



EASTERN TREASURY®

Account Reconciliation Services

Digital One Business User Guide

December 2022

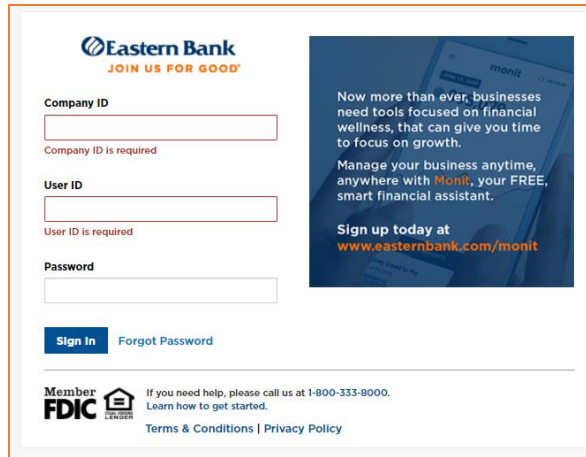
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Accessing Account Reconciliation Services

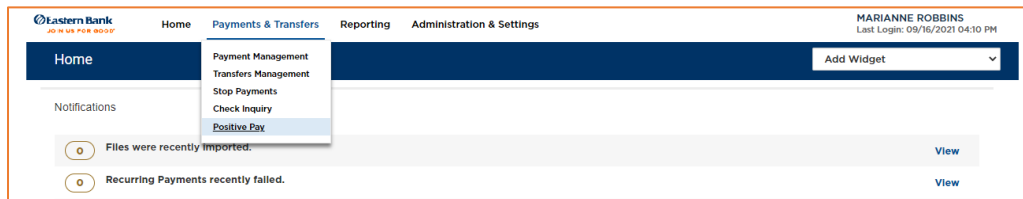
Account Reconciliation Services are accessed using Eastern Treasury

Log on to Eastern Treasury



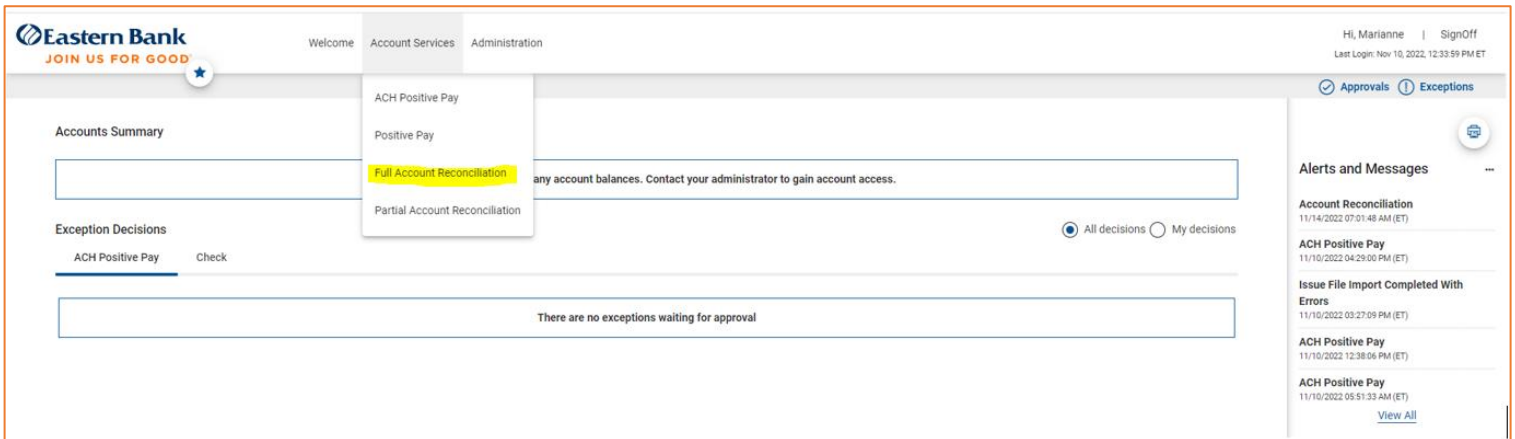
The image shows the Eastern Bank login page for the Monit service. It features the Eastern Bank logo and tagline "JOIN US FOR GOOD". There are three input fields: "Company ID" (with a note "Company ID is required"), "User ID" (with a note "User ID is required"), and "Password". Below the fields are "Sign In" and "Forgot Password" buttons. To the right, there is a promotional banner for Monit, a smart financial assistant, with the text: "Now more than ever, businesses need tools focused on financial wellness, that can give you time to focus on growth. Manage your business anytime, anywhere with Monit, your FREE, smart financial assistant. Sign up today at www.easternbank.com/monit". At the bottom, there is a Member FDIC logo and contact information: "If you need help, please call us at 1-800-333-8000. Learn how to get started. Terms & Conditions | Privacy Policy".

- Navigate to and click the **Payments & Transfers** tab, click the **Positive Pay** option



The image shows the Eastern Bank Payments & Transfers menu. The top navigation bar includes "Home", "Payments & Transfers", "Reporting", and "Administration & Settings". The "Payments & Transfers" menu is open, showing options: "Payment Management", "Transfers Management", "Stop Payments", "Check Inquiry", and "Positive Pay". The "Positive Pay" option is highlighted. Below the menu, there are two notification items: "Files were recently imported." and "Recurring Payments recently failed.", each with a "View" button. The user's name "MARIANNE ROBBINS" and last login time "Last Login: 09/16/2021 04:10 PM" are visible in the top right corner.

- The default landing page will display. Hover over the **Account Services** menu and choose **Full Account Reconciliation**. Please note that only permitted services will be presented.



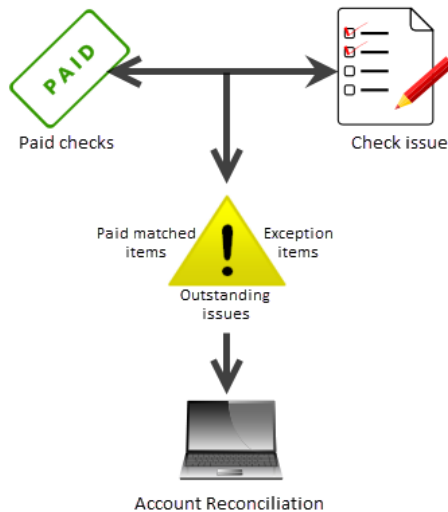
The image shows the Eastern Bank Account Services menu. The top navigation bar includes "Welcome", "Account Services", and "Administration". The "Account Services" menu is open, showing options: "ACH Positive Pay", "Positive Pay", "Full Account Reconciliation", and "Partial Account Reconciliation". The "Full Account Reconciliation" option is highlighted. Below the menu, there is a section for "Exception Decisions" with a "Check" button. The main content area displays "Accounts Summary" and "Exception Decisions". The "Exception Decisions" section shows "There are no exceptions waiting for approval". The user's name "Hi, Marianne" and "SignOff" button are visible in the top right corner. Below the main content, there is a section for "Alerts and Messages" with a list of recent events: "Account Reconciliation", "ACH Positive Pay", "Issue File Import Completed With Errors", and "ACH Positive Pay".

Full Account Reconciliation

About Full Account Reconciliation

Full Account Reconciliation allows company users to balance account activities.

- Full Account Reconciliation uses the serial number and dollar amount to compare paid checks to issues and provides the results of the comparison to company users for balancing purposes.
- Company users can enter, import, and update check issues which are compared to the checks posted to an account.
- If a posted check is corrected (adjusted, or reversed/re-posted), the original posted check and the corrected check are included in the Full Account Reconciliation Statements and Activity.
- Outstanding issues are checks that have not been paid.
- Exceptions are paid checks that differ from their related issues. Paid matched items are checks that cleared successfully without any exceptions.



Check Issues and Check Issue Files

About Check Issues

Check issues are representations of checks written by company users and can be manually added or imported through a file.

Single or a sequence of check issues can be added manually.

Check issues can be imported using a pre-defined or custom file import definition. When a company user imports a check issue file their approval is applied automatically to the file.

Each check issue that is successfully imported is audited and available for review in user activity.

A check issue file format or MAP must be defined prior to importing issue files. Please refer to the [File Import Definitions](#) section below.

Adding Manual Check Issues

Single check issues can be added manually to the system.

1. Click **Account Services > Full Reconciliation > Enter issues.**

2. Complete the following fields:

Account	Entitled accounts.
Check number	The number on the check.
Amount	The amount on the check.
Issued date	The date on which the check was issued.
Issue type	Issue or Void.
Payee	The name of the payee. Required if using payee matching.
Sequential entry	Click this option if entering a sequence of check issue items. When this option is selected, the account information is pre-filled with the account from the previous entry and the check number is pre-filled with the next incremental check number.

3. If entering sequential check issues, continue adding sequential check issue items until all items have been added.

4. Click **Continue.**

5. Verify the information and click the **Submit for approval** link or click **Add issue** (depending on your entitlements).

Verify Issue Page Sample

Full Account Reconciliation

Enter Issues Update Issues Import Issues Statements-Reconciliation Activity-Reconciliation

Issue Verification

Almost done. Please confirm the details below.

[New Entry](#)

Account Information

Account:	DEMO CHECKING 1 - Checking - *4691
----------	------------------------------------

Item Details

Check Number:	9999
Amount:	\$2.00
Issued Date:	11/14/2022
Issue Type:	Issue
Payee:	Test

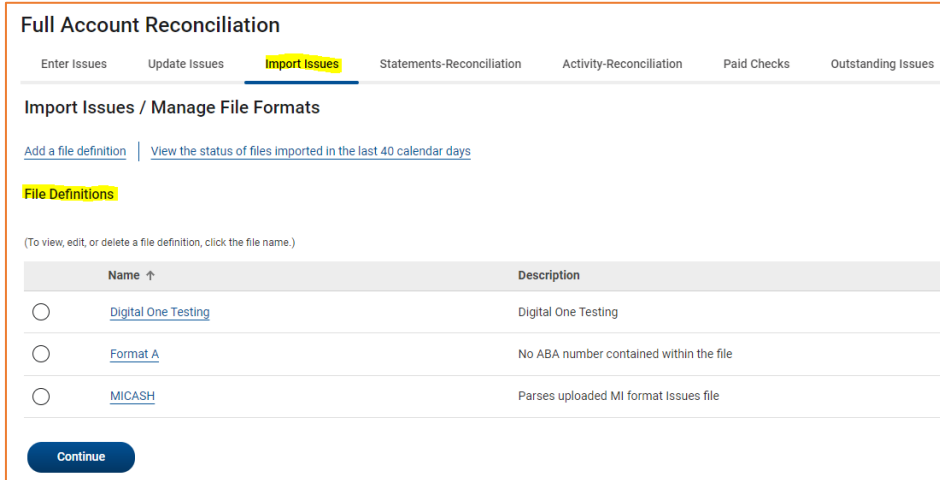
To submit this request without approving, click [Submit for approval](#).

Add Issue Cancel

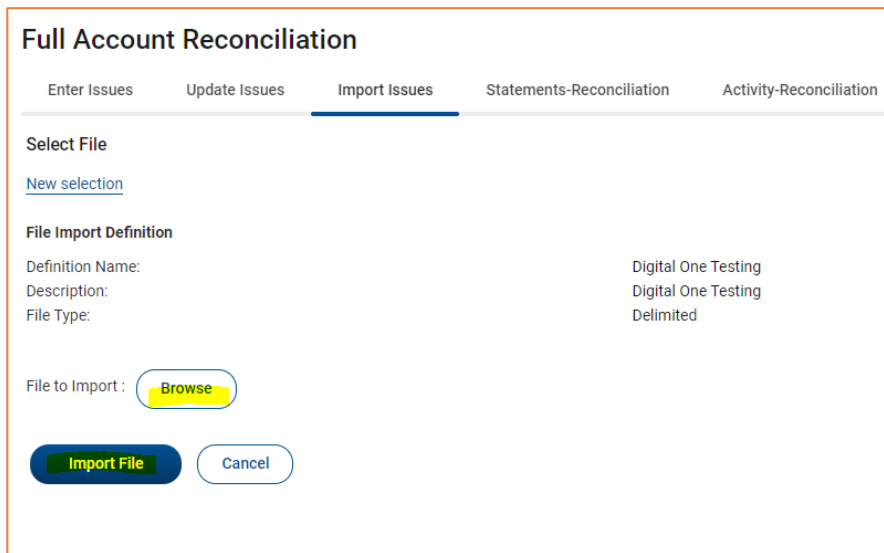
Importing Check Issues

Refer to the **User Defined Issue File Format** section below to define or create an input format or use a system or predefined issue format.

1. Click **Account Services > Full Reconciliation > Import issues.**
2. Select a **file definition** and then click **Continue.**



3. Click **Browse** and select the file you want to import.
4. Click **Import file** to import the file and automatically apply your approval.



Viewing the Status of Imported Check Issue Files

Company users can view the status of check issue files that were imported in the last 40 calendar days to determine if the import was successful.

1. Click **Account Services > Full Reconciliation > Import issues**.
2. Click the **View the status of files imported in the last 40 calendar days** link.
3. **Optional:** If available, click the link in the **File Name** column to view the file details.

File Status Page Sample

Full Account Reconciliation							
Enter Issues	Update Issues	Import Issues	Statements-Reconciliation	Activity-Reconciliation	Paid Checks	Outstanding Issues	
File Status							
Status of imported files in the last 40 calendar days.							
All approvals must be received before a file will be fully processed.							
Import another file							
Imported Files							
(To view the records within a file that were not imported due to invalid data, click on the file name.)							
File Name	Total Records	Issues in File	Total Amount for Issues	VOIDS in File	Total Amount for Voids	Date Imported ↓	Status
Digital One Test Check Issue File.csv	8	7	\$18.70	1	\$1.50	11/10/2022	Completed with errors
PMX-3M-20221102150800_1039712 CR.txt	0	0	\$0.00	0	\$0.00	11/02/2022	Completed
OutstandingIssuesReport28102022 (4).csv	1380	656	\$3,632,765.47	724	\$3,262,183.71	10/28/2022	Completed
Outstanding To Delete.csv	100	94	\$210,204.34	6	\$3,667.14	10/28/2022	Completed

Status Descriptions for Imported Check Issue Files

File Status	Description
Completed	The file imported successfully without issues.
Completed with errors	The file was imported but some records in the file were not because of invalid data, format, and so on.
Completed with notes	The file processed successfully with additional details provided for some records in the file such as, the record was successfully uploaded with a \$0.00 dollar amount or the issue was paid on X date, and so on.
Pending Approvals	The file was imported and needs approval by another user or users in the company. Once all approvals are received for a file, it is validated, and the status is updated.
Rejected	The file was not imported because it had an incorrect file format.
Processing	The file is the process of being imported. This status is typically seen when importing large issue files.

Correcting Check Issues

Company users can update the amount, issued, date, or payee on check issues that do not match the information on the corresponding checks. When a check issue is updated to match a check exception, the exception is removed from the *Manage Exceptions* page.

1. Click **Account Services > Full Account Reconciliation > Update issues**.
2. Complete the following fields and then click **Search**:


View Criteria	All accounts, entitled accounts or recently used accounts.
Account	Select an account
Date range	Specific date, From/To, or Previous business day.
Include	Exception issue items or Outstanding issue items.
Check number (optional)	Type a specific check number.

3. Click **Continue**
4. Click the link in the **Check** column for the issue you want to correct.
5. Correct the selected exception or outstanding issue:

Issue Type	Description
Exception issue	Change the Item Details options as needed and then click Continue .
Outstanding issue	<ol style="list-style-type: none">1. Click the Edit issue link.2. Change the Item Details options as needed and then click Continue.

6. Verify the information as needed and then click **Save changes**.

Verify Issue Page Sample

Issue Verification 

Account Information

Account: *4691

Item Details

Check Number: 1116
Issued Date: 11/29/2022
Issued Amount: \$20.00
Payee: Test Edits

Save Changes **Cancel**

Deleting Outstanding Check Issues

1. Click **Account Services > Full Account Reconciliation > Update issues.**

2. Complete the following fields and then click **Search**:

Account Select an entitled account.

Date range Specific date, From/To, or Previous business day.

Include Outstanding issue items.


Check number (optional) Type a specific check number.

3. Click the **Delete icon**  beside the issue to delete.

4. Verify the issue as needed and then click **Delete**.

Verify Issue Deletion Page Sample

Verify Issue Deletion

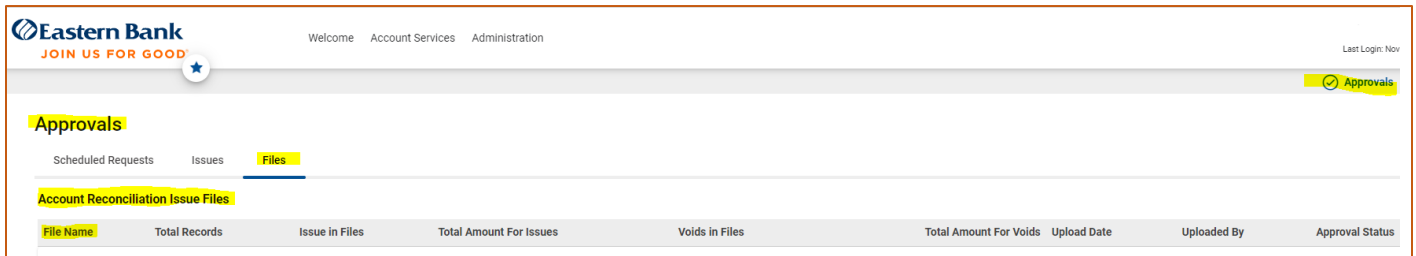
 **Are you sure you want to delete this issue item?**
Once deleted, the item cannot be recovered.

[New selection](#)

Account:	*4691
Check Number:	101199
Issued Date:	11/29/2022
Issued Amount:	\$5.00
Payee:	

Download, View and Approve Check Issue Files

For Companies using dual control, users responsible for approving check issue files can download/view the content of files before approving them.



The screenshot shows the Eastern Bank Account Reconciliation Issue Files page. The page header includes the Eastern Bank logo, the tagline "JOIN US FOR GOOD", and navigation links for "Welcome", "Account Services", and "Administration". The user's last login is shown as "Nov". The main content area is titled "Approvals" and has three tabs: "Scheduled Requests", "Issues", and "Files". The "Files" tab is active, showing a table of "Account Reconciliation Issue Files". The table has the following columns: File Name, Total Records, Issue in Files, Total Amount For Issues, Voids in Files, Total Amount For Voids, Upload Date, Uploaded By, and Approval Status.

1. Click **Approvals > Files**.
2. Scroll to the **Account Reconciliation Issue Files** section, click the link in the **Filename** column of file you want to view/download.
3. On the Approvals File page, click the relevant **File name** to be prompted by an internet browser message to open or save the file.

Approve File Page Sample

Approvals

Transfers Transactions Templates Scheduled Requests Exceptions **Files** Users

[< Back](#) Issues File Detail

Approve Issues File Details

[New Selection](#)

To approve this file, click "Approve." To delete this file, click "Delete this file." To view details for a different file, return to [Issue Approval - Selection](#).

File Information ⊗

Status:	Pending Approval
File Name:	test1.txt
Total Records:	0
Issues in Files:	0
Total Amount for Issues:	\$0.00
Voids in File:	0
Total Amount for Voids:	\$0.00
Uploaded By:	ANKIT1
Upload Date:	06/18/2020 11:37:47 AM(ET)

Approval History Information

Approval Status: 1 of 2 received - Ready to transmit

Action ↓	User ID	Date/Time
Enter Request	ANKIT1	06/18/2020 11:37:47 AM(ET)
Approve Request	ANKIT1	06/18/2020 11:37:47 AM(ET)

[Approve](#)

Deleting Unapproved Check Issues and Check Issue Files

1. Click **Approvals**.
2. Do one of the following:
 - Delete issue files•**
 1. Click the **Files** tab and scroll to the **Account Reconciliation Issue Files** section.
 2. Click the link in the **File Name** column.
 3. Click the delete icon beside the **File Information** section heading.
 4. Click **Delete**.
 - Delete issues •**
 1. Click the **Exceptions** tab and scroll to the **Account Reconciliation Issues** section.
 2. Click the link in the **Check** column.

- Click the delete icon beside the **Account Information** section heading.
- Click **Delete**.

Viewing Outstanding Check Issues

View a record of checks that have been issued but not paid during this cycle or a previous one.

- Click **Account Services > Account Reconciliation > Outstanding issues**.
- Select an **Account** option and click **Change account**.
- Click the link in the **Account** column for the account you want to view.

Outstanding Items Page Sample

Outstanding Items			
View criteria		Modify Search	
Outstanding Issue Items			
Summary of Current Statement Cycle Activity			
Date Range: 8/4/2019 to 8/4/2019		<small>Any checks that have been deleted as the result of a stop being cancelled have been subtracted from the total.</small>	
Previous Outstanding Items:	0 items	\$0.00	
New Issues:	0 items	\$0.00	
Issues Stale:	0 items	\$0.00	
Stop Payments Added:	0 items	\$0.00	
Stop Payments Cancelled:	0 items	\$0.00	
Issues Voided or Entered as Void:	0 items	\$0.00	
Voids Removed:	0 items	\$0.00	
Checks Paid:	0 items	\$0.00	
Back-Dated Items:	0 items	\$0.00	
Future-Dated Items:	0 items	\$0.00	
Outstanding Issues at End of Cycle:	0 items	\$0.00	
Outstanding Issues			
Total Reported Amount :	\$0.00		
Total Reported Issues :	0		
No items to display			
Future Dated			
Total Reported Amount :	\$0.00		
Total Reported Issues :	0		
No items to display			
Voids			
Total Reported Amount :	\$200.00		
Total Reported Issues :	4		
Check Number	Issued Date	Status Updated	Issued Amount
1234	04/08/2019	04/08/2019	\$50.00
Stale			
Total Reported Amount :	\$30.00		
Total Reported Issues :	3		
Check Number	Issued Date	Status Updated	Issued Amount
8989	04/08/2019	04/10/2019	\$10.00
Active Stops			
Total Reported Amount :	\$0.00		
Total Reported Issues :	0		
No items to display			
Daily Recap of Posted Items			
No items to display			

Full Account Reconciliation Statements & Activity

Full Account Reconciliation Statements

Statements are account history-based reports that are generated at a cycle defined by the company's financial organization. Statements provide extensive account activity for a specific period, including account balance summary, exception items, credits, debits, outstanding issue items, and previously cycled issues.

Full 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. Also included is the number and dollar amount of outstanding issue items.
Exception Items	Provides all paid items that created exceptions. The exceptions are grouped by the following types: <ul style="list-style-type: none">• Duplicate Item: Two or more checks paid with the same serial number.• Amount Mismatch: The paid check amount and the issued amount are not the same.• Future Dated: The check was paid on a date earlier than when it was issued.• Posted Against Void: A paid check matched a voided issue.• No Issue Found: A paid check had no matching issue.• Serial Error: A paid check is missing a serial number. For example, the serial number may not have been correctly read during processing.• Payee Mismatch: The payee name on the posted check does not match the issued item. This Exception Reason is only applicable to companies that have the Payee Positive Pay service.• Posted Against Stop: A paid check matched a stopped issue.
Statement of Activity	Provides all activity of credits, debits (both check debits and non-check debits), and matched issues (all items that matched successfully without any exceptions) posted for the current cycle. A subtotal of the number of items and the dollar amount is provided for each item type.
Outstanding Issue Items	Provides a record of checks that have been issued but not yet paid. The component is divided into outstanding issues, future dated issues, voids, stale issues and active stops. The outstanding issues subsection includes all items that are not future dated, voided, stale or stopped.
Previously Cycled Issues	Provides items that were paid in a previous cycle without an issue but now have the issue entered in the current cycle.

Viewing Scheduled Full 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.

[View account](#)

Date: 5/26/2015 11:28 AM (ET)
 Account: 011901798 - 3252 - CHECKING - Account Recois
 Statement date range: 5/6/2015 to 5/12/2015
 Statement created date: 05/13/2015 06:00 AM (ET)

Account Balance Summary Download as: CSV file

Date range: 5/6/2015 to 5/12/2015

Beginning Balance:		\$20,253.99
Credits:		
Deposits:	5 items	\$0.00
Other Credits:	2 items	\$40.00
Total Credits:	2 items	\$40.00
Debits:		
Check Debits:	3 items	\$100.00
Other Debits:	1 items	\$0.00
Total Debits:	4 items	\$100.00
Ending Balance:		\$20,253.99
Outstanding Issues:		
Outstanding:	5 items	\$370.00
Future Dated:	2 items	\$140.00
Future Dated:	0 items	\$0.00
Voids:	1 items	\$100.00
Stale:	1 items	\$20.00
Active Stops:	1 items	\$100.00

Exception Items

Unreconciled Paid
 Total reported amount: \$100.00
 Total reported items: 3

Exception Items

Unreconciled Paid
 Total reported amount: \$100.00
 Total reported items: 3

Check Number	Posted Date	Posted Amount	Issued Amount
36789	05/11/2015	\$0.00	\$0.00
36790	05/11/2015	\$0.00	\$0.00
36799	ACH 05/11/2015	\$0.00	\$0.00

Statement Of Activity

Credits

Total reported amount: \$240.00
 Total reported items: 2

Posted Date	Posted Amount	Description
05/11/2015	\$0.00	MISC CREDIT 999
05/11/2015	\$190.00	PREAUTHORIZED ACH CREDIT 915

Debits

Total reported amount of all debits: (\$200.00)
 Total reported items: 4

Check debits
 Total reported amount: (\$100.00)
 Total reported items: 3

Check Number	Posted Date	Posted Amount	Description
36789	05/11/2015	(\$0.00)	BAI CODE 475 CHECK PAID
36790	05/11/2015	(\$0.00)	BAI CODE 475 CHECK PAID
36799	ACH 05/11/2015	(\$0.00)	ACH Converted Check

Non-check debits
 Total reported amount: (\$0.00)
 Total reported items: 1

Posted Date	Posted Amount	Description
05/11/2015	(\$0.00)	ACH Converted Check

Reconciled Issues

Total reported amount: \$00.00
 Total reported items: 1

Check Number	Issued Date	Posted Date	Posted Amount
36796	05/01/2015	05/11/2015	\$00.00

Outstanding Issue Items

Total reported amount for all issues: \$370.00
 Total reported items: 5

Outstanding Issues
 Total reported amount: \$340.00
 Total reported items: 2

Check Number	Issued Date	Issued Amount
524	02/16/2014	\$100.00
14725407	01/30/2014	\$40.00

Future Dated
 Total reported amount: \$0.00
 Total reported items: 0
 No items to display.

Voids
 Total reported amount: \$100.00
 Total reported items: 1

Check Number	Issued Date	Issued Amount
3707	05/30/2012	\$100.00

Stale
 Total reported amount: \$20.00
 Total reported items: 1

Check Number	Issued Date	Issued Amount
200	01/01/2013	\$20.00

Active Stops
 Total reported amount: \$100.00
 Total reported items: 1

Check Number	Issued Date	Issued Amount
3709	05/21/2012	\$100.00

Previously Cycled Issues

Total reported amount: \$0.00
 Total reported items: 0

Full Account Reconciliation Activity

Activity provides company users with on-demand access to credits and debits, outstanding issue items, and correction items (if applicable) for accounts during a specified period.

Full Account Reconciliation Activity Components

Component	Description
Statement of activity	Provides all activity of credits, debits (both check debits and non-check debits), and matched issues (all items that matched successfully without any exceptions) posted for the current cycle. A subtotal of the number of items and the dollar amount is provided for each item type.
Outstanding issues	Provides a record of checks that have been issued but not yet paid. The component is broken out into outstanding issues, future dated issues, voids, stale issues and active stops. The outstanding issues subsection includes all items that are not future dated, voided, stale or stopped.
Correction items	Provides exception items that have an issued date, issued amount and/or payee name correction.
Paid checks	Provides paid check activity for a selected account or accounts.

Searching Activity - Full Account Reconciliation

1. Click **Account Services > Full Account Reconciliation > Activity - Reconciliation**.
2. Select an **Output to** option: **Screen, CSV or PDF**
3. **View** View all account types or a specific type like checking.
4. **Accounts.** Choose Account(s)
5. Select a **Date range** option: **Specific Date, Date Range, or Previous Business Day.**
Note: The Outstanding Issues activity report displays all outstanding issues and is not dependent upon the date range.
6. Select an **Include** option: **Statement of Activity, Outstanding Issues (Outstanding Items, Future Dated Items, Voided Items, Stale Items, and/or Active Stop Pay Items)**
7. Click **Generate report**.

Outstanding Items Page Sample

Check Number	Issued Date	Status Updated	Issued Amount
10000	06/05/2020	06/09/2020	\$100.00



Viewing Paid Checks

1. Click **Account Services** > **Full Account Reconciliation** > **Paid checks**.
2. Select an **Account** option and click **Change account**.
3. Click the link in the **Account** column for the account you want to view.
4. Select **Paid Checks Report**

Paid Checks Page Sample

Full Account Reconciliation

Enter Issues Update Issues Import Issues Statements-Reconciliation Activity-Reconciliation Paid Checks Outstanding Issues

Paid Checks  

[View criteria](#) [Modify Search](#)

Paid Checks

Account ↓	Check Number	Posted Date	Posted Amount
*4691 - DEMO CHECKING 1	1107	11/14/2022	(\$1.20)
*4691 - DEMO CHECKING 1	1109	11/14/2022	(\$1.40)
*4691 - DEMO CHECKING 1	1111	11/14/2022	(\$1.60)
*4691 - DEMO CHECKING 1	1112	11/14/2022	(\$1.70)
*4691 - DEMO CHECKING 1	1117	11/29/2022	(\$3.00)
*4691 - DEMO CHECKING 1	1118	11/29/2022	(\$4.00)
*4691 - DEMO CHECKING 1	1119	11/29/2022	(\$5.00)
Reported Details :			Total Amount : (\$17.90) Total Items : 7

Issue File Formats & Field Requirements

User Defined Issue File Format

Users may define an Issue File format to match a file generated by their accounting system. The user defined format may be delimited or fixed.

Field requirements and supported formats:

Field	Required	Supported Formats/Characters
Amount	Yes	Dollar amounts with or without a decimal (.) or dollar sign (\$). If the decimal is not included, the customer needs to select an applied decimal format, Whole Dollar (123 =123.00) or Implied (123 =1.23).
Issue Date	Yes	MMDDYY, MMDDYYYY, MM/DD/YY, YYMMDD, YYYYMMDD, YY/MM/DD, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYYY/MM/DD, YY-MM-DD, YYYY-MM-DD
ABA/TRC	No, if default is value defined.	Numbers 0 - 9. Must match the routing number (ABA/TRC) set up with your financial organization.
Account	No, if default is value defined.	Numbers 0 - 9. Must match the account number setup with your financial organization.
Check Number	Yes	Numbers 0 - 9. Up to 15 characters allowed.
Issue Type	No, if default is value defined.	I for issue or V for void (not case sensitive). If this field is undefined or has characters other than I or V, it defaults to I for issue.
Debit/Credit	No	Not a required field and not required in file or mapped in field definition.
Issue Action	No, if default is value defined.	A for add or D for delete. If this field is left blank or has characters other than A or D, it defaults to A for add. This field must be mapped; however, you do not need to include it within the actual file.
Payee Name	Only required for Payee Positive Pay.	Letters A - Z and numbers 0 - 9. Up to 96 characters allowed for non-payee positive pay accounts. Up to 80 characters allowed for payee positive pay accounts.

Creating a User Defined Issue File

Users may define an Issue File format to match a file generated by their accounting system. The user defined format may be delimited or fixed. File import definitions outline the format for imported issue files.

File import definitions can be delimited or fixed.

- A delimited file is a flat text file consisting of data items separated by a specific character.
- A fixed file is a text file consisting of data that have specific lengths and positions.

Adding a Delimited File Import Definition for Check Issues

1. Click **Account Services > Full Reconciliation > Import issues**
2. Click the **Add a file definition** link.
3. Complete the following **Description** fields and then click **Continue**:

Definition name	The name of the definition (up to 20 alphanumeric characters).
Description	Information about the definition (up to 20 alphanumeric characters).
File contents	Issues.
File type	Delimited.

4. Complete the **Characteristics** fields and then click **Continue**:

Field delimiter	The character used to separate the data: comma (,), dash (-), semi-colon (;), or Tab.
Text qualifier	A single or double quote that is placed on either side of the text so that if a data field includes a character such as a comma, it is not considered a field delimiter. For example, if a file includes a company name like "Sample Company, Inc." the text qualifier ensures that the company name is not separated by the comma during the import process.
Amount format (if applicable)	Decimal included (i.e. 123.00) or Decimal not included (i.e. 123). An applied decimal format is required if decimals are not included.
Date format (if applicable)	MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YY-MM-DD, or YYYY-MM-DD.

5. **Optional:** Select the **Default Field Value** options you want applied to all issues in the import file:
 - ABA/TRC
 - Account
 - Issue type: Issue or Void
 - Issue action: Add or Delete
6. Click **Continue**.

7. Type the numeric order of the **Position Number** fields as they would appear in the file and then click **Add file definition**.

File Definition Confirmation Page Sample

< Back
File Definition Details

Description ✎ ✕

Definition Name: Digital One Testing
 Description: Digital One Testing
 File Contents: Issues
 File Type: Delimited

Characteristics ✎

Field Delimiter: Comma (,)
 Text Qualifier: Double Quote(")
 Amount Format: Decimal included (i.e. 123.00)
 Date Format: MM/DD/YYYY

Default Field Values (Optional) ✎

ABA/TRC: 011301798
 Account: *4691 - DEMO CHECKING 1
 Issue Action: Add

Field Properties ✎

The field properties below describe the relative locations for the data in the record. "Not used" indicates that the field will not be present in the uploaded file.

Field Name	Position Number	Valid Field Properties
Check Number	1	Numeric only (0-9), 15 characters max
Amount	3	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	2	Numeric date in specified format (for example, MMDDYY)
Issue Type	5	Issue, I, Void, V
Debit/Credit (Optional)		Debit, D, Credit, C
Payee (Optional)	4	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 96 characters max

Adding a Fixed File Import Definition for Check Issues

1. Click **Account Services > Full Reconciliation > Import issues**.
2. Click the **Add a file definition** link.
3. Complete the following **Description** fields and then click **Continue**:

- Definition name** The name of the definition (up to 20 alphanumeric characters).
- Description** Information about the definition (up to 20 alphanumeric characters).
- File contents** Issues.
- File type** Fixed.

4. Complete the **Characteristics** fields and then click **Continue**:

- Amount format (if applicable)** Decimal included (i.e. 123.00) or Decimal not included (i.e. 123). An applied decimal format is required if decimals are not included.
- Date format (if applicable)** MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YY-MM-DD, or YYYY-MM-DD.

5. **Optional:** Select the **Default Field Value** options you want applied to all issues in the import file:
 - ABA/TRC
 - Account
 - Issue type: Issue or Void

- Issue action: Add or Delete
6. Click **Continue**.
 7. Complete the following **Field Properties** fields and then click **Add file definition**:

Position Number The numeric location of the field in the file.

Length The numeric length of the field in the file.

File Definition Confirmation Page Sample

File Definition Confirmation

The following file import definition has been added successfully.

[New selection](#) | [Add another file definition](#)

Description [Edit description](#)

Definition name: Sample Fixed
 Description: Fixed file sample.
 File contents: Issues
 File type: Fixed

Characteristics [Edit characteristics](#)

Amount format: Decimal included (i.e. 123.00)
 Date format: MM/DD/YY

Default Field Values (Optional) [Edit default field values](#)

ABA/TRC: 011301798
 Issue type: Issue
 Issue action: Add

Field Properties [Edit field properties](#)

Field Name	Position Number	Length	Valid Field Properties
Account	1	10	Numeric only (0-9), 17 characters max
Check Number	11	10	Numeric only (0-9), 15 characters max
Amount	21	10	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	31	10	Numeric date in specified format (for example, MMDDYY)
Debit/Credit (optional)	41	10	Debit, D, Credit, C
Payee	51	10	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 96 characters max

Changing Delimited and Fixed File Import Definitions for Check Issues

1. Click **Account Services > Account Reconciliation > Import issues**.
2. Click the link in the **Name** column for the file you want to change.
3. Change the file import definition as needed by clicking the **Edit description**, **Edit characteristics**, **Edit default field values**, or **Edit field properties** link.

Deleting Delimited and Fixed File Import Definitions for Check Issues

File import definitions cannot be recovered once deleted.

1. Click **Account Services > Account Reconciliation > Import issues**.
2. Click the link in the **Name** column for the file you want to delete.
3. Click the **Delete file import definition** link.
4. Verify the definition as needed and then click **Delete**.

Verify File Definition Deletion Page Sample

Verify File Definition Deletion

Once deleted, the file import definition cannot be recovered.

Description

Definition name: Sample Fixed
Description: Fixed file sample.
File contents: Issues
File type: Fixed

Characteristics

Amount format: Decimal included (i.e. 123.00)
Date format: MM/DD/YY

Default Field Values (Optional)

ABA/TRC: 011301798
Issue type: Issue
Issue action: Add

Field Properties

Field Name	Position Number	Length	Valid Field Properties
Account	1	10	Numeric only (0-9), 17 characters max
Check Number	11	10	Numeric only (0-9), 15 characters max
Amount	21	10	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	31	10	Numeric date in specified format (for example, MMDDYY)
Debit/Credit (optional)	41	10	Debit, D, Credit, C
Payee	51	10	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 96 characters max

System Defined Issue File Formats

MICASH Issue File Definition Field Requirements

MICASH is a predefined standard fixed file format.

MICASH File Requirements

- Record size = 142
- Block size = 800
- EBCDIC for tape or mainframe transmission
- ASCII for PC transmissions
- Record Format = FB
- No label
- For numeric fields, right justify and zero fill

MICASH Field Requirements

Field Number	Positions	Length	Characteristics	Description
001	001 - 001	1	Alphanumeric Pic X	Constant Value = C
002	002 - 004	3	Numeric Pic 9(3)	Bank Number
003	005 - 006	2	Numeric Pic 9(2)	Filler - Zeros
004	007 - 016	10	Numeric Pic 9(10)	Account Number
005	017 - 017	1	Alphanumeric Pic X	Filler-Blanks/Spaces
006	018 - 018	1	Alphanumeric Pic X(3)	Issue Type R = Register V = Void
007	019 - 019	1	Alphanumeric Pic X(3)	Import Action A = Add D = Delete
008	020 - 020	1	Alphanumeric Pic X	Filler-Blanks/Spaces
009	021 - 030	10	Numeric Pic 9(10)	Check Serial Number

Field Number	Positions	Length	Characteristics	Description
010	031 - 040	10	Numeric Pic 9(8)V99	Check Amount
011	041 - 046	6	Numeric Pic 9(6)	Issue Date (MMDDYY)
012	047 - 142	96	Alphanumeric Pic X(20)	User Information

Format A Input File Definition Field Requirements

Format A is a predefined fixed file type that accommodates files without nine-digit American Bankers Association (ABA) routing numbers.

The total record length for Format A is 80 characters.

Format A Field Requirements

Field Number	Positions	Length	Characteristics	Description
001	001 - 003	003	Numeric Pic 9(03)	Numeric Pic 9(03) Bank Number
002	004 - 012	009	Alpha/Numeric Pic X(09)	Filler Value - Spaces
003	013 - 022	010	Numeric Pic 9(10)	Account Number
004	023 - 024	002	Alpha/Numeric Pic X(2)	Tran Type '50' = Void add '40' = Register add
005	025 - 030	006	Numeric Pic 9(06)	Issue date Format - MMDDYY
006	031 - 041	011	Numeric Pic 9(9)V99	Issue Amount
007	042 - 051	010	Numeric Pic 9(10)	Serial Number
008	052 - 054	003	Alpha/Numeric Pic X(3)	Filler
009	055 - 076	022	Alpha/Numeric Pic X(22)	User Info (Payee)
010	077 - 080	004	Alpha/Numeric Pic X(4)	Filler Value - Spaces

System Defined Download File Formats

The Account Reconciliation system provides various predefined file output formats to download various transaction activity. These format are not customizable.

Reconciliation Service(s)	Format Name	Purpose
Full and Partial Reconciliation	MICASH4	Check debit activity
Full and Partial Reconciliation	MICASH96	Credit, check debit, and miscellaneous debit activity
Full Reconciliation	MICASH63	Outstanding issues
Full and Partial Reconciliation	Paid Checks Type 1	Monthly check debit activity
Full and Partial Reconciliation	Paid Checks Type 2	Daily check debit activity

MICASH 4 File Download Format

MICASH 4 is a predefined fixed file download format to download **check debit activity**, used for Full and Partial Reconciliation output files.

Fields that exceed the maximum length allowed for MICASH 4 are truncated in the MICASH 4 output. Positions 57 through 80 are filled with spaces.

MICASH 4 File Requirements

- File record size = 80
- Block size = 1680
- ASCII

MICASH 4 Field Requirements

Record	Field Number	Positions	Length	Characteristics	Description
Detail	001	001 - 010	10	Numeric Pic 9(10)	Account Number
Detail	002	011 - 020	10	Numeric Pic 9(8)V99	Check Amount
Detail	003	021 - 030	10	Numeric	Check Serial Number

Record	Field Number	Positions	Length	Characteristics	Description
Detail	004	031 - 036	6	Numeric Pic 9(6)	Date Paid (MMDDYY)
Detail	005	037 - 056	20	Alphanumeric Pic X(20)	Customer Information User Defined <i>Note: This data is not available and is not populated into this field.</i>
Trailer	001	001 - 010	10	Numeric Pic 9(10)	Account Number
Trailer	002	011 - 020	10	Numeric Pic 9(8)V99	Total Amount
Trailer	003	021 - 026	6	Numeric Pic 9(6)	Total Item Count
Trailer	004	027 - 032	6	Numeric Pic 9(6)	Processing Date (MMDDYY)
Trailer	005	033 - 042	10	Numeric Pic 9(10)	Filler-Nines (9)
Trailer	006	043 - 056	14	Alphanumeric Pic X(14)	Filler-Blanks/Spaces

MICASH 96 File Download Format

MICASH 96 is a predefined fixed file download format containing **credit, check debit, and miscellaneous debit activity**, used for Full and Partial Reconciliation output files.

Fields that exceed the maximum length allowed for MICASH 96 are truncated in the MICASH 96 output. Positions 57 through 80 are filled with spaces.

MICASH 96 File Requirements

- File record size = 80
- Block size = 800
- ASCII with no labels
- For numeric fields, right justify and zero fill

MICASH 96 Field Requirements

Record	Field Number	Positions	Length	Characteristics	Description
Header	001	001	1	Alphanumeric Pic X	Record Type = H
Header	002	002 - 004	3	Numeric Pic 9(3)	Bank Number
Header	003	005 - 014	10	Numeric Pic 9(10)	Account Number
Header	004	015 - 080	66	Alphanumeric Pic X(66)	Filler-Blanks/Spaces
Detail	001	001	1	Alphanumeric Pic X	Record Type = D
Detail	002	002 - 004	3	Numeric Pic 9(3)	Bank Number
Detail	003	005 - 014	10	Numeric Pic 9(10)	Account Number
Detail	004	015	1	Alphanumeric Pic X	Transaction Type C = Credit D = Misc. Debit K = Check
Detail	005	016 - 025	10	Numeric Pic 9(10)	Serial Number
Detail	006	026 - 038	13	Numeric Pic 9(11)V99	Dollar Amount
Detail	007	039 - 041	3	Alphanumeric Pic X(3)	Transaction Code
Detail	008	042 - 047	6	Alphanumeric Pic X(6)	Transaction Date (MMDDYY)
Detail	009	048 - 062	15	Numeric Pic 9(15)	Control Number
Detail	010	063	1	Alphanumeric Pic X	Transaction Status
Detail	011	064 - 080	17	Alphanumeric Pic X(17)	Filler-Blanks/Spaces

Record	Field Number	Positions	Length	Characteristics	Description
Trailer	001	001	1	Alphanumeric Pic X	Record Type = T
Trailer	002	002 - 004	3	Numeric Pic 9(3)	Bank Number
Trailer	003	005 - 014	10	Numeric Pic 9(10)	Account Number
Trailer	004	015 - 027	13	Numeric Pic 9(11)V99	Total Credit Amount
Trailer	005	028 - 033	6	Numeric	Total Credit Item
Trailer	006	034 - 046	13	Numeric Pic 9(11)V99	Total Debit Amount
Trailer	007	047 - 052	6	Numeric Pic 9(6)	Total Debit Item Count
Trailer	008	053 - 058	6	Numeric Pic 9(6)	Processing Date
Trailer	009	059 - 071	13	Numeric Pic 9(11)V99	Cycle-To-Date Balance
Trailer	010	072	1	Alphanumeric Pic X	Balance Sign (+ or -)

MICASH 63 File Download Format

MICASH 63 is a predefined fixed file download format to download *outstanding* issues, used for Full Reconciliation output files.

Fields that exceed the maximum length allowed for MICASH 63 are truncated in the MICASH 63 output.

MICASH 63 File Requirements

- File record size = 80
- Block size = 8000
- ASCII with no labels
- For numeric fields, right justify and zero fill

MICASH 63 Field Requirements

Record	Field Number	Positions	Length	Characteristics	Description
Detail	001	001 - 003	3	Numeric Pic 9(3)	Bank Number
Detail	002	004 - 013	10	Numeric Pic 9(10)	Account Number
Detail	003	014 - 023	10	Numeric Pic 9(10)	Check Number
Detail	004	024 - 031	8	Numeric Pic 9(8)	Check Issue Date (CCYYMMDD)
Detail	005	032 - 044	13	Numeric Pic 9(13)	Issue Amount
Detail	006	045 - 074	30	Alphanumeric Pic X(30)	User Information
Detail	007	075 - 079	5	Numeric Pic X(5)	Filler-Spaces
Detail	008	080 - 080	1	Alphanumeric Pic X(1)	Stop Indicator S - if active stop pay
Trailer	001	001 - 003	3	Numeric Pic 9(3)	Bank Number
Trailer	002	004 - 013	10	Numeric Pic 9(10)	Account Number
Trailer	003	014 - 020	7	Numeric Pic 9(7)	Total Outstanding Item Count
Trailer	004	021 - 033	13	Numeric Pic 9(13)	Total Outstanding Dollar Amount
Trailer	005	034 - 040	7	Numeric Pic 9(7)	Total Stopped Outstanding Count
Trailer	006	041 - 053	13	Numeric Pic 9(13)	Total Stopped Dollar Amount
Trailer	007	053 - 079	26	Alphanumeric Pic X(26)	Filler - Spaces

Record	Field Number	Positions	Length	Characteristics	Description
Trailer	008	080 - 080	1	Alphanumeric Pic X	Trailer Record Indicator Value - 9

Paid Checks Type 1 File Download Format

Paid Checks Type 1 is a predefined fixed file download format to download **monthly** check debit activity, used for Full and Partial Reconciliation output files.

Fields that exceed the maximum length in the Paid Checks Type 1 format are truncated in the Paid Checks Type 1 output.

Record	Field	Bytes	Position
Detail	Account Code	1	1 Value: "0"
Detail	Account #	8	2 - 9
Detail	Check #	7	10 - 16
Detail	Check Amt	10	17 - 26 Assumed Decimal
Detail	Paid Month	2	27 - 28
Detail	Space	1	29
Detail	Paid Day	2	30 - 31
Detail	Space	1	32
Detail	Paid Year	2	33 - 34
Control	Control ID	16	1 - 16 Value: "9999999999999998"
Control	Total Amount	10	17 - 26 Assumed Decimal
Control	Total Count	7	27 - 33

Paid Checks Type 2 File Download Format

Paid Checks Type 2 is a fixed file download format to download **daily** check debit activity, used for Full and Partial Reconciliation output files.

Fields that exceed the maximum length in the Paid Checks Type 2 format are truncated in the Paid Checks Type 2 output.

Record	Field	Bytes	Position
Detail	Account Code	1 Value: "0"	1

Record	Field	Bytes	Position
Detail	Account NBR *	10	2 - 11*
Detail	Check NBR *	10	12 - 21*
Detail	Check Amt *	10	21 - 31* Assumed Decimal
Trailer	Paid Date (MMDDYYYY)	8	32 - 39
Trailer	Trailer ID	16	1 - 16 Value: "9999999999999998"
Trailer	Total Amount *	15	17 - 31* Assumed Decimal
Trailer	Total Count *	7	32 - 38*

Partial Account Reconciliation

About Partial Account Reconciliation

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.

If a posted check is corrected (adjusted, or reversed/re-posted), the Partial Account Reconciliation Statements and Activity include the original posted check and the corrected check.

Partial Account Reconciliation Statements

Statements are account history-based reports that are generated at a cycle defined by the company's financial organization. Statements provide an account balance summary and paid check activity for 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 activity of credits and debits (both check debits and non-check debits) posted for the current cycle. A subtotal of the number of items and the dollar amount is provided for each item type.

Viewing Scheduled Partial Account Reconciliation Statements

1. Click **Account Services > Partial Reconciliation > 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](#)

Date: 5/26/2015 2:00 PM (ET)
Account: 011301798 • *3232 • CHECKING • Account Recon
Statement date range: 5/6/2015 to 5/12/2015
Statement created date: 05/13/2015 06:00 AM (ET)

Account Balance Summary Download as:

Date range: 5/6/2015 to 5/12/2015

Beginning Balance:		\$20,213.99
Credits:		
Deposits:	0 items	\$0.00
Other Credits:	2 items	\$240.00
Total Credits:	2 items	\$240.00
Debits:		
Check Debits:	2 items	\$200.00
Other Debits:	1 items	\$50.00
Total Debits:	3 items	\$250.00
Ending Balance:		\$20,223.99

Statement Of Activity

Credits

Total reported amount: \$240.00
Total reported items: 2

Posted Date	Posted Amount	Description
05/11/2015	\$50.00	MISC CREDIT 399
05/11/2015	\$190.00	PREAUTHORIZED ACH CREDIT 165

Debits

Total reported amount of all debits: (\$250.00)
Total reported debits: 3

Check debits

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

Check Number	Posted Date	Posted Amount
365788	05/11/2015	(\$150.00)
365789	05/11/2015	(\$50.00)

Non-check debits

Total reported amount: (\$50.00)
Total reported items: 1

Posted Date	Posted Amount	Description
05/11/2015	(\$50.00)	ACH Converted Check

Partial Account Reconciliation Activity

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

Searching Activity - Partial Account Reconciliation

1. Click **Account Services > Partial Reconciliation > Activity - reconciliation.**
2. **Complete the following fields and then click Generate report:**

Output to	Screen, CSV, or PDF.
Accounts	Accounts entitled to Partial Account Reconciliation.
Posted date range	Specific date, From/To, or Previous business day.
Include	Statement of activity or Paid checks.

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

Please refer to [System Defined Download File Formats](#) section above for transaction download information.

Deposit Reconciliation

About Deposit Reconciliation

Deposit Reconciliation enables companies with multiple locations to deposit into one central account. Deposits are tracked by a unique serial number on the deposit slip.

Only deposits are reconciled; all posted deposits are grouped and totaled by the serial number.

Deposit Reconciliation Statements

About Deposit Reconciliation Statements

Statements are account history-based reports that are generated at a cycle defined by the company's financial organization.

Deposit Reconciliation statements provide an account balance summary and deposit items with a location/serial number and items without a location/serial number.

Deposit 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.
Deposit Activity without Location/Serial #	Provides all posted deposits that do not have a serial number.
Deposit Activity By Location/Serial #	Provides all posted deposits which are grouped and totaled by the serial number of the deposit.

Viewing Scheduled Deposit Reconciliation Statements

1. Click **Account Services > Deposit Reconciliation > Statement - deposit 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.

Deposit Statement Page Sample

Deposit Statement
[Print this page](#)

[New search](#)

Date: 10/20/2015 12:41 PM (ET)
Account: 011301798 - 3232 - CHECKING - Account Recon
Statement date range: 5/6/2015 to 5/12/2015
Statement created date: 05/13/2015 06:00 AM (ET)

Account Balance Summary
Download as:

Date range: 5/6/2015 to 5/12/2015

Beginning Balance:		\$20,213.99
Credits:		
Deposits with Location/Serial #:	2 items	\$415.00
Deposits without Location/Serial #:	2 items	\$525.00
Other Credits:	1 items	\$50.00
Total Credits:	5 items	\$50.00
Debits:		
Check Debits:	6 items	\$215.00
Other Debits:	3 items	\$475.00
Total Debits:	9 items	\$690.00
Ending Balance:		\$20,953.99

Deposit Items without Location/Serial #

Total reported amount: \$525.00
Total reported items: 2

Posted Date	Posted Amount
05/11/2015	\$250.00
05/11/2015	\$275.00

Deposit Activity by Location/Serial #

Location/Serial #: 45
Total reported amount: \$415.00
Total reported items: 2

Posted Date	Posted Amount	Description
05/11/2015	\$190.00	DEPOSIT
05/11/2015	\$225.00	DEPOSIT

Deposit Reconciliation Activity

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

Searching Activity - Deposit Reconciliation

Up to 18 months of activity are available.

1. Click **Account Services > Account Reconciliation > Activity - deposit reconciliation**.
2. Complete the following fields and then click **Generate report**:

Output to	Screen, CSV, or PDF.
Accounts	Accounts entitled to Deposit Reconciliation.
Date range	Specific date, From/To, or Previous business day.
Include	Deposit activity by location/serial # or Deposit items without location/serial #.

Deposit Activity By Location/Serial # Report Page Sample

Deposit Activity By Location/ Serial # Report [Print this page](#)

[New search](#)

Report created: 10/20/2015 12:51 PM (ET)
Accounts: All accounts
Date range: 6/15/2014 to 7/15/2014

Download as:

Location 25

Total reported amount: \$335.00
Total reported items: 2

Account	Posted Date	Posted Amount	Description
*3456 - Main Account	06/25/2014	\$150.00	DEPOSIT
*3456 - Main Account	06/25/2014	\$185.00	DEPOSIT

Reported Details: Total Amount \$335.00 Total Items 2

Location 40

Total reported amount: \$415.00
Total reported items: 2

Account	Posted Date	Posted Amount	Description
*3456 - Main Account	06/25/2014	\$190.00	DEPOSIT
*3456 - Main Account	06/25/2014	\$225.00	DEPOSIT

Reported Details: Total Amount \$415.00 Total Items 2