

CASHIER CHECKS – “NOT RECONCILED” ON “PCKRXX” PROCEDURE
OCTOBER 2017

THIS IS FOR AN AMOUNT BEING IN THE “NOT RECONCILED” SECTION OF THE PCKRXX REPORT.

VERIFY THE CHECK INFORMATION AND VALIDITY:

GO TO CU*BASE TIME-OUT OPTIONS

MY CHECK IMAGE VAULT

IN THE SEARCH WINDOW, TYPE IN:

CHECK NUMBER LISTED ON REPORT

AMOUNT (NO DECIMAL!)

FOR “START CREATED” DATE, ENTER PREVIOUS BUSINESS DATE
WHEN CHECK IMAGE APPEARS, PRINT OUT

OPEN CU*ANSWERS TOOL #889 (UPDATE CU CHECK HISTORY)

ENTER CHECK NUMBER SHOWN ON THE PRINTED IMAGE AND CLICK “GO”

VERIFY CHECK INFORMATION AND CHECK STATUS IS “O” (OUTSTANDING)

HIGHLIGHT CHECK AND CLICK ON “CHANGE”

IN THE “CHECK STATUS” DROPDOWN, CLICK ON “CLEARED”

IN THE “RECONCILED DATE” BOX, CHOOSE CORRECT DATE CLEARED FROM REPORT

CLICK “SAVE” BUTTON IN BOTTOM LEFT CORNER.