



Cheque Reconciliation (Alt + E)

User can perform multiple types of Cheque Reconciliation using this module.

On clicking  option or on pressing the shortcut (Alt+ E), A popup will be

displayed to user as shown below:

Users need to perform below activities to reconcile the cheque.

Date Range: User need to select period for reconciliation.

Bank Name: User need to select Bank Account.

Type Selection: User need to select type of transaction.

Load Data: User need to use Load Data button so data will be generated for reconciliation and user need to fill Reconciliation Date and Reconciliation amount Field to reconcile the cheque and click on Save (Alt + V) button to save the reconciled cheque or can cancel the edited cheque details by clicking on Cancel (Alt +C) button.



[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, cheque reconciliation tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of cheque reconciliation Tab.