

**ALLOYA BALANCING TIPS**  
**UPDATED MARCH 2020**

**ALLOYA BOOK IS LOCATED IN BOOKKEEPERS BINDER BIN, TITLED "ALLOYA 20XX"**

**PRINT OUT ALLOYA ACTIVITY**

LOGIN, THEN GO TO:  
ACCOUNTS / ACCOUNTS MANAGEMENT / ACCOUNT HISTORY / FILTER  
ENTER IN DESIRED DATE RANGE  
CHANGE "POSTING ORDER" TO ASCENDING  
PRESS "FILTER" BUTTON AND THEN PRINT

**PRINT OUT G/L HISTORY**

TOOL #649  
ENTER DESIRED DATE RANGE IN "PERIOD BEGINNING" & "PERIOD ENDING"  
SELECT "POSTED" AND "SORT IN ACCOUNT ORDER"

**VISA**

ACH-WORLDPAY (MAY HAVE TO ADD MULTIPLE)  
ACH-FIS-MADISON

**VISA GIFT CARD/TRAVEL MONEY**

ACH-ICUI SERVICE COR/GIFT CARD (VISA GIFT CARD)  
ACH-ICUI SERVICE COR/CU MONEY (VISA TRAVEL MONEY)

**MONEYGRAM**

MONEYGRAM/OCACHREMITT (MONEYGRAM CHECKS)  
MONEYGRAM PAYMEN/EDI PYMTS (MONEY ORDERS)

**CO-OP NETWORK**

ACH-EFUNDS CORPMDDB INTFEE (MASTER MONEY INCOME)  
ACH-COOP SETTLEMENT/DLY SETTLE (CO-OP ATM)  
ACH-COOP SETTLEMENT/MAPDESTMT (SETTLEMENT ESTIMATE)  
ACH-COOP SETTLEMENT/MCISBCKOUT (SETTLEMENT ESTIMATE RETURN)

**FEDERAL RESERVE**

SETTLEMENT-FED  
ADD ALL FOR DAY TOGETHER & MATCH TO "SHARE DRAFT CLEARING" AMOUNT  
RETURN ITEM CREDIT/RET IMAGE CL DEP  
THIS SHOULD MATCH "SHARE DRAFT RETURNS"

**PENSION**

ACH-MG TRUST (THESE ARE THE 3 SUBMITTED CUNA AMOUNTS)

**PAYROLL**

"ACH-ADP WAGE PAY" AND "ACH-ADP TAX" ADDED TOGETHER

**CHECKS FOR LESS**

ACH-BANK-A-COUNT (CHECK ORDERS)

**BALANCING FILE**

LOCATED IN: ACCOUNTANT'S "ONE DRIVE" / "TOMS STUFF" / "WORKS DOCUMENTS" / "ALLOYA RECONCILIATIONS"