

Using the Reconciliation Screen

1. Reconciliation of a Cheque

- 1.1. Go to Home – Reconcile, in the Facilities ribbon group.
- 1.2. Check the **Cheques** radio button.
- 1.3. Tick the checkbox of the **Reconciled** column in the grid to reconcile desired cheques.
- 1.4. Click the **Update** button to commence the reconciliation

GDMA - [Reconcile]

Home Utilities Administration Lists Users AGM

Shareholders Distribution Payment **Reconcile** Reports Change Pwd Remote Support

Facilities General

RECONCILE/CANCEL UNPRESENTED CHEQUES

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

Trust Group: Cheques DC SH#: Search

Tick All Clear All Update Cancel Close

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

2. Reconciliation of a Direct Credit

- 2.1. Go to Home – Reconcile, in the Facilities ribbon group.
- 2.2. Check the **DC** radio button.
- 2.3. Tick the checkbox of the **Reconciled** column in the grid to reconcile desired credit.
- 2.4. Click the **Update** button to commence the reconciliation

GDMA - [Reconcile]

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Facilities General

RECONCILE/CANCEL DIRECT CREDITS

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

Trust Group: Cheques DC SH#: Search

Tick All Clear All Update Cancel Close

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

3. Cancellation of a Cheque

- 3.1. Go to Home – Reconcile, in the Facilities ribbon group.
- 3.2. Check the **Cheques** radio button.
- 3.3. Tick the checkbox of the **Cancelled** column in the grid to cancel desired cheques.
- 3.4. Click the **Update** button to commence the cancellation

GDMA - [Reconcile]

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Shareholders Distribution Payment **Reconcile** Reports Change Pwd Remote Support

Facilities General

RECONCILE/CANCEL UNPRESENTED CHEQUES

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

Trust Group:

Cheques DC

SH#: Search

Tick All Clear All Update Cancel Close

SH #	Date	Name	Amount	Cheque#	Reconciled	Cancelled	Date Presented
52061	05/03/2014	Joe Smith	\$3.22	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/03/2014

Figure 3. Cancellation of a Cheque

4. Cancellation of a Direct Credit

- 4.1. Go to Home – Reconcile, in the Facilities ribbon group.
- 4.2. Check the **DC** radio button.
- 4.3. Tick the checkbox of the **Cancelled** column in the grid to cancel desired direct credit.
- 4.4. 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#: Search

Tick All Clear All Update Cancel Close

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