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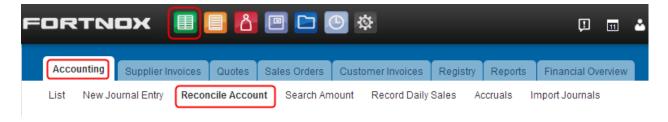
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Account Reconciliation

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.

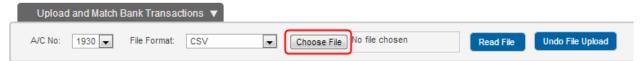
Note: Displayed are only the accounts that you entered under the settings for Account Reconciliation., Under **Settings - Accounting - General - Account Reconciliation**.

	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.

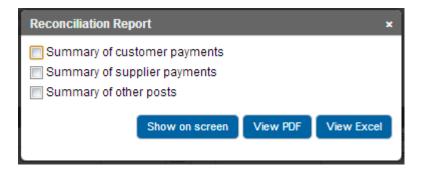


The Reconciliation Report

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