Account Recon Reports Quick Reference Guide

Ahead are instructions on how to download the Account Recon Reports on MUFG Exchange.

- Log in to MUFG Exchange and click on the access to Check Manager under the Receivables tab.
- 2 Select Accounts > Current Accounts > Account Recon Statements from the menu.



3 The screen will display all the accounts by default.

Important: The accounts that will be available for download will be based on the user's entitlement. Please refer to the User-level entitlement section on page 4 of this guide on how to entitle a user to be able to access the service and download the Account Recon Reports online.

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A specific account can be selected.

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(continued)

The user may select 'Past 7 Days', 'Past 30 days' or 'Past 90 days' from the Creation Date field.
Note: Frequency of reports is dependent on client's reconcilement (i.e. monthly). Reports will be available for 3 months.

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6 Select 'Download' from the 'Action' dropdown field next to the specified account.

Important: "Creation Date" on this screen is the date the file was created by the Account Recon system.

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A progress status box will be displayed while the reports are being downloaded.

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Important: Once the zip file is downloaded, all the Recon Reports will be downloaded to the user's **Download** folder. The Reports will be in Word (docx), with the Paid, Unpaid, and Diagnostic Summary in Excel, and the Bank Statement in PDF.

IMPORTANT NOTE: Since the content of these new downloaded Account Recon Report ZIP files can be modified upon unzipping them (internal reports are contained in MS Excel, MS Word, and PDF formats), MUFG suggests that each month, the customer should save the original downloaded .ZIP file in a local secure directory (can be password-protected by customer / file name or directory location indicating the recon month date), so these unadulterated ZIP report files can be given to the customer's auditors if requested. They should also have the working copies of the same recon report files that can be used each month for reconciliation purposes. The data is presented in very convenient formats for data analysis.

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DDA.pdf	Adobe Acrobat Document	187 KB	No		226 KB	18%	1/15/2021 8:27 AM	
DIAGNOSTIC_SUMMARY_CONSOL	Microsoft Excel Worksheet	11 KB	No		15 KB	26%	1/15/2021 8:11 AM	
OUTSTANDING_SETTLEMENT.DOCX	Microsoft Word Document	13 KB	No		16 KB	21%	1/15/2021 8:12 AM	
PAID_ITEMS.XLSX	Microsoft Excel Worksheet	9 KB	No		12 KB	27%	1/15/2021 8:13 AM	
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An example of the Paid Items Report displayed in Excel.

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An example of the Consolidated – Paid and Outstanding Items Report displayed in Word.

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USER-LEVEL SERVICE ENTITLEMENT INFORMATION FOR SECURITY ADMINISTRATORS

Ahead are instructions for Security Administrators to entitle users to Account Recon Reports.

Select Admin within the Check Manager module > Account and User Admin > Users > Manage User Access from the menu. The Manage User Access screen displays.

Admin	
Account and	USERS
User Admin	1 Manage User Access
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2 Click on the Users tab of the Manage User Access screen. A list of existing users will appear.

3 Click on the Actions drop-down field for a specified User ID and select Modify Services.

Note: The ability to modify services are only available to those Administrators with the entry entitlement. Also, if the user belongs to a group, you will not be able to modify the services for that specific user. You can only modify entitlements for the group itself.

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Actions	12345USER2	USER TWO		Pending	Modify Service	12345USER1			
Actions	12345USER3	USER THREE	12345GROUP ONE	Active		12345USER1			
Actions	12345USER4	USER FOUR	12345GROUP TWO	Pending	Modify Service & Password	12345USER3			
Actions	12345USER5	USER FIVE		Active		12345USER1			
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On the Modify User Services screen, click the Actions drop-down field next to the ACCOUNT RECONCILEMENT service and select Add. The Account Reconcilement pop up window will appear.

Modify User Services						
Action	Service					
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5 Tab to 'Recon' and 'Recon Stops' and entitle the user with 'Reporting' privilege to the correct account/s and click 'Save'.

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Please Note: Once the User ID has been released by the second Security Administrator from the 'Activity' tab of the Manage User Access screen, the User can immediately login and access the service that was entitled to them.

To release the entitlement changes for a given user:

- The second Administrator will log on and select Admin > Account and User Admin > Users > Manage User Access from the menu.
- 2 Click on the Activity tab of the Manage User Access screen.

3 Click on the Actions dropdown field for a specified user and select Release. Once this step is completed, the user will have immediate access to the service(s) that were entitled.

Note: If a given user belongs to a group, the services for the associated group will need to be modified from the User Group tab of the Manage User Access screen. Modifications to a specified User Group will impact all the users that are linked to it.