# Exonet Tips and Tricks #9

**Calculating the Total for selected items in the Bank Reconciliation**

Hold your finger on the CTRL key and use your mouse to point and click on each item that you wish to include in your total. When all items have been selected, press the F5 key and note the SELECTED total underneath the unpresented item TOTAL.



This is useful for totalling creditor payment processor transactions before confirming that the items have been presented.