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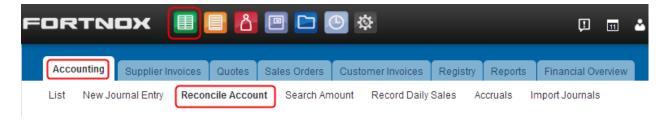
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Account Reconciliation

Account Reconciliation is a function that helps you automatically reconcile the account balance that you can get from your bank as a file, against what you have posted on a particular account in **Fortnox**.

Reconciliation can also be carried out manually without uploading any file, and the function can also be used to reconcile other balance sheet accounts.

Accounts are reconciled under Accounting - Accounting - Reconcile Account.



Access Rights

To be able to use the account reconciliation functionality, you must have **Access Rights** to this feature. These are set per user under **Settings - Users**. Choose a user and click on **Edit User**. You can then tick the box for **Account reconciliation** under **Accounting Access Rights**.

| Accounting Access Rights 🔻 | | |
|--------------------------------------|-------------------------------------|-------------------------|
| Select all / deselect all | Supplier Invoices | View reports |
| Journals | V Save | View activity log |
| V Post | V Post | View financial overview |
| Delete | Register payments and post invoices | View cancelled rows |
| Change | Create payment files | |
| Record daily sales | Restore payment files | |
| View created by / changed by | Amend supplier records | |
| Account reconciliation | Amend project records | |
| Delete bank transactions | Void supplier Invoices | |
| Create accruals | Authorise invoices | |
| Execute accruals - Accounting | Create payment prioritisations | |
| Execute accruals - Supplier Invoices | Authorise payments | |
| Execute accruals - Customer | View created by / changed by | |
| Invoices | Create accruals | |
| | | |

Note: You must be an **Application Administrator** (for Accounting in this case) to be able to edit user rights.



| Administration 🔻 | | | |
|---|---|------------------------|--|
| System Admin Application Admin Accounting Application Admin Invoicing | Application Admin CRM Application Admin Order Application Admin Archive | Application Admin Time | |

Settings for Account Reconciliation

Under **Settings - Accounting - General - Account Reconciliation**, you can specify your settings for managing account reconciliation.

| FORTNOX | 🔲 🖪 🖪 回 | 0 | ٤ | |
|------------------------|--------------------------------|--------------|-------------|---------------------|
| General Accounting | Invoicing Order CR | M Time Archi | ve Registry | Users |
| General Series and Ty | pes 🔻 Payments 🔻 | Data Entry 🔻 | Tracking 🔻 | Chart of Accounts 🔻 |
| Financial Year | | | | |
| Accruals | 3 | | | |
| Currency | | | | |
| Budget | ansactions: 📝 🛈 | | | |
| Account Reconciliation | y warning: 🔽 screpancy: 2 💌 | | | |
| Close Period | File Format: OFX | • | | |
| VAT | | | _ | |

1. If you want all transactions which are not customer or supplier payments to be summed-up into one post per day in the reconciliation, tick the box **Sum of "Other" Transactions**. **Other** includes all transactions which are not customer payments or supplier payments.

| Account | Reconciliation | |
|---------|------------------------------|----------|
| | Sum of "Other" Transactions: | |
| | Display discrepancy warning: | V |
| | Max. Days Discrepancy: | 0 💌 |
| | Default File Format: | CSV 💌 |

If you choose to "sum" other transactions, in your reconciliation view the post **Other** will appear and you have to click on the plus "+" sign in the left hand column to open up the post and see the details of each day. See below:



November

| | Journal Ref. | Date | Journal Description | Amount |
|---|--------------|------------|---------------------|-----------|
| + | | 2011-11-14 | Invoice Payments | 10,00 📃 |
| + | | 2011-11-27 | Other | -1,71 |
| + | | 2011-11-28 | Other | -230,34 |
| + | | 2011-11-28 | Invoice Payments | 19 560,00 |

November

| | Journal Ref. | Date | Journal Description | Amount | |
|---|--------------|------------|---------------------|-----------|--|
| + | | 2011-11-14 | Invoice Payments | 10,00 | |
| | | 2011-11-27 | Other | -1,71 | |
| | A3 | 2011-11-27 | interest | -1,71 | |
| - | | 2011-11-28 | Other | -230,34 | |
| | A2 | 2011-11-28 | Sundry | 89,54 | |
| | A4 | 2011-11-28 | Loan | -400,00 | |
| | D11 | 2011-11-28 | Thames water (38) | 72,07 | |
| | D12 | 2011-11-28 | Tesco (35) | 8,05 | |
| + | | 2011-11-28 | Invoice Payments | 19 560,00 | |

2. Tick the box in front of **Display discrepancy warning** if you wish a warning message to appear before you save, if there is a discrepancy between the accounting transactions and the banking transactions in your reconciliation.

| Account | t Reconciliation 🔻 | |
|------------|--------------------------------|-------------------|
| | Sum of "Other" Transactions: | <u> </u> |
| | Display discrepancy warning: | |
| | Max. Days Discrepancy: | 2 🗸 |
| | Default File Format: | OFX 💌 |
| | | |
| The page | | 0 cours |
| The page | e at https://192.168.7.220:801 | 9 says: |
| Reconcilia | tion discrepancy between acc | ounting and bank. |
| | | |

3. Under Max. Days Discrepancy, you can specify how many days difference is acceptable when automatically matching the transactions in the file you have uploaded, with the transactions posted in Fortnox. When you click on Match Transactions under Accounting - Account Reconciliation, the application then searches for the same amount plus /minus the number of days specified in the field.

0K





4. Commercial banks have different formats for handling text files. Select the file format you will upload and use most frequently in the drop-down menu by the field **Default file format**.

| Account Reconciliation 🔻 | | | | | | | |
|--------------------------|--|---|--|--|--|--|--|
| | Sum of "Other" Transactions:)isplay discrepancy warning: Max. Days Discrepancy: | ✓ ① ✓ 2 ▼ | | | | | |
| Aveilable Are | Default File Format: | CSV 💽 | | | | | |
| Available Acc | counts | Select File Format | | | | | |
| A/C No i≣ | Account | OFX QIF | | | | | |
| 1930 1930 | Main Bank Current Account | CSV | | | | | |
| \odot | | | | | | | |
| \odot | | | | | | | |

5. Under **Available Accounts** enter the account(s) you want to be able to match in your accounting, such as your main current account and your cash account. The account you select by ticking the radio button will be the default account for account reconciliation and will automatically appear in the **Reconcile Account** view.

| | Account F | Reconciliation 🔻 | | |
|---|-------------|------------------------------|-----|---|
| | | Sum of "Other" Transactions: | | |
| | I | Display discrepancy warning: | | |
| | | Max. Days Discrepancy: | 2 💌 | |
| | | Default File Format: | CSV | |
| A | vailable Ac | counts | | |
| | A/C No i≣ | Account | | |
| ۲ | 1930 | Main Bank Current Account | Ţ | |
| 0 | 1910 | Petty Cash | Ū | |
| 0 | | | J | Π |
| 0 | | | Ţ | Ш |

These accounts will then be displayed in a drop down menu in the view **Reconcile Account**, under **Upload and Match Bank Transactions**. See below.



| Upload | and Match | Bank Transac | tions 🔻 | | | | |
|---------|----------------|--------------|---------|---|----------------------------|-----------|------------------|
| A/C No: | 1930 💌 1930 | File Format: | OFX | • | Choose File No file chosen | Read File | Undo File Upload |
| | 1910 | | | | | | |

6. If you want to start using the Account Reconciliation function in the middle of a financial year, then you must specify a starting value under **Opening Balance**, in the **Balance** column so that the software can give the correct closing balance after the first reconciliation. When the next financial year is created, fill in your opening balance for the account before you start reconciling in the new year.

| Opening Balance Existing Financial Years | | | | | | |
|---|------------|------------|-----------|--|--|--|
| A/C No From To Balance | | | | | | |
| 1930 | 2011-01-01 | 2011-12-31 | -3 129,13 | | | |
| 1930 | 2012-01-01 | 2012-12-31 | | | | |
| 1930 | 2013-01-01 | 2013-12-31 | | | | |
| 1930 | 2014-01-01 | 2014-12-31 | | | | |

Note: Before you start reconciling make sure that your bank and you accounting balance.

Workflow for reconciling accounts

The Account Reconciliation functionality can be found under Accounting - Accounting - Reconcile Account.

The function is very useful whether you choose to reconcile automatically by uploading a file you get from your bank, or manually by ticking transaction against a paper bank statement.

| FORTNOX 🔲 🗏 🖪 🖻 🖸 🅸 | | 11 č | Monica My First Company | 🕞 He | lp Logout |
|---|-------------|--------|----------------------------|--------|--|
| Accounting Supplier Invoices Quotes Sales Orders Customer Invoices Registry Reports Finance | ial Overv | /iew | | | |
| List New Journal Entry Reconcile Account Search Amount Record Daily Sales Accruals Import Jo | urnals | | | | |
| Search for Accounting Transactions V | | | | Y R | v v v v |
| A/C No: 1930 III Date: 01-03-2012 III Journal Type: | | | • | Search | |
| Upload and Match Bank Transactions 🔻 | | | | | |
| A/C No: 1930 File Format: OFX Choose File No file chosen Read File | Indo File (| Upload | | | |
| Match Transactions Image: Hide marked Show Al 0 accounting transactions are hidden 0 bank transactions 0 bank transactions are hidden | | | | | |



Search for Accounting Transactions

Under the tab **Search for Accounting Transactions,** enter the account that is to be reconciled as well as the period, and if necessary which journal type you are specifically looking for. Then click on **Search**.

| Searct | n for Accou | unting Transactions | • | | | | | | | | |
|---------|-------------|---------------------|-------|------------|-----|------------|---|---------------|----------------------|---|--------|
| A/C No: | 1930 | := | Date: | 01-01-2012 | ≡ - | 31-12-2012 | ≣ | Journal Type: | E - Supplier payment | • | Search |

The accounting transactions for the selected period and the parameters you have entered, are now displayed on the left side of the screen under the heading **Accounting Transactions**.

| F | OR | TN | DХ | | <u></u> | | | \$ | | | | ļ | 11 | 📥 My I | Monica First Compan | (EN IY |) Help | Logout |
|-----|---------|------------|--------------|------------|--------------|------------|----------|--|---------|------------|----------|----------|--------|--------|-------------------------------|-----------|--------|--------|
| | Acco | ounting | Supplier I | nvoices | Quotes | Sales Ord | ders Ci | ustomer Invoices | Regist | ry Reports | s Fina | ncial Ov | erview | | | | | |
| | List | New Jo | ournal Entry | Recon | cile Accou | int Sear | ch Amour | t Record Dail | y Sales | Accruals | Import J | lournals | 5 | | | | | |
| | | | | | | | | | | | | | | | | | 0 3 | 7 |
| | e | oarch for | Accounting | Trancactiv | | | | | | | | | | | | £1 | i i | ž |
| | | earchitor | Accounting | ITalisacu | | | | | | | | | | | | _ | | |
| | A/C I | No: 193 | 30 🔳 | | Da | ite: 2011- | 11-01 | ≡ - 2011-11-30 | | Journa | al Type: | | | | - | Se | arch | |
| | | | | | | | | | | | | | | | | | | |
| | Match | Transactio | ins 🛈 | Hide Mar | ked Uni | | | counting transact nk transactions a | | dden | | | | | | | | |
| | _ | | | | | | | | | | | | | | | | | |
| | Account | ting Tran | sactions | | | 0 | pening B | alance 0,00 | | | | | | | | | | |
| 1 | October | | | | | | | | \ | | | | | | | | | |
| | Jour | nal Ref. | Date | Journal | Description | | | Amount | | | | | | | | | | |
| | + | | 2011-10-10 | | r payments o | out | | 994,00 | | | | | | | | | | |
| | + | | 2011-10-28 | Other | | | 16 | 8 661,66 | | | | | | | | | | |
| | Accoun | t Balance | ə -3 332,34 | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | |
| | 2011-11 | -01 - 201 | 1-11-30 | | | | | | | | | | | | | | | |
| | Jour | nal Ref. | Date | Journal | Description | 1 | | Amount | | | | | | | | | | |
| | + | | 2011-11-14 | Invoice | Payments | | | 10,00 📃 | | | | | | | | | | |
| | + | | 2011-11-27 | Other | | | | -1,71 📃 | | | | | | | | | | |
| | + | | 2011-11-28 | Other | | | | -230,34 📃 | | | | | | | | | | |
| | + | | 2011-11-28 | Invoice | Payments | | 1 | 9 560,00 | | | | | | | | | | |
| | + | | 2011-11-30 | Supplie | r payments o | out | | -96,14 🔽 | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | Account | t Balance | 909.47 | | | | Total M | arked -96.14 | | | | | | | | | | |
| | Account | Dalance | 5 10 000,47 | | | C | | alance -96,14 | | | | | | | | | | |
| · · | ~ | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | Save | Car | icel |
| | | | | | | | | | | | | | | | | | | |

Upload Transactions

The next step consists in selecting the file format and uploading the bank file if you are going to reconcile automatically. If you are going to reconcile against a paper statement you can skip this step.



| Upload and Match Bank Transactions | | | | |
|------------------------------------|-------------------------------|-----------|------------------|------------------------|
| A/C No: 1930 - File Format: CS | SV Choose File No file chosen | Read File | Undo File Upload | Match Transactions (i) |

Under the tab **Upload and Match Bank Transactions**, the account you registered as default under **Settings - Accounting - General - Account Reconciliation** is suggested. If you want to change account, select from the drop-down menu.

Note: Displayed are only the accounts that you entered under the settings for Account Reconciliation., Under **Settings - Accounting - General - Account Reconciliation**.

| | Upload | and Match | E | Bank Transac | tions 🔻 | |
|---|---------|----------------|---|--------------|---------|---|
| | A/C No: | 1930 🖵 1930 | | File Format: | CSV | • |
| _ | | 1910 | J | | | |

The **File Format** you specified in the settings is also suggested as default. Different banks may use different formats. If you wish to change format, select from the drop down menu of available formats.

| Upload and Match B | ank Transacti | ons 🔻 |
|--------------------|---------------|--------------------|
| A/C No: 1930 💌 | File Format: | csv 🖵 |
| | | Select File Format |
| | | OFX QIF |
| Match Transactions | Hide marke | CSV |

The next step is uploading your bank file. Click on **Choose File** and fetch your file from where it is stored.



Once the correct file has been selected, click on Read File.

| Upload | d and Match | Bank Transac | tions 🔻 | | | | |
|---------|-------------|--------------|---------|---|----------------------------|-----------|------------------|
| A/C No: | 1930 💌 | File Format: | CSV | • | Choose File No file chosen | Read File | Undo File Upload |

The banking transactions are then uploaded and appear in the right hand column under **Bank Transactions.**



| | 1930 🗮 | Date: 2011 | 1-10-01 📃 - 2011-10-3 | 30 ≔ | Journal Type: | • | Search | |
|-----------|------------------|------------------------------|---|--|---|---|---|-----------|
| Uploa | d and Match Bank | Transactions 🔻 | | | | | | |
| A/C No: | 1930 💌 File | Format: OFX | Choose File No file cho | osen | Read File Undo File Upload | | | |
| - | Transactions | Hide Marked Unhide Marked | 0 bank transactions Opening Balance 0,00 | are hidden Bank Transacti | ions | Opening Bala | nce -3 | 129 |
| | - 2011-10-30 | | | October | | | | |
| Journal R | | Journal Description | Amount | Trans. Date | Trans. Text(Ref) | ← Amount → | | |
| D9 | 2011-10-10 | Supplier payments out | -19 994,00 | 2011-10-27 | TESCO STORES (OTHER) | -6,85 | | |
| | 2011-10-28 | Nilssons (33) Advice (34) | 333,33 | 2011-10-27 | THAMES WATER (OTHER) GROSS INTEREST (OTHER) | L | | |
| D10 | 2011-10-20 | Advice (34) | 10 326,33 | 2011-10-27 | INT'L 0042633908 (OTHER) | | | |
| D10 | | | | 2011-10-28 | TESCO STORES 5222 (OTHER) | · 6 | | |
| D10 | | | | 2011-10-28 | STARBUCKS (OTHER) | | Ì | |
| | ance -3 332 34 | | Total Marked 0.00 | | | E | | |
| | ance -3 332,34 | | Total Marked 0,00 Closing Balance 0,00 | 2011-10-28 | PRET A MANGER (OTHER) | -5,99 | | |
| | ance -3 332,34 | | | | | | | 1 1 1 1 1 |
| | ance -3 332,34 | | | 2011-10-28 | PRET A MANGER (OTHER) | 400,00 | | |
| | ance -3 332,34 | | | 2011-10-28 2011-10-28 | PRET A MANGER (OTHER) NILSSON L O (OTHER) | 400,00 [19 594,00 [| 9 | |
| | ance -3 332,34 | | | 2011-10-28 2011-10-28 2011-10-28 | PRET A MANGER (OTHER) NILSSON L O (OTHER) ADVICE CONFIRMS (OTHER) | 400,00 [19 594,00 [-30,00 [| - - - - - - - - - - - - - - - - - - - | |
| count Bal | ance -3 332,34 | | | 2011-10-28 2011-10-28 2011-10-28 2011-10-29 | PRET A MANGER (OTHER) NILSSON L O (OTHER) ADVICE CONFIRMS (OTHER) CASH LLOYTSB OCT29 (ATM) | 400,00 [19 594,00 [-30,00 [-20,00 [| 9 9 9 | |

If you need to, you can undo your upload by pressing the **Undo File Upload** button.

| Upload and Match Ba | nk Transactions 🔻 | | | |
|---------------------|-------------------|----------------------------|-----------|------------------|
| A/C No: 1930 💌 1 | File Format: OFX | Choose File No file chosen | Read File | Undo File Upload |

Tip! If you upload bank files every day, but do not reconcile accounts daily, you can still upload the files. When, at a later date, you want to begin the reconciliation, just search for the desired period in the field **Search for Accounting Transactions** and the software will display the previously uploaded **Bank Transactions**.

| Search for Accounting Transactions 🔻 | 1 | | y y x |
|--------------------------------------|---------------------------------------|---------------|--------------|
| A/C No: 1930 I≣ | Date: 2012-11-01 III - 2012-11-30 III | Journal Type: | Search |

Match Transactions



| Accounting Supplier Invoices Quotes Sales Orders Customer Invoices Registry Reports Financial Overview | |
|--|---------|
| List New Journal Entry Reconcile Account Search Amount Record Daily Sales Accruals Import Journals | |
| Search for Accounting Transactions 🔻 | er er # |
| A/C No: 1930 III Date: 01-01-2012 IIII Journal Type: | Search |
| Upload and Match Bank Transactions 🔻 | |
| A/C No: 1930 V File Format: OFX V Choose File No file chosen Read File Undo File Uploa | a |
| Match Transactions () Hide marked Show All 0 accounting transactions are hidden 0 bank transactions are hidden | |

Match Transactions means that the matching transactions functionality will find the transactions in the accounting application and the in the bank file which are consistent with both the date and balance. By clicking on **Match Transactions** a match is made between the accounting and banking transactions according to the settings entered under **Settings - Accounting - General Account Reconciliation**. The transactions that cannot be matched automatically remain and you can select those rows and match them manually. In some cases a bank transaction can correspond to two accounting transactions.

The result may look as shown in the picture below.

| Journal Ref. | Date | Journal Description | Amount | | Trans. Date | Trans. Text(Ref) | Amount | | | |
|--------------|------------|--------------------------------|------------|----------|-------------|---------------------------|-----------|---|---|-----|
|] | 10-10-2011 | Supplier payments out | -19 994,00 | V | 27-10-2011 | TESCO STORES (OTHER) | -6,85 | | 9 | |
| E5 | 10-10-2011 | Advice (34) | -19 594,00 | V | 27-10-2011 | THAMES WATER (OTHER) | -86,48 | | 9 | 100 |
| E6 | 10-10-2011 | Nilssons (33) | -400,00 | V | 27-10-2011 | GROSS INTEREST (OTHER) | 1,71 | | 9 | U |
|] | 28-10-2011 | Other | 16 661,66 | | 28-10-2011 | INT'L 0042633908 (OTHER) | -22,99 | | 9 | 1 |
|] | 14-11-2011 | Invoice Payments | 10,00 | | 28-10-2011 | TESCO STORES 5222 (OTHER) | -2,81 | | 9 | |
| - | 06-12-2011 | Supplier payments out | -17 000,00 | | 28-10-2011 | STARBUCKS (OTHER) | -4,05 | | 9 | 1 |
| E1 | 06-12-2011 | "Leverantu00f6rsbetalning" (1) | -5 000,00 | | 28-10-2011 | PRET A MANGER (OTHER) | -5,99 | | 9 | |
| E2 | 06-12-2011 | "Leverantu00f6rsbetalning" (2) | -10 000,00 | | 28-10-2011 | NILSSON L O (OTHER) | 400,00 | V | 9 | 1 |
| E4 | 06-12-2011 | "Supplier payment" (7) | -1 000,00 | | 28-10-2011 | ADVICE CONFIRMS (OTHER) | 19 594,00 | V | 9 | 1 |
| N1 | 06-12-2011 | "Supplier payment" (14) | -1 000,00 | | 29-10-2011 | CASH LLOYTSB OCT29 (ATM) | -30,00 | | 9 | |
| - | 20-12-2011 | Supplier payments out | -12 523,00 | | 29-10-2011 | CASH SAINSBY OCT29 (ATM) | -20,00 | | 9 | |
| | 22-12-2011 | Invoice Payments | 360,00 | | 30-10-2011 | IW (OTHER) | -29,50 | | 9 | 111 |

To reconcile and save the selected transactions, remember to click on **Save** in the bottom right hand corner of your screen.

Save

When you are done with the reconciliation, check that no records have been left behind by searching on the same period again.

Tips and Tricks

Hide and Unhide Marked transactions 10



If you have marked many transactions as reconciled on your screen it can be difficult to keep an overview. If you want to temporarily remove marked transactions out of view, click on the **Hide Marked** button. All marked transactions in both columns will then disappear from your view.



When you have hidden transactions, the Unhide Marked button lights up as a reminder of this.



Click on it and your hidden transactions will appear again. If you forget to unhide your transactions, they will reappear when you search for the period again.

Transaction Comments

In the **Bank Transactions** column you can see a speech buble at the end of each line. If there is writing in the speech buble there is a comment, if it is empty there is none.

| Bank | Transa | ctions |
|--------|---------|--------|
| 200111 | 1101100 | 00000 |

Opening Balance 0,00

October

| OCTODEL | | | | | |
|-------------|--------------------------|------------|---|--------------------|--|
| Trans. Date | Trans. Text(Ref) | ← Amount → | | | |
| 2011-10-27 | TESCO STORES (OTHER) | -6,85 | 1 | 9 | |
| 2011-10-27 | THAMES WATER (OTHER) | -86,48 | 1 | \bigtriangledown | |
| 2011-10-27 | GROSS INTEREST (OTHER) | 1,71 | 1 | 9 | |
| 2011-10-28 | INT'L 0042633908 (OTHER) | -22,99 | 1 | 9 | |

If you click on the speech buble you can read the comment, edit or delete it.

| Comment | | × |
|--|-------------|---|
| Comments (max. 100 characters) | | |
| TO 260CT2011 FOR ACCOUNT 401841 32469820 | | 1 |
| | | |
| | | |
| | | |
| | Save Cancel | |

The comments also appear in the in the **Reconciliation Report** in italics under each transaction.

Check all / Uncheck all functionality

If you want to quickly check all transactions in a column you can check the box in the column header and all the transactions displayed below will be automatically checked.



| oci | ober | | | | October | | | _ | | _ |
|-----|------------------------------|--------------|----------------------------------|---|-------------|---------------------------|-----------------------------|---|---|-----|
| | Journal Ref. | Date | Journal Description | Amount 📃 | Trans. Date | Trans. Text(Ref) | ← Amount → | V | | |
| | | 2011-10-28 | Other | 16 661,66 | 2011-10-27 | TESCO STORES (OTHER) | -6,85 | V | 9 | U |
| | D9 | 2011-10-28 | Nilssons (33) | 333,33 📃 | 2011-10-27 | THAMES WATER (OTHER) | -86,48 | V | 9 | U |
| | D10 | 2011-10-28 | Advice (34) | 16 328,33 | 2011-10-27 | GROSS INTEREST (OTHER) | 1,71 | V | 9 | U |
| | | | | | 2011-10-28 | INT'L 0042633908 (OTHER) | -22,99 | V | 9 | U |
| | ount Balanc | e -22 360,94 | | | 2011-10-28 | TESCO STORES 5222 (OTHER) | -2,81 | V | Ş | Π |
| | | | | | 2011-10-28 | STARBUCKS (OTHER) | -4,05 | V | 9 | U |
| 0.4 | 2-11-29 - 20 ⁴ | 12 44 20 | | | 2011-10-28 | PRET A MANGER (OTHER) | -5,99 | V | 9 | Π |
| 201 | Z-11-29 - 20 Journal Ref. | Date | I | | 2011-10-28 | NILSSON L O (OTHER) | 400,00 | V | 9 | Π |
| | Journal Ref. | | Journal Description | Amount | 2011-10-28 | ADVICE CONFIRMS (OTHER) | 19 594,00 | 1 | Ş | Π |
| | | No trans | actions found within selected da | te. | 2011-10-29 | CASH LLOYTSB OCT29 (ATM) | -30,00 | 1 | Ş | Π |
| | | | | | 2011-10-29 | CASH SAINSBY OCT29 (ATM) | -20,00 | 1 | Ş | III |
| | | | | Total Martined, 0.00 | 2011-10-30 | IW (OTHER) | -29,50 | V | Ş | III |
| ACO | ount Balanc | e -22 360,94 | Cl | Total Marked 0,00 osing Balance -39 022,60 | | | | | | |
| | | | | | Support Sum | 0,00 | Total Mari Closing Balar | | | |

The Support Sum

The **Support Sum** that you see at the bottom of the **Bank Transactions** column is a small "calculator" that you can use to sum up the banking transactions. Click on the amounts in the **Amount** column and you will see the summing up of the rows you clicked on. The rows that have been summed are greyed. See picture below.

| October | | \frown | | |
|---------------|---------------------------|--------------------|----------|------|
| Trans. Date | Trans. Text(Ref) | ← Amount → | | |
| 2011-10-27 | TESCO STORES (OTHER) | -6,85 | | |
| 2011-10-27 | THAMES WATER (OTHER) | -86,48 | - 9 | |
| 2011-10-27 | GROSS INTEREST (OTHER) | 1,71 | 9 | |
| 2011-10-28 | INT'L 0042633908 (OTHER) | -22,99 | 9 | |
| 2011-10-28 | TESCO STORES 5222 (OTHER) | -2,81 | 9 | |
| 2011-10-28 | STARBUCKS (OTHER) | շիդ -4.05 | | |
| 2011-10-28 | PRET A MANGER (OTHER) | U _{-5,99} | 9 | |
| 2011-10-28 | NILSSON L O (OTHER) | 400,00 | 9 | |
| 2011-10-28 | ADVICE CONFIRMS (OTHER) | 19 594,00 | 9 | |
| 2011-10-29 | CASH LLOYTSB OCT29 (ATM) | -30,00 | 9 | |
| 2011-10-29 | CASH SAINSBY OCT29 (ATM) | -20,00 | 9 | |
| 2011-10-30 | IW (OTHER) | -29,50 | | |
| | | \square | | |
| | | | | |
| Support Sum - | 113,52 | | I Marked | |
| | | Closing | Balance | 0,00 |

To mark these transactions as reconciled, click on the arrow to the right in the title row. The check boxes will automatically be filled in for these sums.

October

| Trans. Date | Trans. Text(Ref) | ← Amount → | | | |
|-------------|---------------------------|------------|---|---|--|
| 2011-10-27 | TESCO STORES (OTHER) | -6,85 | | P | |
| 2011-10-27 | THAMES WATER (OTHER) | -86,48 | V | 9 | |
| 2011-10-27 | GROSS INTEREST (OTHER) | 1,71 | | 9 | |
| 2011-10-28 | INT'L 0042633908 (OTHER) | -22,99 | V | P | |
| 2011-10-28 | TESCO STORES 5222 (OTHER) | -2,81 | | P | |
| 2011-10-28 | STARBUCKS (OTHER) | -4,05 | V | P | |
| 2011-10-28 | PRET A MANGER (OTHER) | -5,99 | | 9 | |
| 2011-10-28 | NILSSON L O (OTHER) | 400,00 | | P | |
| 2011-10-28 | ADVICE CONFIRMS (OTHER) | 19 594,00 | | 9 | |
| 2011-10-29 | CASH LLOYTSB OCT29 (ATM) | -30,00 | | 9 | |
| 2011-10-29 | CASH SAINSBY OCT29 (ATM) | -20,00 | | 9 | |
| 2011-10-30 | IW (OTHER) | -29,50 | | 9 | |

Support Sum -113,52

Total Marked -113,52 Closing Balance -113,52

To undo (uncheck), click on the arrow to the left.

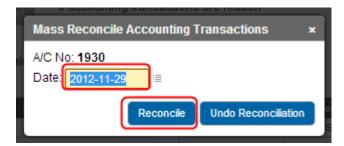
| October | | <u> </u> |
|-------------|---------------------------|--------------|
| Trans. Date | Trans. Text(Ref) | ← Amount → 🔳 |
| 2011-10-27 | TESCO STORES (OTHER) | -6,85 📃 📮 🔟 |
| 2011-10-27 | THAMES WATER (OTHER) | -86,48 🔲 📮 🎹 |
| 2011-10-27 | GROSS INTEREST (OTHER) | 1.71 🔲 💭 🔟 |
| 2011-10-28 | INT'L 0042633908 (OTHER) | -22,99 🔲 📮 🔟 |
| 2011-10-28 | TESCO STORES 5222 (OTHER) | -2,81 🔲 💭 🔟 |
| 2011-10-28 | STARBUCKS (OTHER) | -4,05 🔲 💭 🎹 |
| 2011-10-28 | PRET A MANGER (OTHER) | -5,99 🔲 💭 🞹 |
| | | |

Mass Reconciliation

The **Mass Reconcile Accounting Transactions** functionality offers you the possibility to reconcile an account up to a certain date. **Under Accounting - Accounting - Account Reconciliation,** if you click on the **Mass Reconcile** icon in the toolbar on the right hand side of your screen,



you are offered the possibility to mass reconcile any account up to the date which you enter in the date field. See below. Click on **Reconcile** for all the transactions on that account to be ticked as reconciled untill the date entered. A control question appears asking if you are certain and want to continue. Click on **OK**.



If you need to undo the reconciliation for the same period, enter a to date in the **Date** field and click on the **Undo Reconciliation** button instead.

Undo Reconciliations

If you already have matched the accounting transactions for a specific period and want to start over, you can undo the matching. Select an **Account** and a period under the tab **Search for Accounting Transactions** and click on **Search**.

| Search for Accounting Transactions 🔻 | | |
|--------------------------------------|------------------|--------|
| A/C No: 1930 III | Date: 2011-01-01 | Search |

Now you have the possibility to undo the recociliation manually by unticking the boxes in the last column under accounting transactions and **saving**.

| | Journal Ref. | Date | Journal Description | Amount | | Trans. Date | Trans. Text(Ref) | ← Amount → | | | |
|----|--------------|------------|--------------------------------|------------|----------|-------------|---------------------------|------------|---|---|---|
| ŀ | | 2011-10-10 | Supplier payments out | -19 994,00 | V | 2011-10-27 | TESCO STORES (OTHER) | -6,85 | | P | U |
| | D9 | 2011-10-28 | Nilssons (33) | 333,33 | | 2011-10-27 | THAMES WATER (OTHER) | -86,48 | | P | U |
| | D10 | 2011-10-28 | Advice (34) | 16 328,33 | | 2011-10-27 | GROSS INTEREST (OTHER) | 1,71 | | 9 | |
| • | | 2011-11-14 | Invoice Payments | 10,00 | | 2011-10-28 | INT'L 0042633908 (OTHER) | -22,99 | | 9 | Ū |
| | C1 | 2011-11-14 | Monica's Bod (1) | 10,00 | | 2011-10-28 | TESCO STORES 5222 (OTHER) | -2,81 | | 9 | Ī |
| • | | 2011-12-06 | Supplier payments out | -17 000,00 | | 2011-10-28 | STARBUCKS (OTHER) | -4,05 | | 9 | Ī |
| | E1 | 2011-12-06 | "Leverantu00f8rsbetalning" (1) | -5 000,00 | | 2011-10-28 | PRET A MANGER (OTHER) | -5,99 | | P | Ū |
| | E2 | 2011-12-06 | "Leverantu00f8rsbetalning" (2) | -10 000,00 | | 2011-10-28 | NILSSON L O (OTHER) | 400,00 | | 9 | Ū |
| | E4 | 2011-12-06 | "Supplier payment" (7) | -1 000,00 | | 2011-10-28 | ADVICE CONFIRMS (OTHER) | 19 594,00 | 1 | 9 | U |
| | N1 | 2011-12-06 | "Supplier payment" (14) | -1 000,00 | | 2011-10-29 | CASH LLOYTSB OCT29 (ATM) | -30,00 | | 9 | Ū |
| - | | 2011-12-20 | Supplier payments out | -12 523,00 | | 2011-10-29 | CASH SAINSBY OCT29 (ATM) | -20,00 | | 9 | Ū |
| •] | | 2011-12-22 | Invoice Payments | 360,00 | | 2011-10-30 | IW (OTHER) | -29,50 | | 9 | U |

You also have the possibility to **Mass-unreconcile**. Make sure the correct account is chosen, then click on the **Mass reconcile Accounting Transactions** icon in the toolbar in the top right hand side of your screen.





Enter the date until which you want to undo ALL reconciliations in the **Date** field and click on **Undo Reconciliation**.

| Mass Reconcile Accounting Transactions × | | | | |
|--|---------------------|--|--|--|
| A/C No: 1930 | | | | |
| Date: 2011-12-31 | | | | |
| Reconcile | Undo Reconciliation | | | |

Note: The example above would undo all reconciliations on account 1930 for year 2011.

Reports under Reconcile Account

Under Accounting - Accounting - Reconcile Account, in the toolbar in the top right hand corner of your screen, you can find the Reconciliation Report as well as a shortcut to the Account Analysis report.

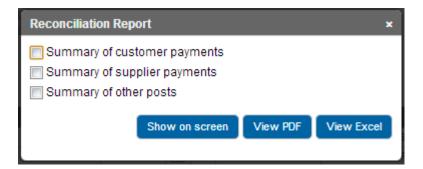


The Reconciliation Report

To ensure yourself that the reconciliation is correct, you can print a **Reconciliation Report** by clicking on the icon for the report.



In the report selection window you can choose to view customer payment, Supplier payments as well as other items as summarised posts by checking the respective boxes. See below.



The rows of the report show you the transactions on each side: Accounting and Bank which have not been reconciled. The sum of the unreconciled transactions on each side are shown in the grey area marked with **(1)**

The balance shows what has been reconciled for the bank transactions (2) Bank balance and the accounting transactions (3) Balance according to general ledger, *including* any opening balances.

Total (4) shows you you the total marked transactions without any opening bank balances.

The sum of the unreconciled items shown in the rows of the report should make up the difference between the bank and the general ledger if there is any. If a difference persists check that there is no discrepency in your **opening balances**. This discrepency shows up in **Difference (5)**.

See below the number markings in the report as well as in the reconciliation view from which the report has been taken.

If there are any comments for bank transaction in the speech bubble, they will appear on the report printout in italic text under each transaction **(6)**.

Note: Another option is to print our your report as an excel spreadsheet. There you can make your own notes regarding the unreconciled transactions.



The Cloud store

Financial Year 2011-01-01 -2011-12-31 Period 2011-01-01 - 2011-12-31

Reconciliation Report 1500 Main Bank Current Account

Page 1(1) Printed 2012-12-04 10:33 Last journal A 3 D 2 E 2

Bank balance (2) 19,787.04

Accounting Transactions, not reconciled

| Date | nnal Description | Amount |
|---------------|-----------------------|--------|
| 2011-10-27 | Supplier payments out | -86.48 |
| 2011-10-27 E2 | Thames Water (3) | -86.48 |
| | | -86,48 |

Included on the account statement, not reconciled

| Date | Comment | Amount |
|------------|--|----------|
| 2011-10-27 | THAMES WATER (OTHER) 6918534591 | -86.48 |
| 2011-10-27 | GROSS INTEREST (OTHER) TO 260CT2011 FOR ACCOUNT 401841 32469820 | 1.71 |
| 2011-10-28 | INT'L 0042633908 (OTHER) Amazon EU AMAZON.CO.UK | -22.99 |
| 2011-10-28 | NILSSON L O (OTHER) LOAN | 400.00 |
| 2011-10-30 | IW (OTHER) 1106-IW - 10052A | -29.50 |
| | | 1 262.74 |

| Total | | (4) | 19,437.82 |
|-------------------------------------|------------------|--------|-----------|
| Balance according to general ledger | (3) | \sim | 20,437.82 |
| Difference | (5) [~] | | 1,000.00 |

In the reconciliation view you can find the values as marked below. (1) here shows you ureconciled transactions only and (5) the opening balances causing the discrepancy.

| Journal F | Ref. Date | Journal Description | Amount | Trans. Date | Trans. Text(Ref) | ← Amount → | | 6 | |
|-----------|-----------------|--------------------------|--------------------|---------------|---------------------------|-----------------------------|----------|---|---|
|] | 27-10-2011 | Supplier payments out | -96.14 | 27-10-2011 | TESCO STORES (OTHER) | -6.85 | v | P | Π |
| E1 | 27-10-2011 | TESCO (2) | -9.66 🔽 | 27-10-2011 | THAMES WATER (OTHER) | -86.48 | | P | Π |
| E2 | 27-10-2011 | Thames Water (3) | -86.48 | 27-10-2011 | GROSS INTEREST (OTHER) | 1.71 | | P | |
| A2 | 28-10-2011 | Food & other sundry exp. | -60.04 📝 | 28-10-2011 | INT'L 0042633908 (OTHER) | -22.99 | | 9 | I |
| A3 | 28-10-2011 | Advice Confirms- payment | 19,594.00 🔽 | 28-10-2011 | TESCO STORES 5222 (OTHER) | -2.81 | 1 | P | Ш |
| | | | | 28-10-2011 | STARBUCKS (OTHER) | -4.05 | 1 | 9 | |
| | | <u> </u> | | 28-10-2011 | PRET A MANGER (OTHER) | -5.99 | 1 | 9 | Ш |
| count Ba | lance 20,437.82 | | al Marked 19,524. | | NILSSON L O (OTHER) | 400.00 | | 9 | |
| | | (3) Closin | g Balance 20,524.3 | 30 28-10-2011 | ADVICE CONFIRMS (OTHER) | 19,594.00 | 1 | 9 | Ш |
| | | _ | | 29-10-2011 | CASH LLOYTSB OCT29 (ATM) | -30.00 | 1 | 9 | U |
| | | | | 29-10-2011 | CASH SAINSBY OCT29 (ATM) | -20.00 | 1 | 9 | U |
| | | | | 30-10-2011 | IW (OTHER) | -29.50 | | Ş | U |
| | | | | Support Sum | 0.00 | Total Mari Closing Balar | | | |



The Account Analysis Report

In the reconciliation view there is a short cut to the **Account Analysis** report with you also find under **Accounting - Reports**.

Click on the icon for the report in the toolbar to access it directly from the reconciliation view.



In this report, you can see the reconciled and non-reconciled transactions by selecting the date interval and which transactions you want to see when you look at your report. If you choose to check both boxes, the report displays a "check mark" beside the transactions that are reconciled.

| Account Analysi | S | | × |
|-----------------|---------------------|----------|------------|
| Reconciled tra | | | |
| 2011-01-01 | - 2011-12-31 | | |
| | Show on screen | View PDF | View Excel |

Here is an example of how an **Account Analysis** report may look like. In the left column the green check mark shows which records are reconciled.



Page 1(1)

My First Company 12112121121211 Financial Year 2011-01-01 -2011-12-31 Period 2011-01-01 - 2011-12-31

Account Analysis 1930 - Main Bank Current Account

Printed 2012-11-30 11:56:00 Last journal A 1 B 3 C 3 D 10 E 6 L 1 M 1 N 1

| A/C No Reconci | Account Ied Journal CC Ref | Date | Description | Debit | Credit | Balance |
|-------------------|----------------------------------|--------------|--------------------------------|-----------|-----------|------------|
| 1930 | Main Bank Curren | t Account | | | | |
| | | Opening Bal | | | | 0,00 |
| | | | ught forward | 0,00 | 0,00 | 0,00 |
| ~ | E5 | 2011-10-10 | Advice (34) | | 19 594,00 | -19 594,00 |
| V | E6 | 2011-10-10 | Nilssons (33) | | 400,00 | -19 994,00 |
| V | D 9 | 2011-10-28 | Nilssons (33) | 333,33 | | -19 660,67 |
| V | D10 | 2011-10-28 | Advice (34) | 16 328,33 | | -3 332,34 |
| V | C1 | 2011-11-14 | Monica's Bod (1) | 10,00 | | -3 322,34 |
| V | E1 | 2011-12-06 | "Leverantu00f6rsbetaIning" (1) | | 5 000,00 | -8 322,34 |
| V | E2 | 2011-12-06 | "Leverantu00f6rsbetalning" (2) | | 10 000,00 | -18 322,34 |
| V | E4 | 2011-12-06 | "Supplier payment" (7) | | 1 000,00 | -19 322,34 |
| v | N1 HANT | 2011-12-06 | "Supplier payment" (14) | | 1 000,00 | -20 322,34 |
| | E3 | 2011-12-20 | "Leverantu00f6rsbetalning" (4) | | 12 523,00 | -32 845,34 |
| V | C2 | 2011-12-22 | Monica's Bod (1) | 350,00 | | -32 495,34 |
| ~ | C3 | 2011-12-22 | Monica's Bod (2) | 10,00 | | -32 485,34 |
| | | Total | | 17 031,66 | 49 517.00 | -32 485,34 |
| | | Closing Bala | nce | 17 031,66 | 49 517,00 | -32 485,34 |

| Account total | 17 031,66 | 49 517 00 |
|---------------|-----------|-----------|
| Account total | 17 031,00 | 49 517,00 |