

# Review and Approve Check Batches

You must review and approve the check batches before importing them into ACS Contributions.

Reviewing and approving a batch ensures that you've distributed each check to the proper funds for the correct amounts and that the batch is ready for deposit.

1. [Balance each transaction in the batch.](#) After you've balanced each transaction batch, the word **Balanced** displays under **Batch Totals**.
2. Click **Review**.
3. Compare this grid's information with your expected total. The grid displays the batch number, company name, and account number, along with each transaction's check number, envelope number (if applicable), contributor fund, check amount, and distribution amount.
4. **Optional:** To print the grid, click **Printer Friendly Version** and then **Print**.
5. If you find an error when reviewing the transactions, click **Balance** to correct a transaction's funds and amounts or to split a transaction between funds.

Batch Report: Review

Printer Friendly Version

Batch: 6543-20150901-0003  
Company Name: ACS TEST 999999  
Account Number: 9876543

	Check Number	Envelope #	Fund Code	Check Amount	Distribution Amount
Transaction 1					
	1	1052		413.27	
	2		1 - Budget		413.27
Transaction 2					
	3	3002		365.00	
	4		3		365.00
Transaction 3					
	5	02580		400.00	
	6		1 - Budget		400.00
Transaction 4					
	7	0247		300.00	
	8		1 - Budget		300.00
<b>Totals</b>				<b>\$ 1,478.27</b>	<b>\$ 1,478.27</b>

After approving the batch's totals, you cannot correct any check amount errors within the batch- you must delete the batch and rescan your checks. However, you can split checks between funds or allocate money to other funds once you [import the batch into ACS Contributions](#).

1. Click on the **Approve** tab.
2. Compare this grid's information with your expected total. If you want to print the grid, click **Printer Friendly Version** and then **Print**.
3. If you find an error when reviewing the transactions, click **Balance** to correct a transaction's funds and amounts or to split a transaction between funds.

- When all transactions match the expected totals, click the **Approve** button to approve the transactions.

ACS SpeedCheck

User Id: rdctes12      Batch Number: 6543-20150901-0003  
 Client Id: 999999      Batch Date: 09/01/2015      Select Batch or Batch Date: [dropdown]

Balance   Review   **Approve**   Deposit   Reports   System   Refresh

Batch Report: Approve

Printer Friendly Version      **Approve**

Batch: 6543-20150901-0003  
 Company Name: ACS TEST 999999  
 Account Number: 9876543

Transaction	Check Number	Envelope #	Fund Code	Check Amount	Distribution Amount
Transaction 1					
1	1052			413.27	
2			1 - Budget		413.27
Transaction 2					
3	3002			365.00	
4		3	1 - Budget		365.00
Transaction 3					
5	02580			400.00	
6			1 - Budget		400.00
Transaction 4					
7	0247			300.00	
8			1 - Budget		300.00
<b>Totals</b>				<b>\$ 1,478.27</b>	<b>\$ 1,478.27</b>