



Using OAC Reconciliation Reports

Listed below are the reports used complete the corporate accounting reconciliation. If needed, run the reports to research all items on your reconciliation.

- 1. On the **ProTrust** ribbon, click **Reports**
- 2. Expand the Reconciliation Reports folder
 - > Pre Daily Reports
 - » Office Control Summary
 - » ProClear Results
 - > Post Daily Reports
 - » Statements Proofing Register
 - » Receipts & Disbursements
 - » Delinquent Receipts
 - > Pre Monthly Reports
 - > Escrow Trail Balance
 - » Overdraft Report
 - » Outstanding Checks
 - » Reconciliation Activity
 - Post Monthly Reports
 - > Aging Open Ledgers

