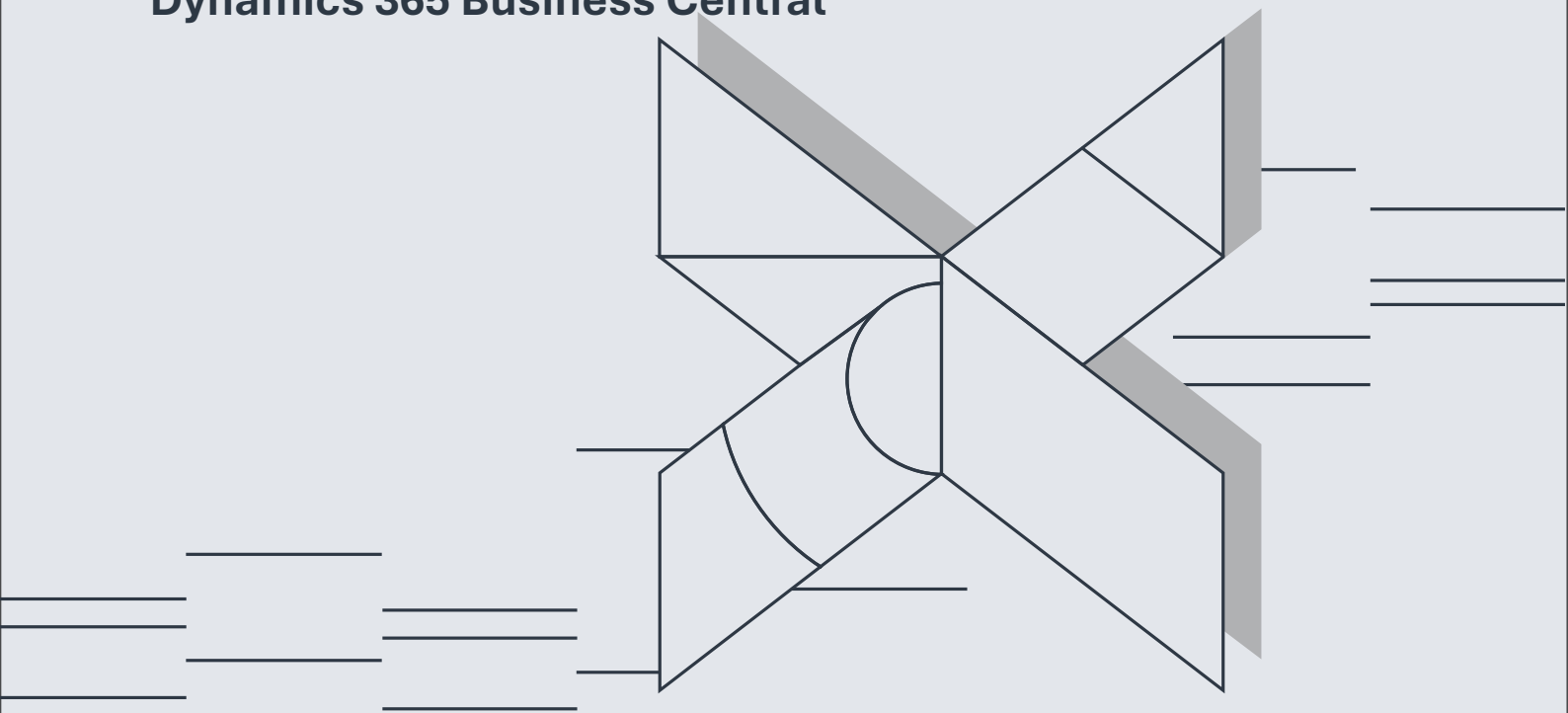


# Sending Reconciliation Acts Manual

2026 February  
Dynamics 365 Business Central



# Content

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**Document versions**

<b>Version No.</b>	<b>Date</b>	<b>Comment</b>
v. 1	2024-05-29	Document created
v. 2	2025-11-03	Document was updated based on the adjustments implemented in the system
v. 3	2026-02-18	Document was updated based on the adjustments implemented in the system
v. 4	2026-03-23	Document was updated based on the adjustments implemented in the system

This manual is intended to explain how to create and send reconciliation acts in PDF format. The Reconciliation Act is used to confirm and reconcile debts between your company and your customers and the vendors.

# 1. General setup

## Reconciliation Setup

1. Reconciliation Act Number Series - select a numbering from the No. Series list, this numbering will be used to numerate the reconciliation acts.
2. Email Sending Type - choose the type of email you want to send. The options are:
  - a. "Send" – sends the reconciliation act by email.
  - b. "Open in editor" - opens the "Email Details" page to view before sending.
3. Allow Reconciliation Registry Deletion – select whether you want to allow deletion of created reconciliation registers. If you do not check the box, the registers created cannot be deleted.

Reconciliation Setup

**General**

Reconciliation Act Number Series ..... RECON ACT

Email Sending Type ..... Send

Allow Reconciliation Registry Deletion .....

PICTURE 1 Reconciliation Setup

## Requisites for sending

1. Initial report setup:
  - 1.1. The standard email body template is configured through the Report Selections Reminder/Finance Charge task window.
  - 1.2. In the opened window, the Usage field is set to either Customer Reconciliation (for customers) or Vendor Reconciliation (for vendors).

Report Selections Reminder/Finance Charge

Usage ..... Customer Reconciliation

Sequence #	Report ID	Report Name
1	83700	Balance Reconciliation (OXIO)

PICTURE 2 Report Selections Reminder/Finance Charge task window

- 1.3. In the Email Body Custom Layout Description field, the created Word template is selected.

Report Selections Reminder/Finance Charge

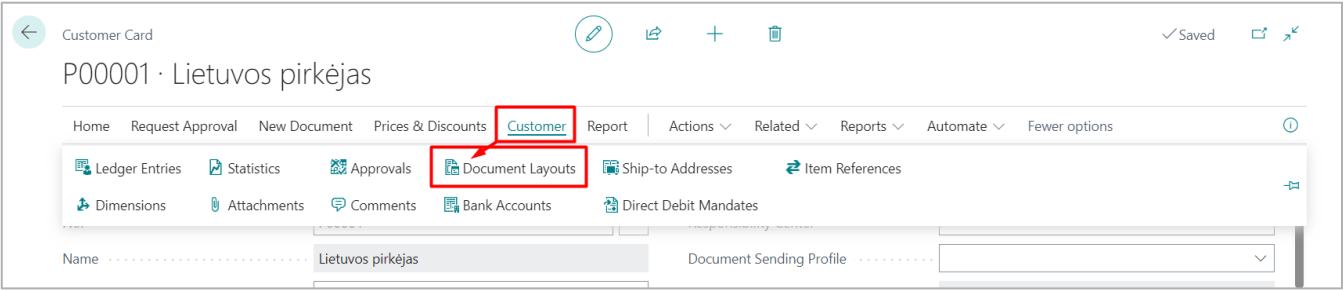
Usage ..... Customer Reconciliation

Sequence #	Report ID	Report Name	Use for Email Body	Use for Email Attachment	Email Body Layout Name
1	83700	Balance Reconciliation (OXIO)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Default - Customer Reconciliation Body

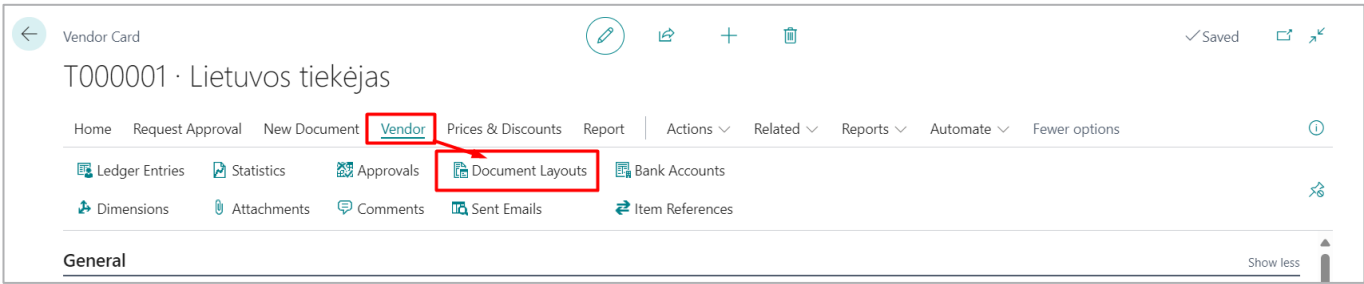
PICTURE 3 Standard layout for Email body

2. Document Layouts creation:

2.1. Document layouts are created for a specific customer or vendor. This type of layout is set up in the Customer or Vendor Card.



PICTURE 4 Customer Card



PICTURE 5 Vendor Card

2.1.1. “Document Layouts” page contains these fields:

- a. Usage - select the type of document for which the report will be used.
- b. Report ID – select the required report ID.
- c. Report Name – a report name is automatically assigned based on the selected Report ID.
- d. Send to email – specifies the email address to which reports will be sent.
- e. Use for Email Body – by ticking the checkbox you can create your own email text using “Word” templates.
- f. Use for Email Attachment - by ticking the checkbox, the Reconciliation Act is formatted into a PDF and attached to the email.
- g. Email Body Layout – select the report layout to be used as the text of the email.
- h. Email Attachment Layout - select the report layout to be used as the body of the email attachment.

The screenshot shows the 'Document Layouts' table for 'P00001 · Lietuvos tiekėjas'. The table has columns for Usage, Report ID, Report Name, Send To Email, Use for Email Body, Use for Email Attac..., Email Body Layout, and Email Attachment Layout. A single row is visible with the following data:

Usage	Report ID	Report Name	Send To Email	Use for Email Body	Use for Email Attac...	Email Body Layout	Email Attachment Layout
→ Reconciliation	83700	Balance Reconciliation (OIXIO)	Lietuvospirkejas@pastas.lt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	/Source/layout/CLT Balance Reconcili...	/Source/layout/CLT Balance Reconcili...

PICTURE 6 Document Layouts

**Note:** If the customer or vendor does not have document layouts, then emails are sent to the email address that is specified in the customer’s or vendor’s card.

Customer Card

P00001 · Lietuvos pirkėjas

Home Request Approval New Document Prices & Discounts Customer Report Actions Related Reports Automate Fewer options

No.	P00001	Responsibility Center	
Name	Lietuvos pirkėjas	Document Sending Profile	
IC Partner Code		Total Sales - Fiscal Year	0,00
Balance (LCY)	132,82	Costs (LCY)	0,00
Balance (LCY) As Vendor	325 363,73	Profit (LCY)	0,00
Balance Due (LCY)	132,82	Profit %	0,0
Credit Limit (LCY)	10 000,00	Last Date Modified	2023-11-24
Blocked		Disable Search by Name	<input type="checkbox"/>
Privacy Blocked	<input type="checkbox"/>	Include in i.VAZ	<input checked="" type="checkbox"/>
Salesperson Code			

**Address & Contact** Show less

Address

Address Gatvė namo Nr.

Email Lietuvospirkejas@pastas.lt

Fax No.

PICTURE 7 Customer Card Email

### 3. Email scenario assignment:

3.1. Email scenarios can be created for an existing email account. Use the “Email Scenarios” function in the action bar in the “Email Account” page.

Email Accounts

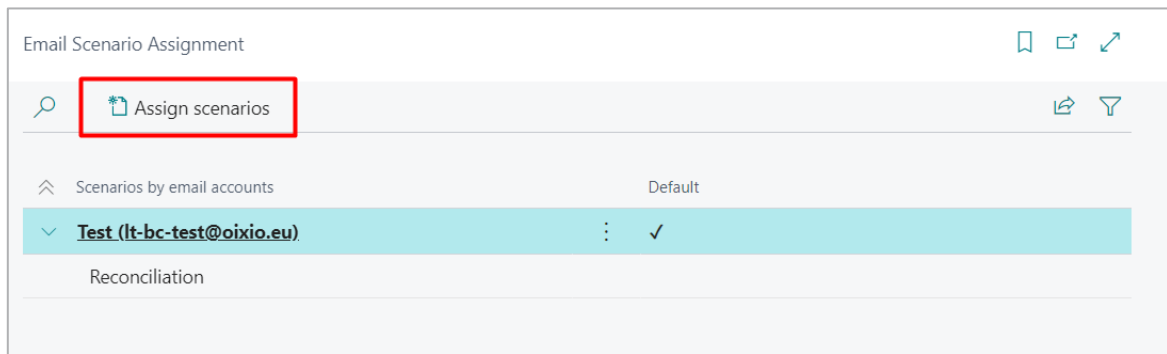
New Home Navigate

Email Outbox Sent Emails Email Scenarios Email Scenario Attachments

Test  
[lt-bc-test@oixio.eu](mailto:lt-bc-test@oixio.eu)

PICTURE 8 Email Accounts

3.2. In the “Email Scenario Assignment” page, select the “Assign scenarios” function and in the page that opens, select “Reconciliation”.

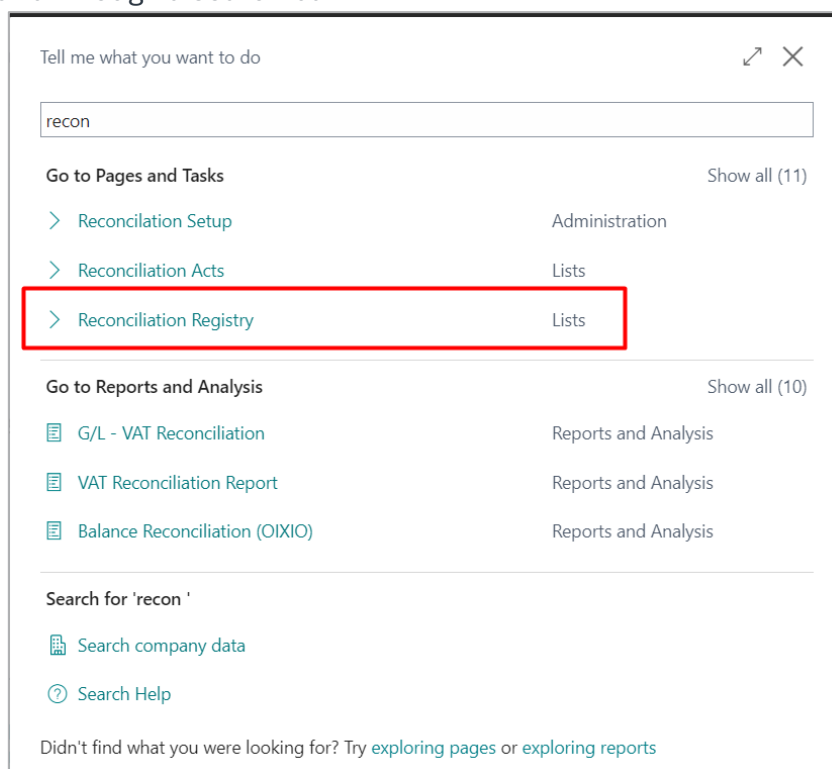


PICTURE 9 Email Scenario Assignment

Note: Assigning scenarios is not mandatory, but if there is no scenario assigned, emails will be sent from the default account.

## 2. Reconciliation Registry

The Reconciliation Registry is the place where all the reconciliation acts that were created are found. It can be found through a search bar.



PICTURE 10 Reconciliation Registry in search

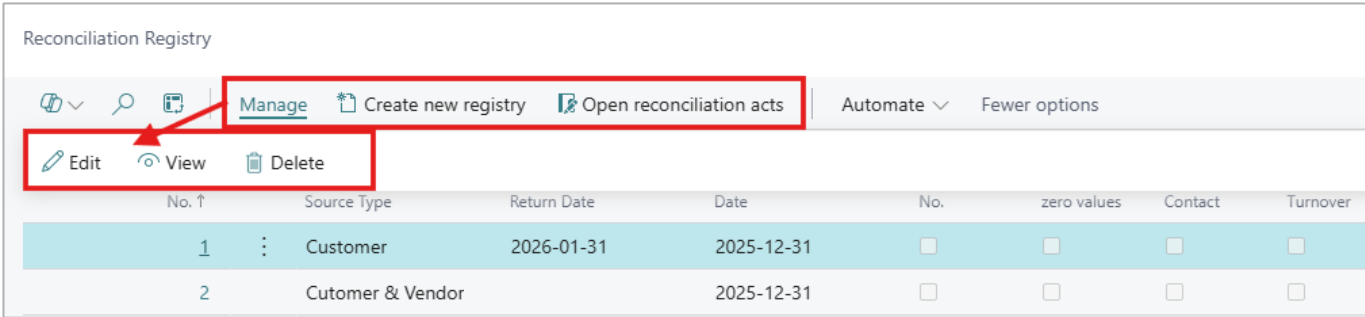
When the page opens, it shows all the reconciliation acts that have been created:

No. ↑	Source Type	Return Date	Balance Adjustment Date	Group by Registration No.	Only non-zero values	Group by Contact	Only Acts With Turnover	Accounting Manager	Description
1	Customer	2026-01-31	2025-12-31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vardas Pavardė.	
2	Customer & Vendor		2025-12-31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vardas Pavardė	
3	Vendor	2026-01-16	2025-12-31	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vardas Pavardė	
4	Customer	2026-01-31	2025-12-31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vardas Pavardė	
5	Customer & Vendor	2026-01-31	2025-12-31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vardas Pavardė	

PICTURE 11 Reconciliation Registry

### Reconciliation Registry action bar functions

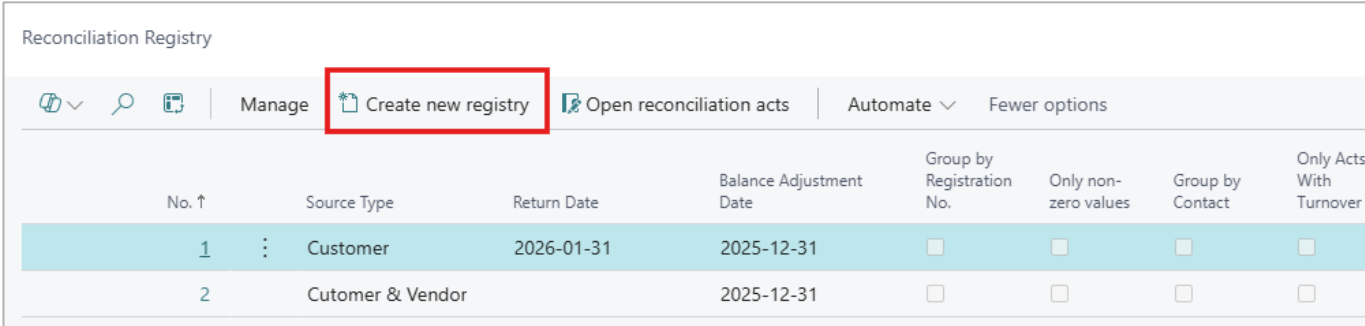
1. Edit – opens the Reconciliation Registry Card. Possible fields for correction: “Email Address”, “Status”, “Act Return Date” and “Accounting Manager”.
2. View – opens the Reconciliation Registry Card.
3. Delete – deletes a row or selected rows.
4. Create new registry – the New Registry field opens, where relevant parameters are selected.
5. Open reconciliation acts – the list of reconciliation acts for the marked line is opened.



PICTURE 12 Reconciliation Registry action bar

## Function “Create new registry”

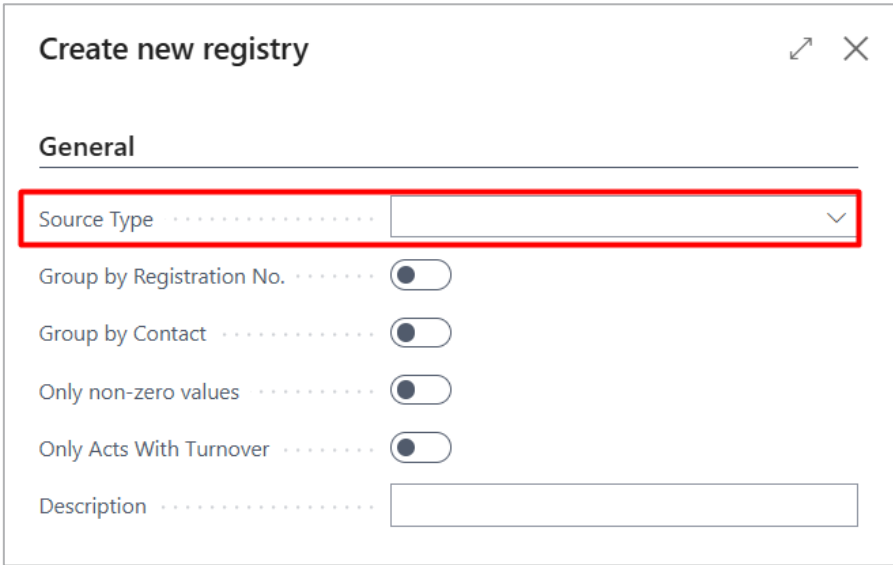
With the help of this function, reconciliation acts are generated for further processing and sending. To create a new registry, press the “Create new registry” function:



PICTURE 13 Create new registry action

## Fields found in the function parameter field

1. Source Type – choose the source type, the options “Customer”, “Vendor” and “Customer and Vendor” are available.



PICTURE 14 Source Type

General filters:

2. Group by Registration No. - one act is formed for all customers or vendors with the same registration number.

- 3. Group by Contact - one act is formed for a contact. For formation, customer and vendor must be assigned to the same contact card.
- 4. Only non-zero values – reconciliation acts whose final balance amount is zero are not formed.
- 5. Only Acts With Turnover – reconciliation acts are not formed for customer or vendor who did not have records, but zero acts are formed if the customer or vendor had records.
- 6. Description - an informative field where additional information can be specified. Act information is visible in the list of reconciliation act registers.

## Act data

- 1. Return Date - indicates when the approved reconciliation act must be returned, the date is printed on the reconciliation act printout.
- 2. Balance Adjustment Date – indicates the date for which the balances are reconciled, the field acts as a filter up to which date entries are included in the reconciliation act.
- 3. Accounting Manager - the accounting manager responsible - is identified, if a signature image is uploaded on the employees card it will be printed in the reconciliation act.
- 4. Reconciliation Starting Date - the starting date for the mapping of turnover shall be specified, all entries (open and closed) from that date onwards shall be included in the reconciliation act. If the customer or vendor has open entries before the specified date, they will be included in the reconciliation act.

**Act data**

Return Date .....

Balance Adjustment Date ..... \*

Accounting Manager ..... \*

Reconciliation Starting Date .....

PICTURE 15 Act data header

## Additional filters for customer / vendor

When creating the reconciliation act register, it is possible to use filters based on the customer or the vendor.

The available filtering fields are taken accordingly from the customer’s or vendor’s card.

**Filter: Customer**

---

+ Filter...

---

Filter totals by:

+ Filter...

---

**Filter: Vendor**

---

+ Filter...

---

Filter totals by:

+ Filter...

PICTURE 16 Additional filters for customer / vendor

## Reconciliation Registry Card

The “General” and “Act data” sections display the information that has been selected in the “Create new register” function. The fields cannot be adjusted.

Reconciliation Registry Card ✓ Saved

1

---

**General**

Source Type ..... Customer Group by Contact .....

Group by Registration No. ....  Only Acts With Turnover .....

Only non-zero values .....  Description .....

---

**Act data**

Return Date ..... 2026-01-31 Accounting Manager ..... Vardas Pavardė

Balance Adjustment Date ..... 2025-12-31 Reconciliation Starting Date ..... 2025-01-01

---

Reconciliation Act List Cancel selected acts Update act details Send acts to email Print act Edit View

Reconciliat... No. 1	Type	Source No.	Source Name	Balance	Balance (LCY)	Registration No.	VAT Registration No.	Balance Adjustment Date	Email Address	Status	Act Return Date	Accounting Manager
→ R00000001	Customer	P000001	Lietuvos pirkejas	132.82	132.82	12345678	LT12345678	2025-12-31	Lietuvospirkejas@pastas.lt	Sent		Vardas Pavardė

PICTURE 17 Reconciliation Registry Card

## Reconciliation Act List

1. Reconciliation No. - the next number is automatically assigned according to the number series specified in the settings.
2. Type - possible field values:
  - a. Customer – when act is created for the customer.
  - b. Vendor - when act is created for the vendor.
  - c. Registration No. - when the “Group by Registration No.” checkbox is ticked and more than one card with the same registration number is found.
  - d. Contact - when the “Group by contact” checkbox is ticked and the customer is linked to the vendor via a contact card.

3. Source No. - possible field values:
  - a. Customer - if the type is “Customer”, Customer No. is automatically assigned.
  - b. Vendor - if the type is “Vendor”, Vendor No. is automatically assigned.
  - c. Registration No. - if the type is “Registration No.”, automatically assigns a registration number from the customer or vendor card.
  - d. Contact - if the type is “Contact”, Contact No. is automatically assigned when calculating the total balance of the customer and vendor, which are linked via the contact card.
4. Source Name - possible field values:
  - a. Customer - if the type is “Customer”, the name of the customer is automatically assigned.
  - b. Vendor - if the type is “Vendor”, the name of the vendor is automatically assigned.
  - c. Registration No. - if the type is “Registration No.”, the name of the first customer or vendor card found is automatically assigned.
  - d. Contact - if the type is “Contact”, the name of the contact is automatically assigned.
5. Balance - automatically filled in by adding up all open customer/vendor ledger entries up to the Balance Adjustment Date.
6. Balance (LCY) - automatically filled in by adding up all open customer/vendor ledger entries in local currency up to the Balance Adjustment Date.
7. Registration No. - automatically filled in with company registration no. from the customer, vendor or contact card.
8. VAT Registration No. – automatically filled in with the VAT registration number from the customer, vendor or contact card.
9. Balance Adjustment Date - automatically filled in from the “Balance Adjustment Date” option field.
10. Email Address - automatically filled in from the customer's or vendor's document layouts. If the document layouts are not filled in, then the value is taken from the customer's or vendor's card.
11. Status – status “New” is automatically assigned. Other possible statuses:
  - a. Sent - when the act is successfully sent. The status changes automatically.
  - b. Confirmed - when the act is approved by mutual agreement of both parties. The status is adjusted manually.
  - c. Received for edit - when the customer or vendor sends the reconciliation act for adjustment. The status is adjusted manually.
  - d. Canceled - when the act is canceled, the canceled act will not be sent by e-mail. The status is adjusted manually via function “Cancel selected acts” before sending.
  - e. Sending error - when an attempt was made to send the act but an error occurred in the system. The status changes automatically. Error messages can be found in the “Email Outbox” page.
12. Act Return Date - field to be filled in manually when the act is returned by the customer or vendor.
13. Accounting Manger - automatically filled in from the “Accounting Manager” option field.

Reconciliation Act List												
Reconcil... No. T	Type	Source No.	Source Name	Balance	Balance (LCY)	Registration No.	VAT Registration No.	Balance Adjustment Date	Email Address	Status	Act Return Date	Accounting Manager
→ R00000001	Customer	P000001	Lietuvos pirkejas	132.82	132.82	12345678	LT12345678	2025-12-31	Lietuvospirkejas@pastas.lt	Sent		Vardas Pavardė

PICTURE 18 Reconciliation Act List

## Reconciliation Act List action bar functions

1. Cancel selected acts - the status of the act is changed to “Canceled”.

2. Update act details - updates the detailed records of the selected reconciliation acts, using the filters saved in the registry entry (in the table “Reconciliation Registry”). Lines with status sent, approved and canceled cannot be updated. This function is used when additional customer or vendor records appear in the reconciliation period.
3. Send acts to email - sends acts by email according to the settings described in the Reconciliation Setup subsection. In the window that appears, the following options are available:
  - a. Print Details - prints the detailed records of the act in the reconciliation act.
  - b. Print Amounts In Currency - the reconciliation act prints the amounts with currency.
  - c. Use External Document No. - the reconciliation act prints the external document number.
  - d. Responsible Person - the reconciliation act prints the person responsible. The field is mandatory.

PICTURE 19 Send acts to email options

4. Print act - the reconciliation act is printed. The following options are available in the window that opens:
  - a. Print Details - prints the detailed records of the act in the reconciliation act.
  - b. Print Amounts in Currency - the reconciliation act prints the amounts with currency.
  - c. Use External Document No. - the reconciliation act prints the external document number.
  - d. Responsible Person - the reconciliation act prints the person responsible. The field is mandatory.
5. Edit - opens the Reconciliation Act. Possible fields for correction: “Email Address”, “Status”, “Act Return Date” and “Accounting Manager”.
6. View - opens the Reconciliation Act.

Reconciliation Act List											
Reconcliat... No. ↑	Type	Source No.	Source Name	Balance	Balance (LCY)	Registration No.	VAT Registration No.	Balance Adjustment Date	Email Address	Status	Act Return Date
→ R0000001	Customer	P00001	Lietuvos pirkėjas	132.82	132.82	12345678	LT12345678	2025-12-31	Lietuvospirkejas@pastas.lt	Sent	

PICTURE 20 Reconciliation Act List function bar

The Reconciliation Act is opened when “View” function in Reconciliation Act List is selected.

# 3. Reconciliation Act

The Reconciliation Act opens from the registry with all the detailed information of the act, which is printed in the act by selecting “Print Details”:

Reconciliation Act

1 · RCC000001

Cancel act Update act details Print act Send act to email More options

**General**

Register No. 1 Email Address Lietuvospirkejas@pastas.lt

Reconciliation No. RCC000001 Status Sent

Type Customer Estimated Return Date 2026-01-31

Source No. P00001 Creation DateTime 2026-02-05 11:17

Source Name Lietuvos pirkejas Creator User ID

Registration No. 12345678 Act Return Date

VAT Registration No. LT12345678 Accounting Manager Vardas Pavardė

Balance Adjustment Date 2025-12-31 Comment

Reconciliation Starting Date 2025-01-01

PICTURE 21 Reconciliation Act header

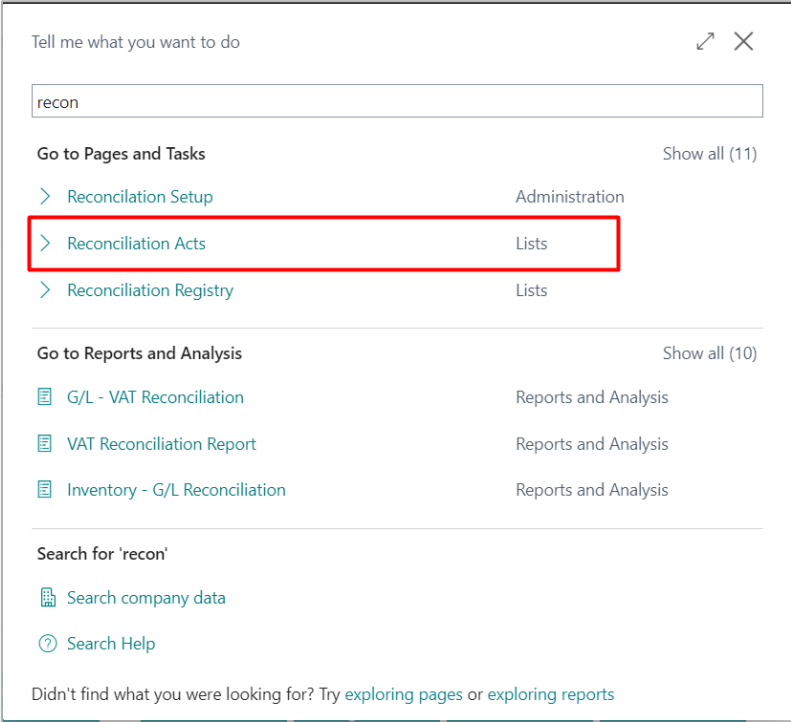
The Reconciliation Act shows turnover information in the “Detailed Act Records” section. In the action bar, the “Open Document” function opens the selected registered document.

Source Type	Source No.	Source Name	Posting Date	Document date	Document No.	External Document No.	Currency Code	Due Date	Amount	Amount (LCY)	Remaining Amount	Remaining Amount (LCY)	Ledger Entry No.
Customer	P00001	Lietuvos pirkejas	2025-11-24	2025-11-24	SFR000010			2025-11-24	36.30	36.30	0.00	0.00	362
Customer	P00001	Lietuvos pirkejas	2025-11-05	2025-11-05	SFR000011			2025-11-19	96.80	96.80	0.00	0.00	369
Customer	P00001	Lietuvos pirkejas	2025-11-24	2025-11-24	SFR000012			2025-12-08	72.60	72.60	0.00	0.00	376
Customer	P00001	Lietuvos pirkejas	2025-11-24	2025-11-24	SGR000004			2025-11-24	-36.30	-36.30	0.00	0.00	383

PICTURE 22 Detailed Act Records

# Reconciliation Acts general list

Reconciliation acts for all registers can be found in one place – “Reconciliation Acts”. It can be accessed via search:



PICTURE 23 Reconciliation Acts in search

In the page that opens, you can see all the acts contained in all registers.

Register No. ↑	Reconciliation No. ↑	Type	Source No.	Source Name	Balance Adjustment Date	Balance	Balance (LCY)	Status	Sending DateTime	Comment
1	RCC000001	Customer	P00001	Lietuvos pirkėjas	2025-12-31	132.82	132.82	Sent		
2	RCC000002	Customer	P00001	Lietuvos pirkėjas	2025-12-31	132.82	132.82	New		
2	RCC000003	Customer	P00002	EU pirkėjas	2025-12-31	0,00	9,41	Confirmed		
2	RCC000004	Customer	P00003	Trečiosios šalies pirkėjas	2025-12-31	350,00	29,87	Received for edit		

PICTURE 24 Reconciliation Acts

From here you can open the act and change its status.

Register No. ↑	Reconciliation No. ↑	Type	Source No.	Source Name	Balance Adjustment Date	Balance
1	RCC000001	Customer	P00001	Lietuvos pirkėjas	2025-12-31	132.82
2	RCC000002	Customer	P00001	Lietuvos pirkėjas	2025-12-31	132.82
2	RCC000003	Customer	P00002	EU pirkėjas	2025-12-31	0,00
2	RCC000004	Customer	P00003	Trečiosios šalies pirkėjas	2025-12-31	350,00

PICTURE 25 Reconciliation Acts function bar

Example of a reconciliation act printout:

2026-03-23  
Page 1/1

**Lietuvos pirkėjas**

Gatvė namo Nr.  
12345678, LT12345678

**Demo (GAGR)**

Gatvė, namo nr.  
987654321, LT987654321

**BALANCE RECONCILIATION DOCUMENT.  
RCC000001**

We ask You to confirm our company mutual balances at 2025-12-31.

In accordance with data of:  
**Demo (GAGR)**

In accordance with data of:  
**Lietuvos pirkėjas**

Debit	Credit	Final balance amount currency	Debit	Credit
132,82	0,00	EUR		

Please confirm balance at 2025-12-31 and return this document to us until 2026-01-31 to our address Gatvė, namo nr., 20500, Kaunas or to our e-mail imone@pastas.lt.

If we don't receive your answer until 2026-01-31, we suppose you accept balance mentioned in this document. If You find any differences in the balance, we kindly ask you to add comments and explanations. If you have any question, please call to our responsible person by phone .

**Demo (GAGR)**

\_\_\_\_\_  
Vardas Pavardė

(Name, Surname)

(Signature)

**Lietuvos pirkėjas**

\_\_\_\_\_  
(Name, Surname)


(Signature)

PICTURE 26 Reconciliation Acts printout example

# 4. OIXIO Reconciliation Connector for Lithuania

Only if the Lithuanian Localization basic package is installed, on the Employee Card, it is possible to add “Employee Signature”, which will be printed in the Reconciliation Act.

The screenshot shows the 'Employee Card' interface for 'VAPA1 · Vardas · Pavardė'. The interface includes a top navigation bar with 'Home', 'Employee', 'Actions', 'Related', 'Automate', and 'Fewer options'. Below this are buttons for 'Send Email' and 'Pay Employee'. The main section is titled 'General' and contains various fields for employee information. The 'Employee Signature' field is highlighted with a red box and contains a handwritten signature.

General		Show more	
First Name	Vardas	Company Phone No.	
Middle Name		Company Email	
Last Name	Pavardė	Board Member	<input checked="" type="checkbox"/>
Job Title	Pareigos	Manager Role	<input checked="" type="checkbox"/>
Initials		Nationality	
Balance (LCY)	0,00	Employee Signature	
Search Name	VARDAS PAVARDĖ		
Gender			

PICTURE 27 Employee Card

Example of a reconciliation act printout:

2026-02-18  
Page 1/1

**Lietuvos pirkėjas**  
Gatvė namo Nr.  
12345678, LT12345678

**Demo (GAGR)**  
Gatvė, namo nr.  
987654321, LT987654321

**BALANCE RECONCILIATION DOCUMENT.**  
**RCC000001**

We ask You to confirm our company mutual balances at 2025-12-31.

In accordance with data of:  
**Demo (GAGR)**

In accordance with data of:  
**Lietuvos pirkėjas**

Debit	Credit	Final balance amount currency	Debit	Credit
132,82	0,00	EUR		

Please confirm balance at 2025-12-31 and return this document to us until 2026-01-31 to our address Gatvė, namo nr., 20500, Kaunas or to our e-mail imone@pastas.lt.

If we don't receive your answer until 2026-01-31, we suppose you accept balance mentioned in this document. if You find any differences in the balance, we kindly ask you to add comments and explanations. if you have any question, please call to our responsible person by phone .

**Demo (GAGR)**

**Lietuvos pirkėjas**

\_\_\_\_\_

Vardas Pavardė  
(Name, Surname)

\_\_\_\_\_

(Name, Surname)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Signature)

PICTURE 28 The "Signature" part of the printout on the Reconciliation Act

Note: If you need to use the "Employee Signature" feature on printed Reconciliation Acts, you must also download the "OIXIO Reconciliation Connector for Lithuania" extension (the extension is free).

## 5. Picture list

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