


CHECKSCAN RECEIPT BATCH

Once all check information has been entered for a batch Click the “**Report**” button 
(Unposted Report will appear in a new window.)


Checkscan Receipt Batch Report

[Excel](#)[PDF](#)

CHECKscan Unposted Report

Total Entered: 1.29
CHECKscan Batch# 9

File Type	Receipt Batch#	Ctrl#	Check#	Cash Acct	Property	Inc Acct	Unit	Resident	Name	Status	Amount	Remarks	Date	Month
X9			010048	1110-0000	comind01	4916-0000	1000	t0001269	Alston and Bird		1.29		08/19/2014	08/2014
Total											1.29			

- Verify that the report is accurate, then close the window.
- Click the “**Post**” button . A confirmation message will appear.
- Print** posted report in excel (Full details of deposits must be visible)
- Attach copy of printed report to original check copies for submission to Main Office after Final AME submission.