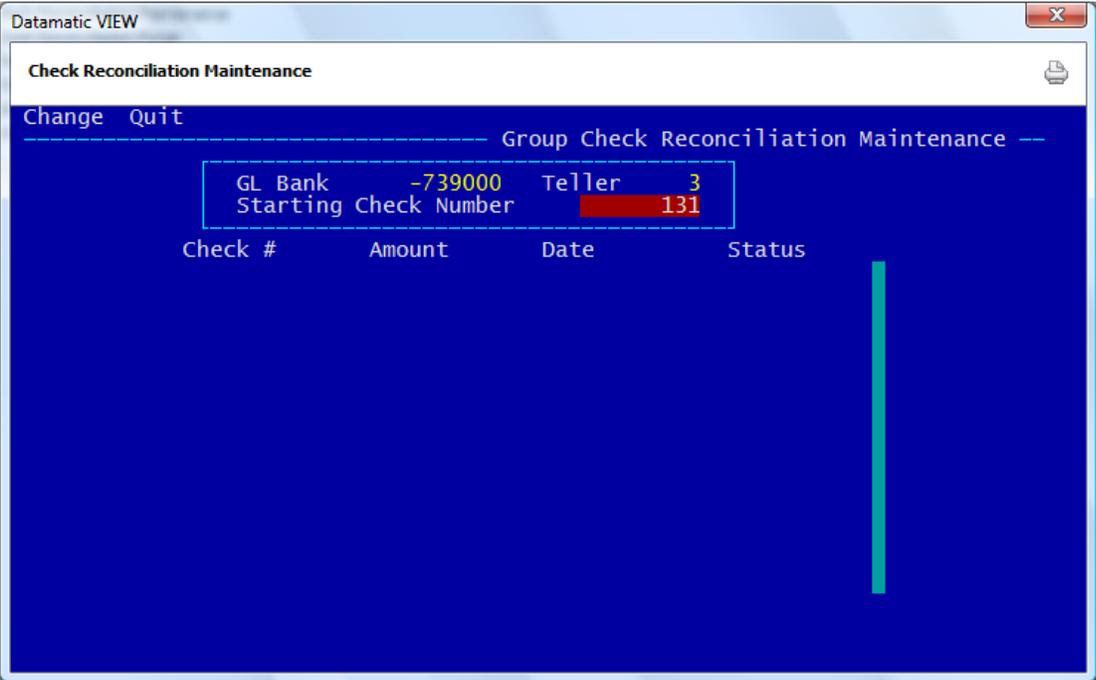


Figure 23

Press enter and the system displays.

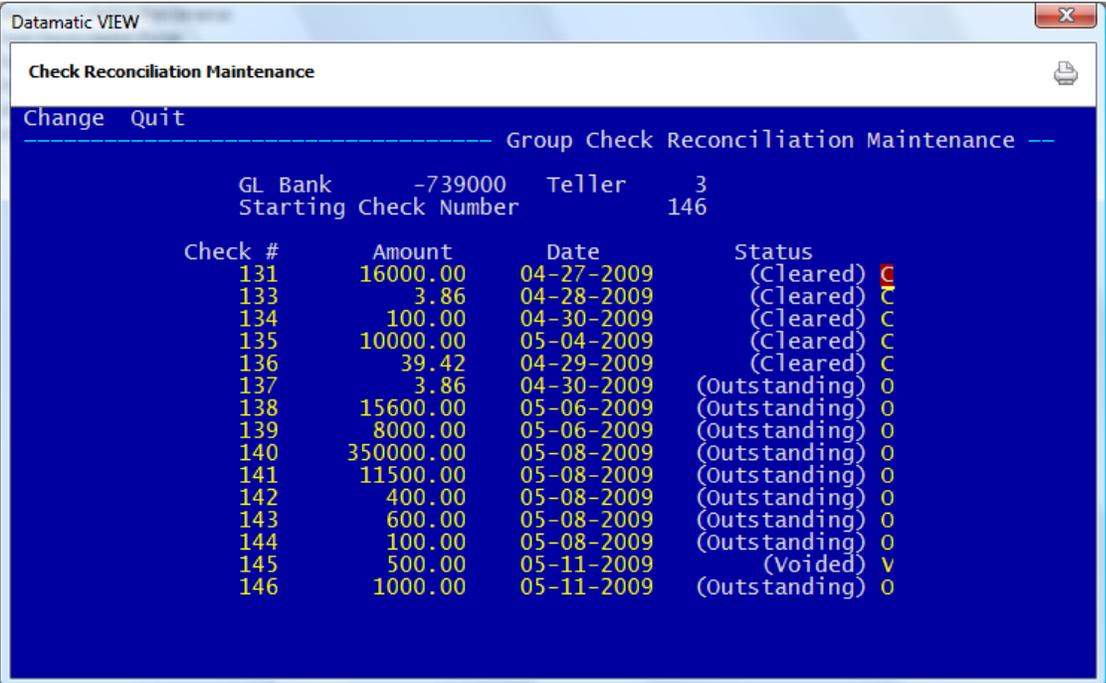


Figure 24

Status Code options -

- C = Cleared
- O = Outstanding (default)
- V = Voided

Enter the status code for the check numbers that need to be changed. Press enter. Select "Yes" in the upper right corner of the screen to process and press enter.

A message of "Change Completed" is displayed.

Press Esc to return to the Check Reconciliation Maintenance window.

Check Status Maintenance (Check Range)

The Check Status Maintenance (Check Range) selection is used to change the status a Date Range of checks to either all be Cleared or all be Outstanding. This option will change the status of one day or several days' worth of checks all in one step without having to change each check individually. Checks that already have the status of Voided will not be affected.

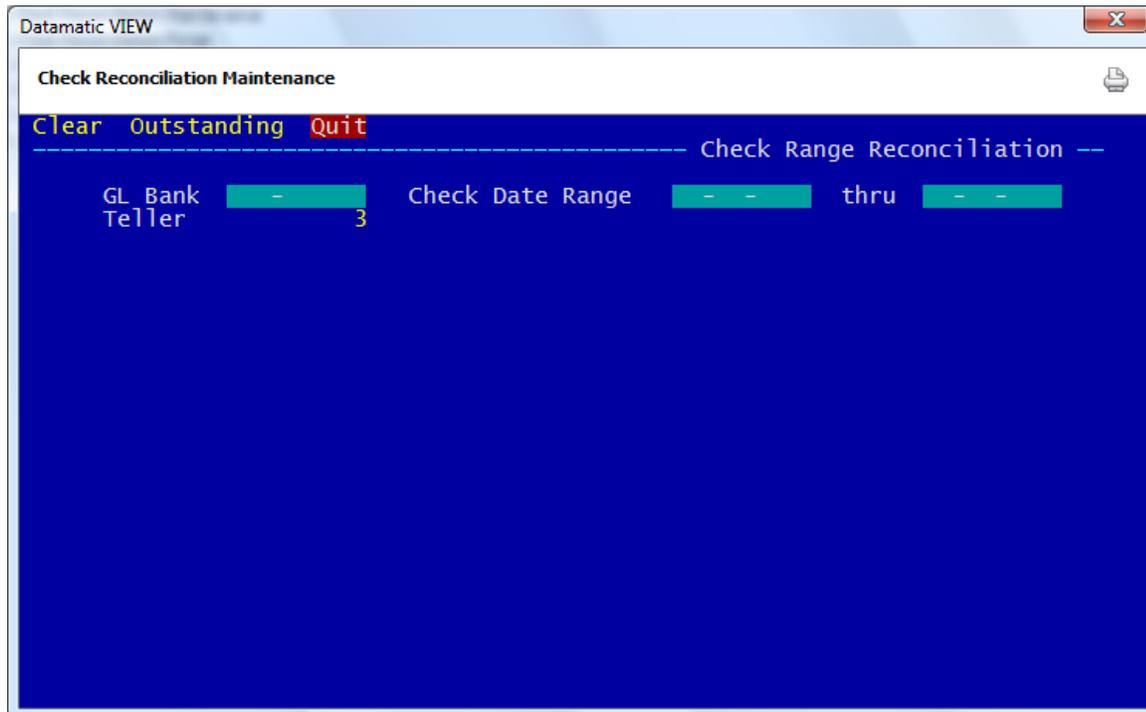


Figure 25

Select **“Clear”** or **“Outstanding”** and enter the General Ledger number (GL Bank), the Teller # of the person completing the maintenance, and the Check Date Range to be changed.

- Clear = To change the status of all of the checks issued on a certain day or date range to be “Cleared”.
- Outstanding = To change the status of all of the checks issued on a certain day or date range to be “Outstanding”.

After entering the information, press enter. Select **“Yes”** in the upper right corner of the screen to process and press enter.

A message of **“Clear Completed”** or **“Outstanding Completed”** is displayed.

Press Esc to return to the Check Reconciliation Maintenance window.

Check Reconciliation Inquiry

The Check Reconciliation Inquiry selection displays a listing of checks by the status option selected.

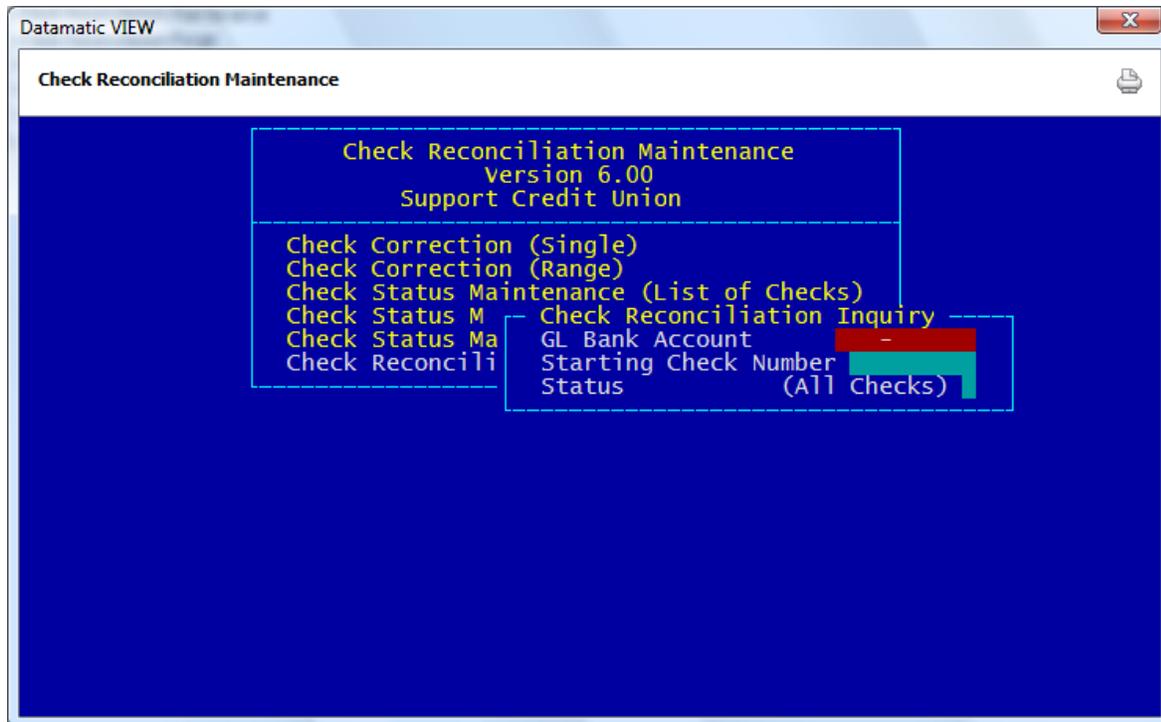


Figure 26

GL Bank Account - Enter the General Ledger Number.

Starting Check Number - Enter the Starting Check Number to be displayed. (This can be left blank, if desired.)

Status - Enter the Status option desired. The options for this field are:

- A = All Checks (default)
- C = Cleared only
- O = Outstanding only
- V = Voided only

After entering the information, press enter.

The system displays. (Status = All)

Datamatic VIEW

Check Reconciliation Maintenance

----- Check Reconciliation Inquiry -----

GL Bank Account: 739000 05/11/2009

Check Number	Amount	Issue Date	Status	Status Date	Type Payable To
1	45.00	01-19-09	Cleared	03-24-09	C Sue and Bill Smith
2	3500.00	01-19-09	Cleared	03-24-09	C Sunny Set Farms
3	780.95	01-19-09	Cleared	03-24-09	C Alexandra Smith
4	325.00	01-19-09	Cleared	03-24-09	C Pitt University
5	1000.00	01-19-09	Cleared	03-24-09	C Opened in Error
6	25.00	01-19-09	Cleared	03-24-09	C Sue Smith
7	3000.00	01-20-09	Cleared	03-24-09	C Master Card
8	5000.00	01-20-09	Cleared	03-24-09	C Discover Card
9	10000.00	01-20-09	Cleared	03-24-09	C MSU
10	6000.00	01-20-09	Cleared	03-24-09	C Credit Company
11	1000.00	01-20-09	Cleared	03-24-09	C Home Depot
12	3000.00	01-20-09	Cleared	03-24-09	C Hank's Auto Repair Shop
13	85000.00	01-20-09	Cleared	03-24-09	C ABC Mortgage Company
14	13000.00	01-20-09	Cleared	03-24-09	C Lakeview Marina
15	2000.00	01-20-09	Cleared	03-24-09	C Linda Reiland
16	5000.00	01-20-09	Cleared	03-24-09	C Crooked Used Cars

----- More ... -----

Figure 27

The system displays. (Status = Voided)

Datamatic VIEW

Check Reconciliation Maintenance

----- Check Reconciliation Inquiry -----

GL Bank Account: 739000 05/11/2009

Check Number	Amount	Issue Date	Status	Status Date	Type Payable To
49	5000.00	02-10-09	Voided		C Bank of New York
117	9850.00	04-10-09	Voided		C UNCLE CHUCKS USED CARS
145	500.00	05-11-09	Voided		M ART VAN FURNITURE
100035	4.53	01-31-09	Voided		M George Jetson

----- ESC to end -----

Figure 28

Press Esc to return to the Check Reconciliation Maintenance window.

Check Reconciliation Purge

The Check Reconciliation Purge selection will allow the credit union to remove cleared and voided checks from the system for a specific issue date range for a specified GL Bank Account.

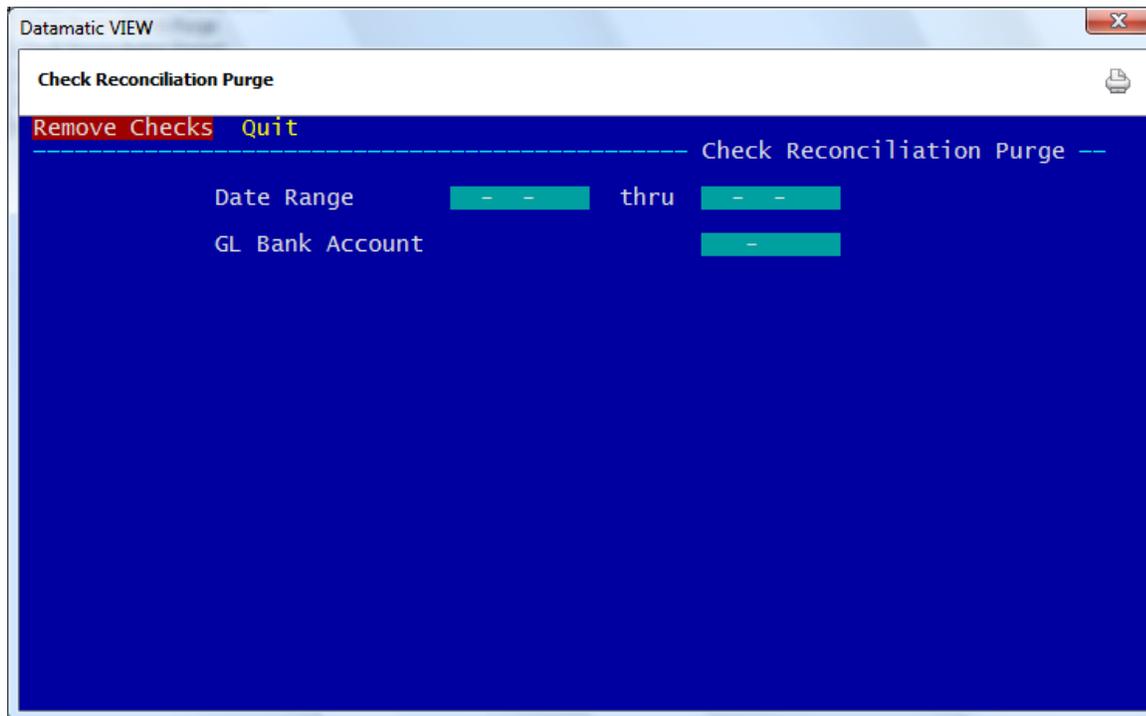


Figure 29

Select **“Remove Checks”** and press enter. Fill in the following information:

Date Range - Enter the Date Range to be removed.

GL Bank Account - Enter the GL Bank Account.

After entering the information, press enter. Select **“Yes”** in the upper right corner of the screen and press enter.

A message of **“00000XXX Cleared and Voided Checks Removed”** will be displayed when completed.

The checks that were purged from the system will no longer show on the Check Reconciliation Report or the Check Reconciliation Register Report generated in the future.

Check Reconciliation Report

The Check Reconciliation Report produces a detailed listing of Outstanding Checks. The report also includes the total dollar amount of Outstanding Checks, Cleared Checks and Voided Checks with a grand total of the GL Bank Account. A numeric list of Cleared and Voided checks is also included.

The report can be printed directly to the printer or "Print to Disk" may be selected and the report printed at a later time.

After making the printer selection, the system displays:

Figure 30

- Date Range -** Enter the Date Range of checks issued to be included on the report. ****Note:** Regardless of the beginning date entered, the system will always include the earliest check information that is on the system. The system will use the ending date entered, if only checks through a certain date in the past are desired on the report. However, both must be entered to process the screen.
- GL Bank Selection -** Enter the desired selection. The options for this field are:
 0 = All Banks (see the Exempt Accounts selection below)
 1 = One Bank
- GL Bank Account -** Enter the GL Bank Account, if "1" entered as the GL Bank Selection.
- Exempt Accounts -** If applicable, enter the GL Bank Account(s) (specific check registers) that are not to be included on the report being generated.

After entering the information, press enter. Select "Yes" in the upper right corner of the screen to process and press enter. The system will generate the report.

Example of report. (Check Reconciliation Report - CR741-01)

Check Reconciliation Register Report						PAGE	1
09/01/2004		Outstanding Checks			REPORT NO. CR741-01		
Test Credit Union (1)		GL Bank Account: 731000					
Date	Check #	Payable To	Amount	Trlr	Type		
09-01-04	1041	mm	12.00	99	Manual		
09-01-04	1047	ccc	88.99	99	Manual		
09-01-04	1048	George Washington	22.95	99	Manual		
			Outstanding Checks:	3	\$123.94		
			Cleared Checks:	0	\$0.00		
			Voided Checks:	0	\$0.00		
Page: 2 -----<Page Break>-----							
09/01/2004		Outstanding Checks			PAGE 2		
Test Credit Union (1)		GL Bank Account: 731001			REPORT NO. CR741-01		
Date	Check #	Payable To	Amount	Trlr	Type		
07-01-04	111	X	123.00	99	Manual		
07-01-04	1235	SAMUEL MCKENZIE	13.15	00	Batch		
07-01-04	1236	CINDY JONES	31.44	00	Batch		
07-01-04	1237	SILLY GOOSE	18.49	00	Batch		
07-01-04	2345	Deak Ball	1,099.50	200	Computer		
07-01-04	2346	William Caruss	140.50	200	Computer		
07-01-04	2347	Chipper Bigelow	986.50	200	Computer		
07-01-04	2348	Linda Bigelow	102.00	200	Computer		
07-01-04	2349	jkjl	104.00	200	Computer		
07-01-04	2350	dfkal;jfa	1,103.50	200	Computer		
07-01-04	2351	sdfsa	1,105.50	200	Computer		
07-01-04	2352	fsaf	1,107.50	200	Computer		
07-01-04	2353	fdadf	1,109.50	200	Computer		
07-01-04	2354	Lori	10,000.00	200	Computer		
07-01-04	4198	Annie Oakley	10,000.00	21	Computer		
07-01-04	4199	fdhkfudfhjksdf	10,000.00	21	Computer		
07-01-04	4200	Annie Oakley	2,345.66	21	Computer		
07-01-04	4201	Annie Oakley	1,234.56	21	Computer		
07-01-04	4202	Annie Oakley	1,324.74	21	Computer		
07-01-04	27503	JESSICA M MILLER	16.44	00	Batch		
07-01-04	27504	SILLY GOOSE	18.49	00	Batch		
07-05-04	27500	DEBRA L GARRISON TRUST	6.17	00	Batch		
07-05-04	27501	DEBRA L GARRISON TRUST	19.73	00	Batch		
07-05-04	27502	AMY M MEMBER	12.33	00	Batch		
08-01-04	1018	Meriden Mall	500.00	03	Computer		
08-01-04	1019	MARVIN M MEMBER	900.00	03	Computer		
08-01-04	1020	MARVIN M MEMBER	900.00	03	Computer		
08-01-04	1021	MSU	200.00	03	Computer		
08-01-04	2355	Sue	50.00	200	Computer		

Figure 31

Check Reconciliation Report con't.

Check Reconciliation Register Report												
Search										Go		
08-01-04	1020	MARVIN M MEMBER							900.00	03	Computer	
08-01-04	1021	MSU							200.00	03	Computer	
08-01-04	2355	Sue							50.00	200	Computer	
08-01-04	2356	Savannah Ball							50.00	200	Computer	
09-01-04	1023	GEORGE R MILLER							1,000.00	03	Computer	
09-01-04	1024	Check 1							50.00	03	Computer	
09-01-04	1025	Check 2							30.00	03	Computer	
09-01-04	1026	Check 3							20.00	03	Computer	
09-01-04	1027	Check 4							60.00	03	Computer	
09-01-04	1028	Check 5							20.00	03	Computer	
09-01-04	1029	Check 6							20.00	03	Computer	
09-01-04	1033	Michigan State University							650.00	03	Computer	
09-01-04	1036	Payable to							50.00	03	Computer	
09-01-04	1037	LCC							100.00	03	Computer	
09-01-04	1038	MSU							200.00	03	Computer	
09-01-04	1039	CAR REPAIR SHOP							50.00	03	Computer	
09-01-04	1040	MSU							5.00	03	Computer	
09-01-04	1041								100.00	03	Computer	
09-01-04	1042	Testing Money Order							100.00	03	Computer	
09-01-04	3001	GEORGE R MILLER	MARTHA S MILLER			3210 MAPLE ST			500.00	03	Computer	
09-01-04	3002	Lansing Community College				RE: Joe Member			250.00	03	Computer	
09-01-04	3003	GLORIA P MEMBER							325.00	03	Computer	
09-01-04	200410010	Cashier	Michigan State University						56.00	03	Computer	
									Outstanding Checks:	49	\$48,208.70	
									Cleared Checks:	84	\$1,142,889.50	
									Voided Checks:	2	\$15,956.21	
** Cleared and Voided Checks **												
100	***	1000	1001	***	1003	1004	1005	1006	1007	1008	1009	
Page: 3 -----<Page Break>-----												
09/01/2004												
Test Credit Union (1) Outstanding Checks PAGE 3												
GL Bank Account: 731001 REPORT NO. CR741-01												
Date	Check #	Payable To								Amount	Tlr	Type
1010	1011	1012	1013	1014	1015	1016	***	1111	***	1223	***	
1234	***	1287	***	1572	***	1892	***	2026	2027	2028	2029	
2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	
2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	
2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	
2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	
***	3344	***	4193	4194	4195	4196	4197	***	5110	***	5689	
5690	***	6654	***	1017								

Figure 32

****Note:** The *** between the check numbers under the ****Cleared and Voided Checks**** section on the report indicates that there is a break in the check numbers.

Check Register Report

The Check Register Report can be ordered by the credit union as needed. This report will give a list of the checks issued by the credit union for a particular day or for a given period of time. Only credit unions that use Check Reconciliation will be able to generate a Check Register Report for dates other than today.

****Note:** When Check Register is turned on, a report is generated with End of Day processing that shows the checks that were issued for that date. This is regardless if the credit union uses the Check Reconciliation software or just Check Register.

After selecting the printer option, the system displays:

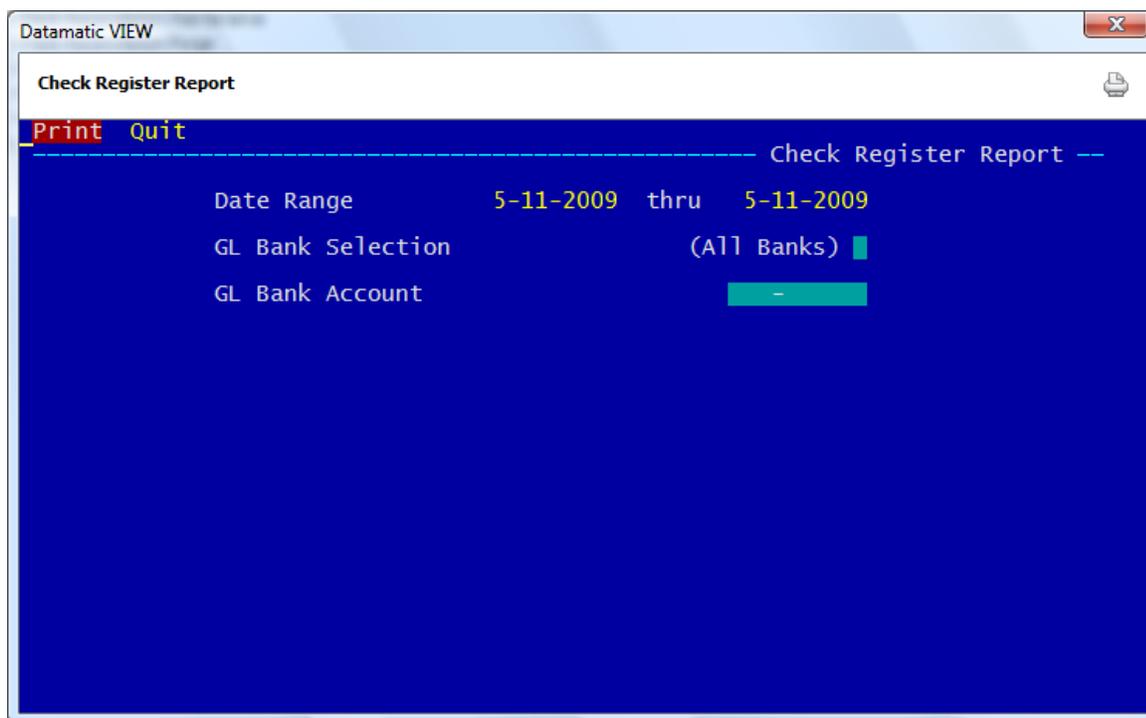


Figure 33

Press enter with “**Print**” highlighted in the upper left corner of the screen. Next, select the options that will determine how the report will be generated.

Date Range - Enter the Date Range to be included on the report.

GL Bank Selection - Enter the GL Bank Selection. The options for this field are:

- 0 = All Banks
- 1 = One Bank

GL Bank Account - Enter the GL Bank Account, if 1 (One Bank) was entered as the selection for the above option.

After entering the information, press enter. The system will begin to gather the information for the report.

Example of report. (Check Reconciliation Register Report - CR740-01)

09-01-2004 Test Credit Union (1) Check Register GL Bank Account: 731001 PAGE 1 REPORT NO. CR740-01

Date	Check #	Payable To	Amount	Tlr	T	---Status---
09-01-2004	1023	GEORGE R MILLER	1,000.00	03	C	O
09-01-2004	1024	Check 1	50.00	03	C	O
09-01-2004	1025	Check 2	30.00	03	C	O
09-01-2004	1026	Check 3	20.00	03	C	O
09-01-2004	1027	Check 4	60.00	03	C	O
09-01-2004	1028	Check 5	20.00	03	C	O
09-01-2004	1029	Check 6	20.00	03	C	O
09-01-2004	1033	Michigan State University	650.00	03	C	O
09-01-2004	1036	Payable to	50.00	03	C	O
09-01-2004	1037	LCC	100.00	03	C	O
09-01-2004	1038	MSU	200.00	03	C	O
09-01-2004	1039	CAR REPAIR SHOP	50.00	03	C	O
09-01-2004	1040	MSU	5.00	03	C	O
09-01-2004	1041		100.00	03	C	O
09-01-2004	1042	Testing Money Order	100.00	03	C	O
09-01-2004	3001	GEORGE R MILLER	500.00	03	C	O
09-01-2004	3002	Lansing Community College	250.00	03	C	O
09-01-2004	3003	GLORIA P MEMBER	325.00	03	C	O
09-01-2004	200410010	Cashier	56.00	03	C	O

Bank Totals: 19 \$3,586.00
Void Totals: 0 \$.00

Page: 2 -----<Page Break>-----

09-01-2004 Test Credit Union (1) Check Register GL Bank Account Setup Summary PAGE 2 REPORT NO. CR740-01

GL Bank Account:	Void Count	Void Amount	Bank Count	Bank Amount
731001	0	\$.00	19	\$3,586.00
Grand Totals:	0	\$.00	19	\$3,586.00

Figure 34

Update Batch Check Register / Reconciliation Files

The Update Batch Check Register/Reconciliation Files selection is used to insert check information for a “batch” check job (**Example:** CD Interest Checks or Accounts Payable Checks) into Check Reconciliation and the Check Register. Credit unions that use the Optional Check Reconciliation Software Package can use this option.

This selection must be made each time a batch file with checks (a check printing job that prompts for a check number to be entered) is printed. This should be done immediately after printing the checks and before the checks are removed. Only CD Interest Checks for **today’s date** will be displayed in the Check Register folder and included on the report.

After printing the CD Interest checks, do not remove the file when prompted. When the checks have finished printing, select this option to update the Check Register and the Check Reconciliation report. Next, select “Remove CD Interest” in the Operations window (Ctrl + O) - Checks folder.

After making the selection, the system displays:

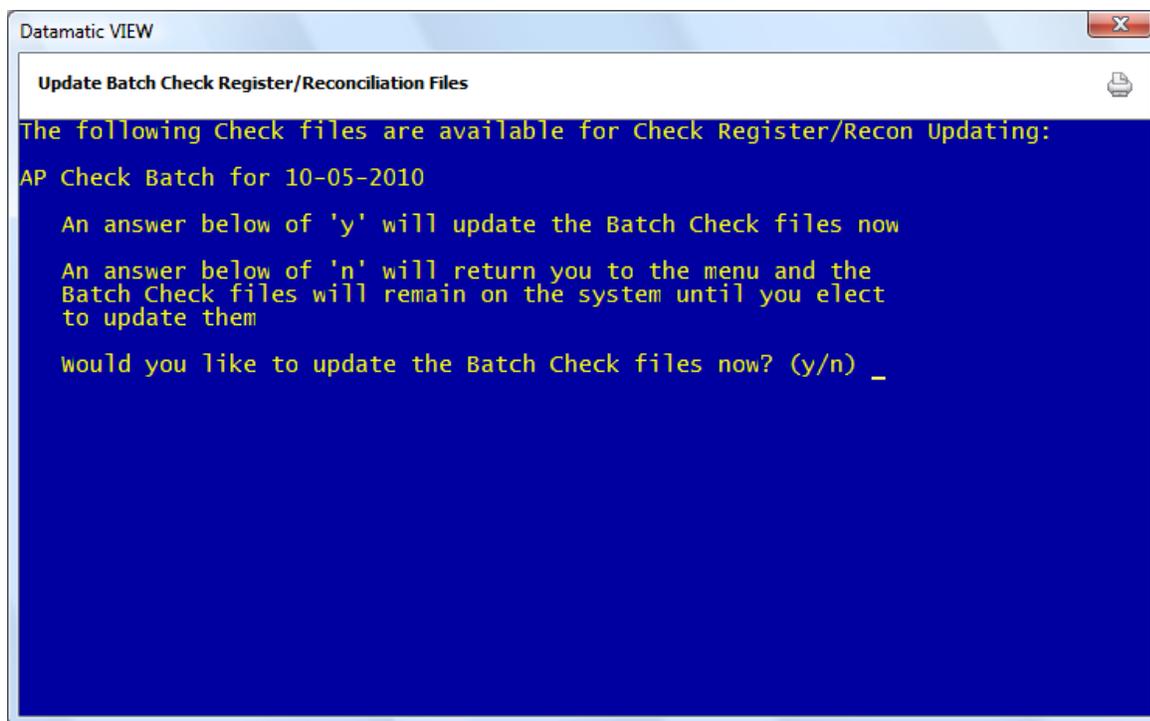


Figure 35

The system will display the batch check files available for updating. Enter a “y” for yes or “n” for no next to the question “Would you like to update the Batch Check files now? (y/n)”.

IMPORTANT: If using a check printer, change the next starting number appropriately on the “**Set Starting Check Numbers**” window under Tools on the Menu Bar.

Update Check Reconciliation

The Update Check Reconciliation is used to update the file after selecting Balance Check Reconciliation. This is the step that actually marks the status of the checks as cleared that were outstanding previously.

After the update finishes, print Check Reconciliation Report and balance to general ledger.