FORTNOX

Contents

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.

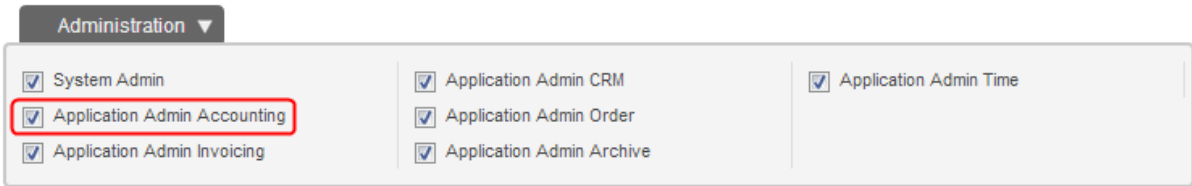Accounts are reconciled under **Accounting - Accounting - Reconcile Account**.
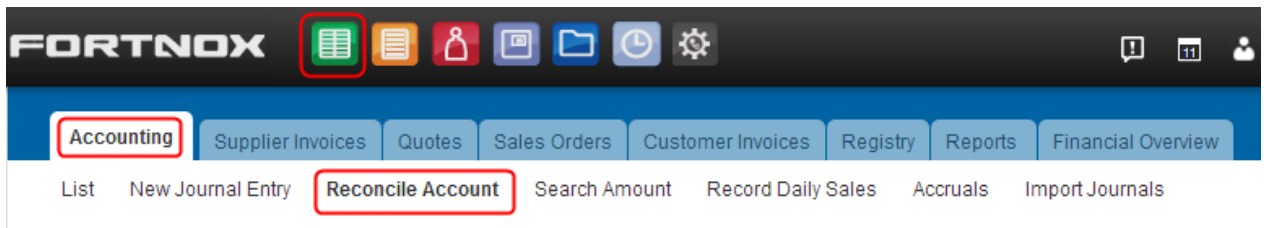
Access Rights

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.**
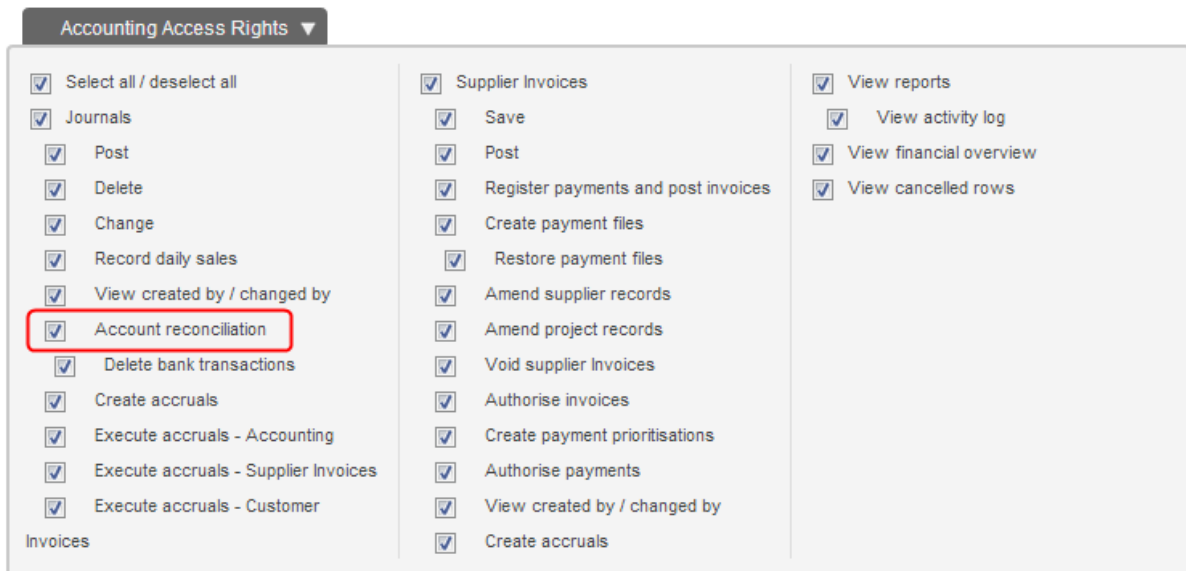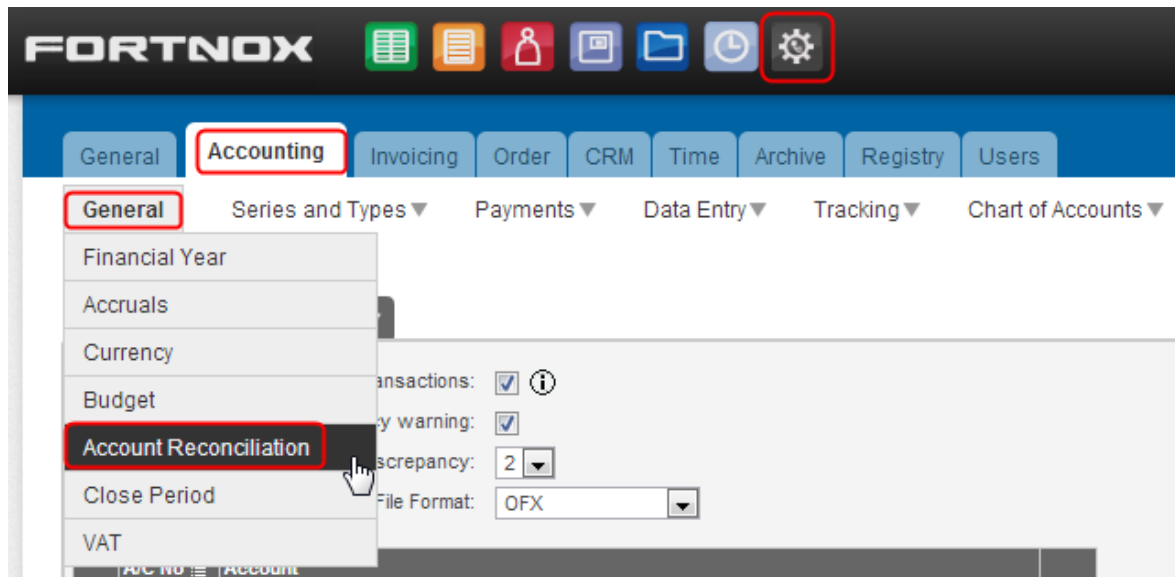

*Note: You must be an **Application Administrator** (for Accounting in this case) to be able to edit user rights.*

2

Settings for Account Reconciliation

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

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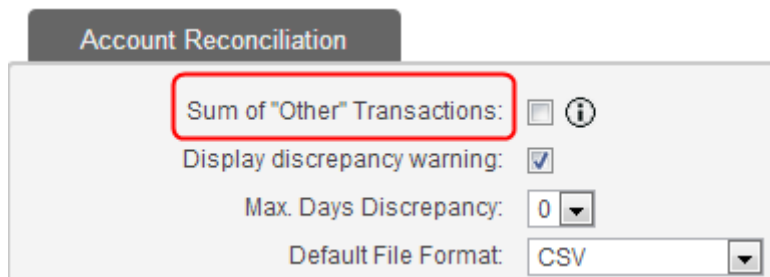
If you choose to "sum" other transactions, in your reconciliation view the post **Other** will appear and you have to click on the plus "**+**" sign in the left hand column to open up the post and see the details of each day. See below:
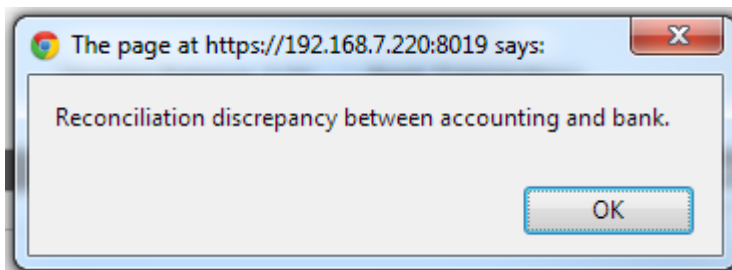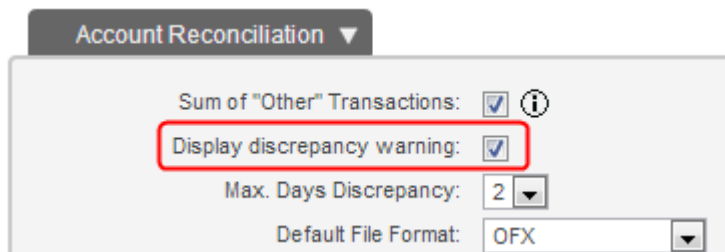
November

	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 (36)	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 Reconciliation ▼

Sum of "Other" Transactions:	☑ ⓘ
Display discrepancy warning:	☑
Max. Days Discrepancy:	2 ▼
Default File Format:	OFX ▼

The page at https://192.168.7.220:8019 says: ✕

Reconciliation discrepancy between accounting and bank.

OK

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.

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**.

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.

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

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.

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.

6

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**.

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**.

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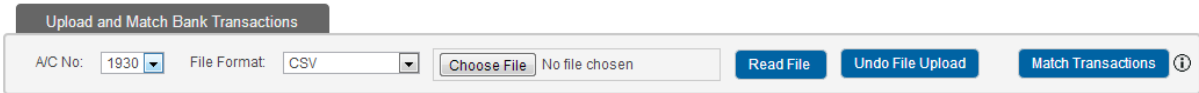
Under the tab **Upload and Match Bank Transactions**, the account you registered as default under **Settings - Accounting - General - Account Reconciliation** is suggested. If you want to change account, select from the drop-down menu.

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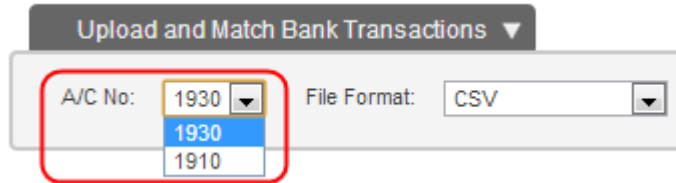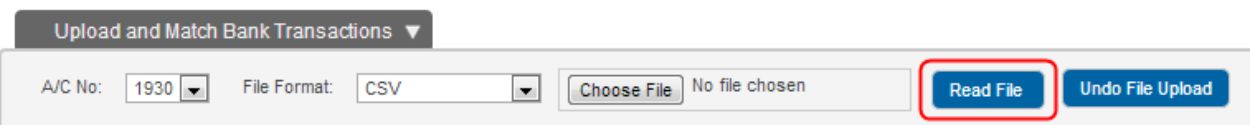

The **File Format** you specified in the settings is also suggested as default. Different banks may use different formats. If you wish to change format, select from the drop down menu of available formats.
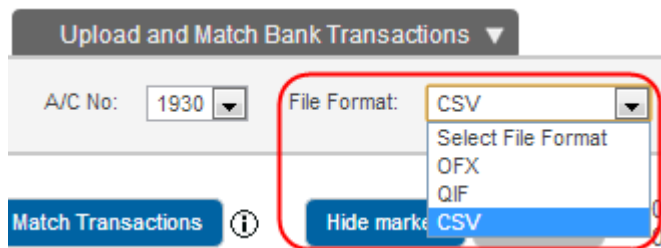
The next step is uploading your bank file. Click on **Choose File** and fetch your file from where it is stored.
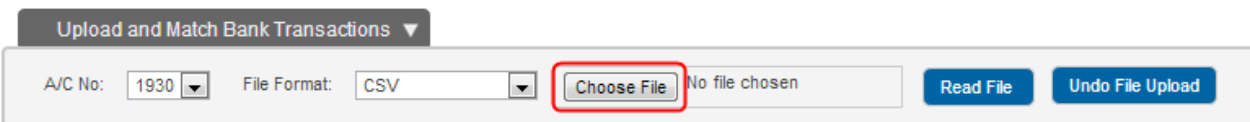
Once the correct file has been selected, click on **Read File**.

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

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

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**.

Match Transactions

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.

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

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

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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 Transactions		Opening Balance	0,00		

October

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	☑	🗨	🗑

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

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.

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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.

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	☐	🖅	🗑
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	☐	🖅	🗑
2011-10-28	NILSSON L O (OTHER)	400,00	☐	🖅	🗑
2011-10-28	ADVICE CONFIRMS (OTHER)	19 594,00	☐	🖅	🗑
2011-10-29	CASH LLOYTSB OCT29 (ATM)	-30,00	☐	🖅	🗑
2011-10-29	CASH SAINSBY OCT29 (ATM)	-20,00	☐	🖅	🗑
2011-10-30	IW (OTHER)	-29,50	☐	🖅	🗑

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

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

October

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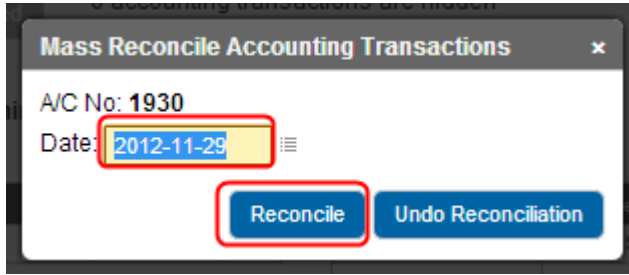
If you need to undo the reconciliation for the same period, enter a to date in the **Date** field and click on the **Undo Reconciliation** button instead.

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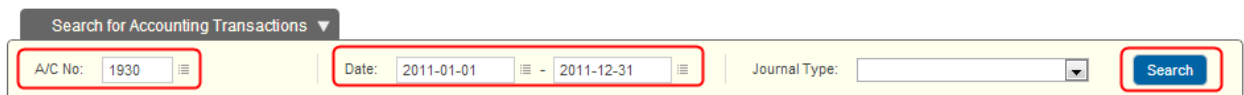
Now you have the possibility to undo the recociliation manually by unticking the boxes in the last column under accounting transactions and **saving**.

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.

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Enter the date until which you want to undo ALL reconciliations in the **Date** field and click on **Undo Reconciliation**.
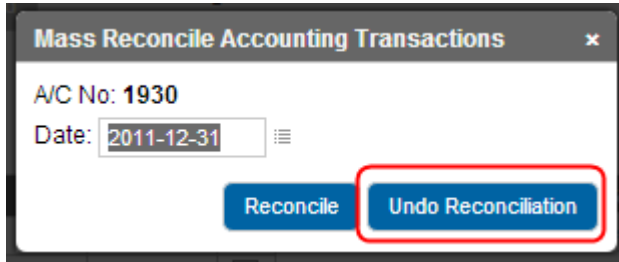
Note: The example above would undo all reconciliations on account **1930** for **year 2011**.

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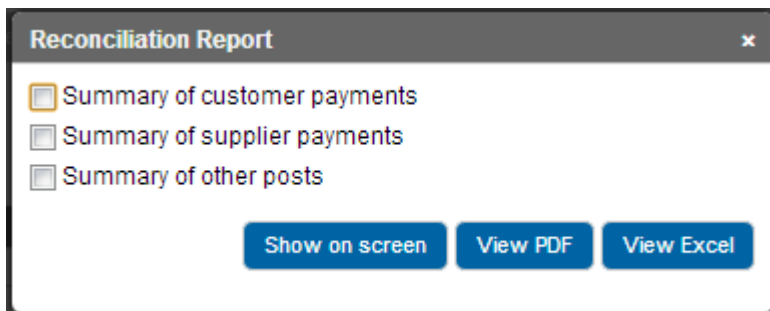
The rows of the report show you the transactions on each side: Accounting and Bank which have not been reconciled. The sum of the unreconciled transactions on each side are shown in the grey area marked with **(1)**

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

Reconciliation Report
1500 Main Bank Current Account

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

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	Journal number	Description	Amount
2011-10-27		**Supplier payments out**	**-86.48**
2011-10-27	E2	Thames Water (3)	-86.48
		(1)	-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 26OCT2011 FOR ACCOUNT 401841 32469820* (6)	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)	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.

Accounting Transactions
(5) Opening Balance 1,000.00

01-01-2011 - 31-12-2011

	Journal Ref.	Date	Journal Description	Amount	
⊟		27-10-2011	Supplier payments out	-96.14	☐
	E1	27-10-2011	TESCO (2)	-9.66	☑
	E2	27-10-2011	Thames Water (3) (1)	-86.48	☐
	A2	28-10-2011	Food & other sundry exp.	-60.04	☑
	A3	28-10-2011	Advice Confirms- payment	19,594.00	☑

Account Balance 20,437.82

(4) Total Marked 19,524.30
(3) Closing Balance 20,524.30

Bank Transactions
(5) Opening Balance 0.00

October

Trans. Date	Trans. Text(Ref)	← Amount →		(6)	
27-10-2011	TESCO STORES (OTHER)	-6.85	☑	🗩	🗑
27-10-2011	THAMES WATER (OTHER) (1)	-86.48	☐	🗩	🗑
27-10-2011	GROSS INTEREST (OTHER)	1.71	☐	🗩	🗑
28-10-2011	INT'L 0042633908 (OTHER)	-22.99	☐	🗩	🗑
28-10-2011	TESCO STORES 5222 (OTHER)	-2.81	☑	🗩	🗑
28-10-2011	STARBUCKS (OTHER)	-4.05	☑	🗩	🗑
28-10-2011	PRET A MANGER (OTHER)	-5.99	☑	🗩	🗑
28-10-2011	NILSSON L O (OTHER)	400.00	☐	🗩	🗑
28-10-2011	ADVICE CONFIRMS (OTHER)	19,594.00	☑	🗩	🗑
29-10-2011	CASH LLOYTSB OCT29 (ATM)	-30.00	☑	🗩	🗑
29-10-2011	CASH SAINSBY OCT29 (ATM)	-20.00	☑	🗩	🗑
30-10-2011	IW (OTHER)	-29.50	☐	🗩	🗑

Support Sum 0.00

Total Marked 19,524.30
(2) Closing Balance 19,524.30

Save   Cancel

FORTNOX

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.

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.

FORTNOX

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 Reconciled	Account Journal Ref	CC	Date	Description	Debit	Credit	Balance
1930	**Main Bank Current Account**						
				Opening Balance			0,00
				Balance brought forward	0,00	0,00	0,00
✔	E5		2011-10-10	Advice (34)		19 594,00	-19 594,00
✔	E6		2011-10-10	Nilssons (33)		400,00	-19 994,00
✔	D9		2011-10-28	Nilssons (33)	333,33		-19 660,67
✔	D10		2011-10-28	Advice (34)	16 328,33		-3 332,34
✔	C1		2011-11-14	Monica's Bod (1)	10,00		-3 322,34
✔	E1		2011-12-06	"Leverantu00f6rsbetalning" (1)		5 000,00	-8 322,34
✔	E2		2011-12-06	"Leverantu00f6rsbetalning" (2)		10 000,00	-18 322,34
✔	E4		2011-12-06	"Supplier payment" (7)		1 000,00	-19 322,34
✔	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
✔	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 Balance	17 031,66	49 517,00	-32 485,34
				Account total	17 031,66	49 517,00	

19