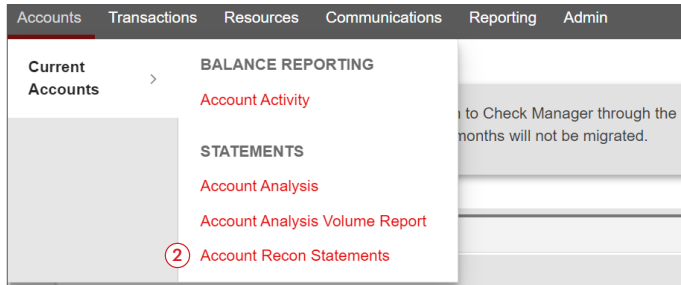


# Account Recon Reports Quick Reference Guide

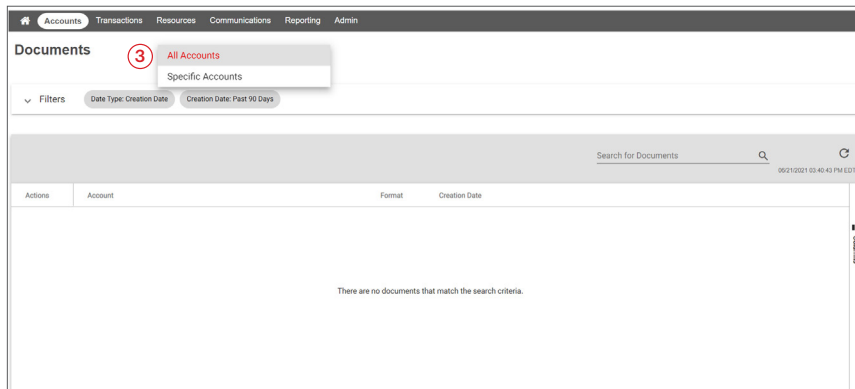
Ahead are instructions on how to download the Account Recon Reports on MUFG Exchange.

- 1 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.

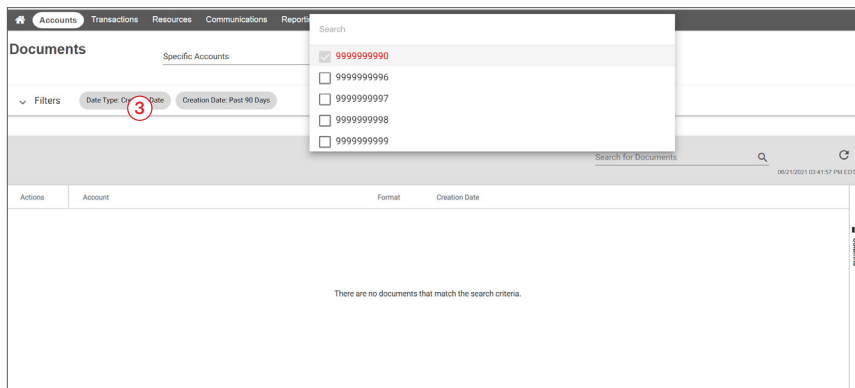


- 3 The screen will display all the accounts by default.

**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.



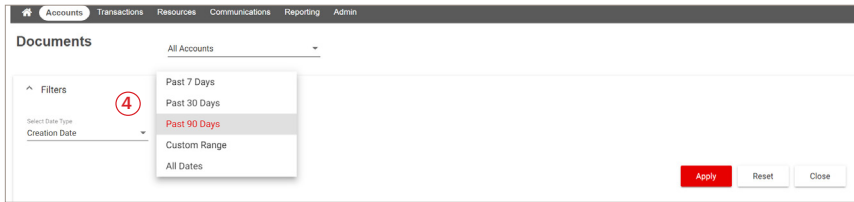
A specific account can be selected.



(continued)

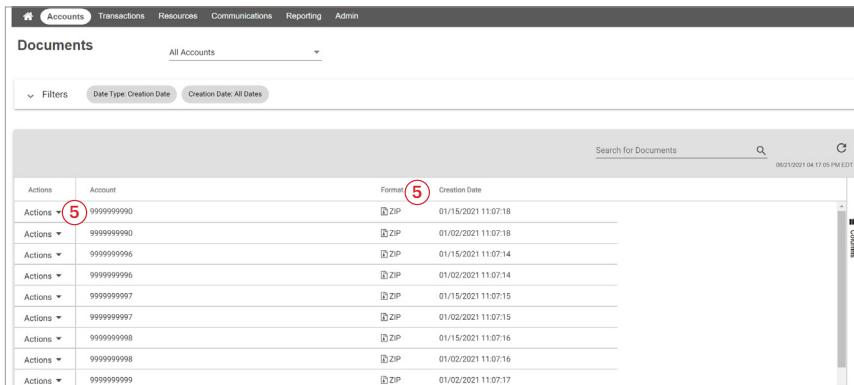
4 The user may select 'Past 7 Days', 'Past 30 days' or 'Past 90 days' from the Creation Date field.

**Note:** Frequency of reports is dependent on client's reconciliation (i.e. monthly). Reports will be available for 3 months.

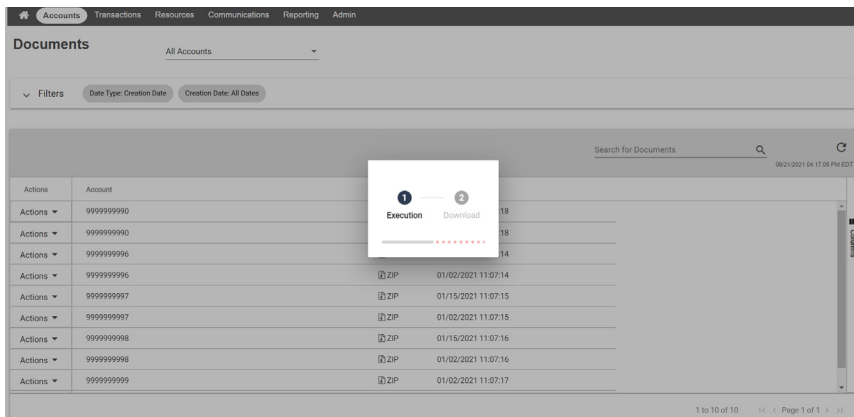


5 Select 'Download' from the 'Action' dropdown field next to the specified account.

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



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



Accounts Transactions Resources Communications Reporting Admin

### Documents

All Accounts

Filters Date Type: Creation Date Creation Date: All Dates

Search for Documents

09/21/2021 04:17:55 PM EDT

Actions	Account	Format	Creation Date
Actions	999999990	ZIP	01/15/2021 11:07:18
Actions	999999990	ZIP	01/02/2021 11:07:18
Actions	999999996	ZIP	01/15/2021 11:07:14
Actions	999999996	ZIP	01/02/2021 11:07:14
Actions	999999997	ZIP	01/15/2021 11:07:15
Actions	999999997	ZIP	01/02/2021 11:07:15
Actions	999999998	ZIP	01/15/2021 11:07:16
Actions	999999998	ZIP	01/02/2021 11:07:16
Actions	999999999	ZIP	01/02/2021 11:07:17

1 to 10 of 10 Page 1 of 1

**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.

This PC > Downloads > 1\_Recon Statements\_999999990\_999999990\_Rpt\_V21011511071800.zip

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
A_PACKING_LIST.DOCX	Microsoft Word Document	13 KB	No	16 KB	21%	1/15/2021 8:09 AM
CONSOLIDATED_PAID.DOCX	Microsoft Word Document	19 KB	No	23 KB	20%	1/15/2021 8:10 AM
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
PAID_SETTLEMENT.DOCX	Microsoft Word Document	13 KB	No	16 KB	21%	1/15/2021 8:14 AM
RECAP_OF_POSTED_ITEMS.DOCX	Microsoft Word Document	13 KB	No	16 KB	21%	1/15/2021 8:15 AM
STOP_REPORT.DOCX	Microsoft Word Document	17 KB	No	22 KB	24%	1/15/2021 8:16 AM
UNPAID_ITEMS.XLSX	Microsoft Excel Worksheet	11 KB	No	14 KB	24%	1/15/2021 8:16 AM

An example of the Paid Items Report displayed in Excel.

LOCATOR NUMBER	ISSUED	PAID	AMOUNT	CUSTOMER NUMBER	COMPANY CODE	STATUS	STATUS DESCRIPTION
SUBTOTAL DISPLAYED							
-							

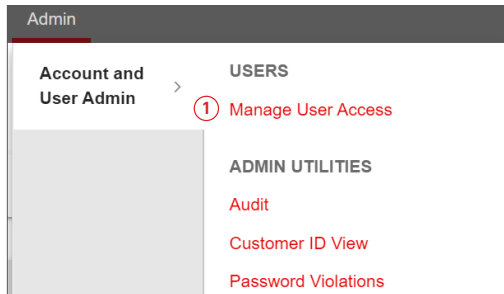
An example of the Consolidated – Paid and Outstanding Items Report displayed in Word.

CHECK NUMBER	CHECK AMOUNT	PAID DATE	AMOUNT	CHECK DATE	STATUS	DESCRIPTION
186710	37.00	01/27/17	37.00	01/27/17	PAID	
186711	15.00	01/27/17	15.00	01/27/17	PAID	
186712	15.00	01/27/17	15.00	01/27/17	PAID	
186713	2,781.37	01/27/17	2,781.37	01/27/17	PAID	
186714	1,936.90	01/27/17	1,936.90	01/27/17	PAID	
186715	197.24	01/27/17	197.24	01/27/17	PAID	
186716	8,049.00	01/27/17	8,049.00	01/27/17	PAID	
186717	9,134.38	01/27/17	9,134.38	01/27/17	PAID	
186718	2,848.50	01/27/17	2,848.50	01/27/17	PAID	
186719	1,140.48	01/27/17	1,140.48	01/27/17	PAID	
186720	641.97	01/27/17	641.97	01/27/17	PAID	
186721	1,036.40	01/27/17	1,036.40	01/27/17	PAID	
186722	743.16	01/27/17	743.16	01/27/17	PAID	
186723	340.10	01/27/17	340.10	01/27/17	PAID	
186724	646.97	01/27/17	646.97	01/27/17	PAID	
186725	174.37	01/27/17	174.37	01/27/17	PAID	
186726	3,363.80	01/27/17	3,363.80	01/27/17	PAID	
186727	3,740.10	01/27/17	3,740.10	01/27/17	PAID	
186728	34.80	01/27/17	34.80	01/27/17	PAID	
186729	42.30	01/27/17	42.30	01/27/17	PAID	
186730	8,443.40	01/27/17	8,443.40	01/27/17	PAID	
186731	2,392.30	01/27/17	2,392.30	01/27/17	PAID	
186732	1,346.47	01/27/17	1,346.47	01/27/17	PAID	
186733	14,700.10	01/27/17	14,700.10	01/27/17	PAID	
186734	128.12	01/27/17	128.12	01/27/17	PAID	
TOTAL	107,124.47	0000	107,124.47	01/27/17	000	

## USER-LEVEL SERVICE ENTITLEMENT INFORMATION FOR SECURITY ADMINISTRATORS

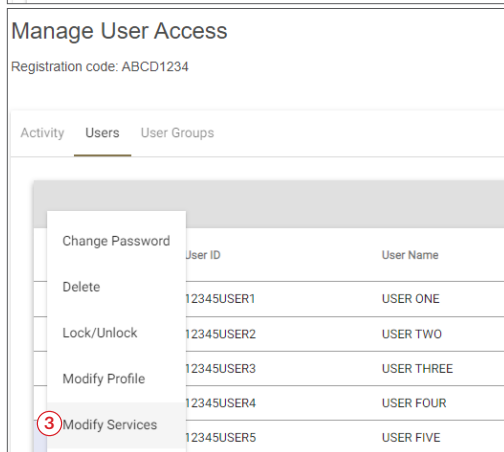
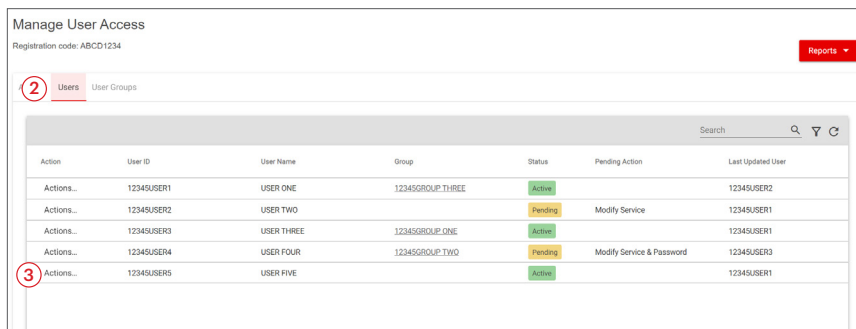
Ahead are instructions for Security Administrators to entitle users to Account Recon Reports.

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



- 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.



- 4 On the Modify User Services screen, click the Actions drop-down field next to the ACCOUNT RECONCILEMENT service and select Add. The Account Reconciliation pop up window will appear.

Modify User Services	
Action	Service
Actions ▾	ACCOUNT ACTIVITY
Actions ▾	ACCOUNT ANALYSIS STATEMENTS
Actions ▾	4 ACCOUNT RECONCILEMENT

- 5 Tab to 'Recon' and 'Recon Stops' and entitle the user with 'Reporting' privilege to the correct account/s and click 'Save'.

**ACCOUNT RECONCILEMENT** ✕

5 Recon ✓ Recon Stops ✓

Issue/Void Dollar Limit: 99,999.00  Max Allowed

Add Issue  Void Issue

Inherit all accounts for:  
 Create  Release  Report

Bank	Account	<input type="checkbox"/> Create	<input type="checkbox"/> Release	<input checked="" type="checkbox"/> Report
123456780	123456780	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456781	123456781	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456782	123456782	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456783	123456783	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
123456784	123456784	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**ACCOUNT RECONCILEMENT** ✕

Select All 5 Recon ✓ Recon Stops ✓

Place Stop  Cancel Stop

Inherit all accounts for:  
 Create  Release  Report

Bank	Account	<input type="checkbox"/> Create	<input type="checkbox"/> Release	<input checked="" type="checkbox"/> Report
123456780	123456780	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456781	123456781	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456782	123456782	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456783	123456783	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
123456784	123456784	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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.

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To release the entitlement changes for a given user:

- 1 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.