


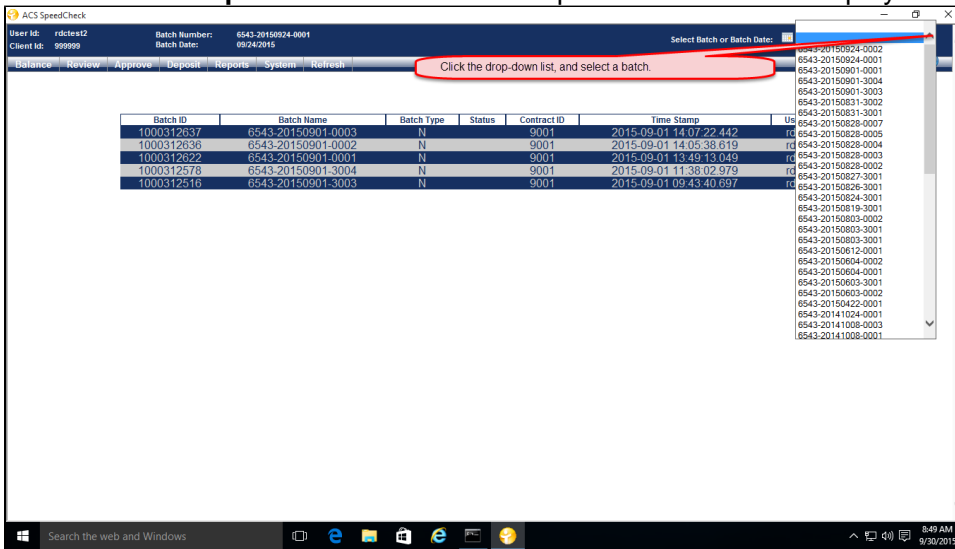
# Balance Check Batches

Balancing each check batch ensures the total amount of the scanned checks matches your expected batch total.

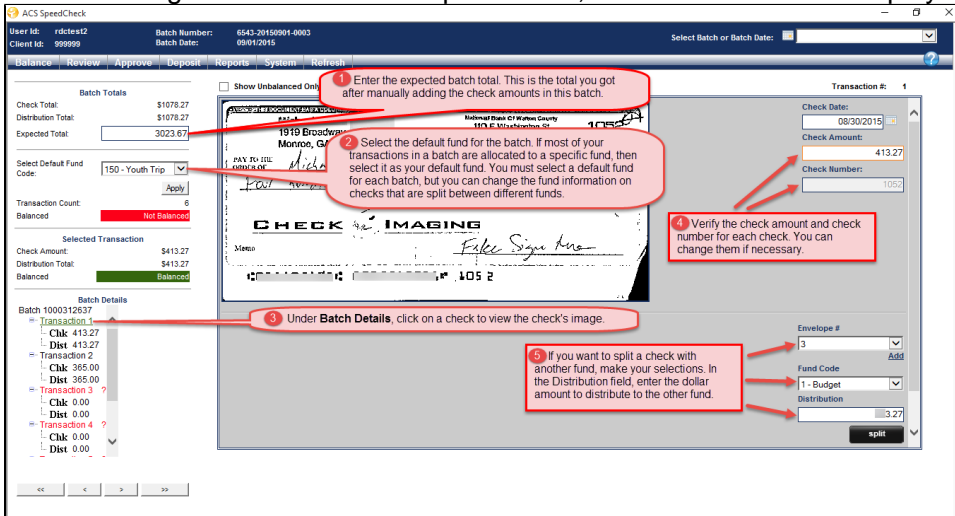
When balancing checks, you can distribute your contributions to the appropriate funds and even split your contributions into separate funds. All funds set up in ACS Contributions are available in SpeedCheck.

## To balance a batch of checks

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go** .
3. Click **Import Transactions**. The Import Contributions window displays.
4. Click **ACS SpeedCheck**. The Select Action dialog box displays.
5. Click **Balance/Deposit Checks**. The ACS SpeedCheck window displays.



6. After selecting a batch from the drop-down list, the Balance window displays.

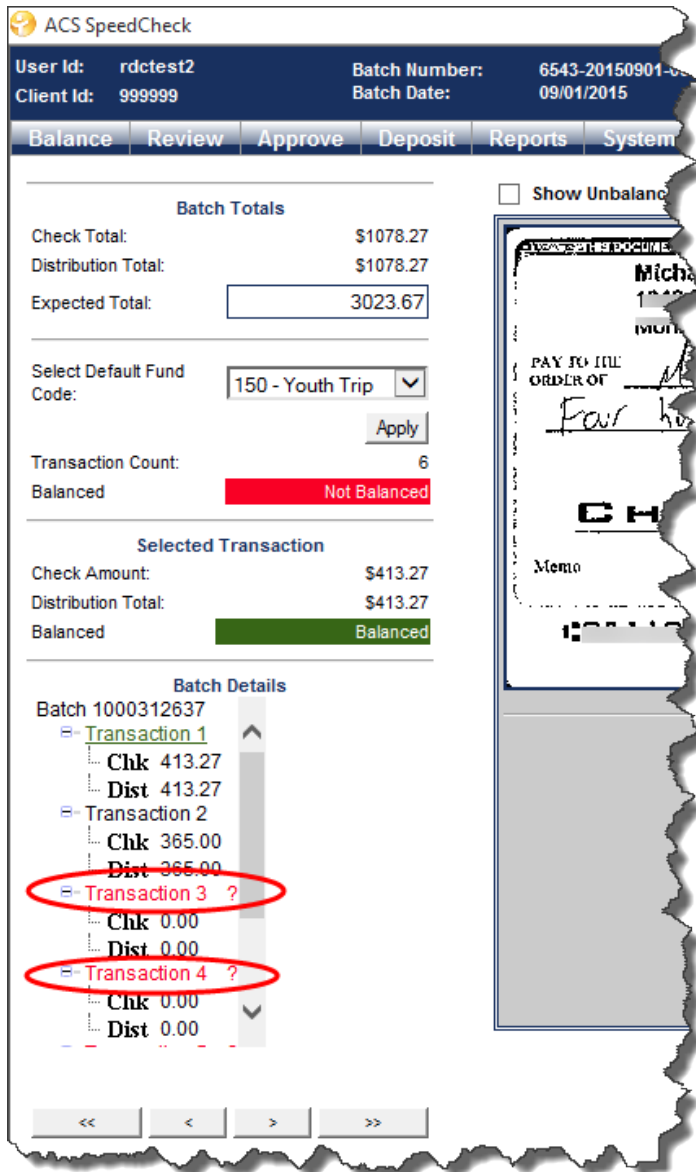


7. Select the **Show Unbalanced Only** check box at the top of the window to view only checks where their amount or their MICR line needs to be corrected.

8. After you balance your check batches, you can review them.

## MICR Line Errors or Invalid Check Amounts

If a red question mark displays beside a transaction, the check amount is not balanced or the MICR line is unclear.



To see what's wrong with the check, place your cursor over the transaction, then follow the steps below to fix a bad MICR line.

### To fix a MICR line

1. In the Balance window, double-click on a transaction with a red question mark beside it.
2. When the image of the check displays, click on the image to verify the information in the **Routing #**, **Account**, and **Check Number** fields. If applicable, enter the correct information from the check.

3. Click **Save**.
4. Click **Close** to close the check preview and return to the Balance window.
5. After you balance your check batches, you can review them.