

Account Reconciliation

The following is an overview of how 'Account Reconciliation' can be used in Dataflow. This overview is not exhaustive and does not take away the need for Training which can be provided on request.

Account Reconciliation - The objective is to report the correct amount in the general ledger account. For example, we reconcile the balance in the general ledger account with the balance which is shown on the bank statement.

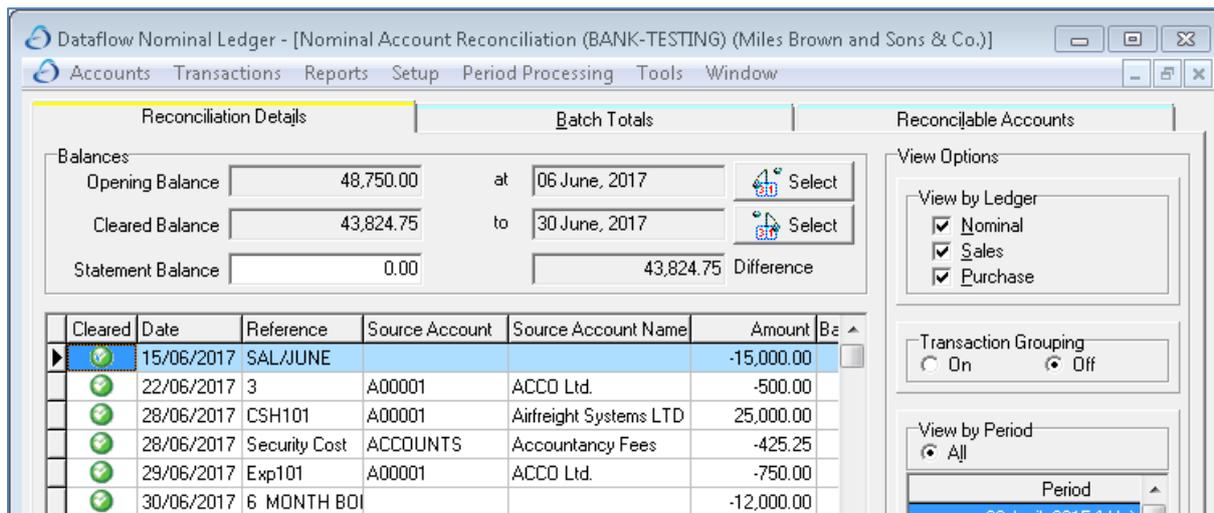
The **Account Reconciliation** example is related to the below mock Bank Statement. Highlighted in yellow are items that have not been posted to the General Ledger and require posting once the Bank Statement is received to balance the General Ledger with the Bank Statement.

<u>Bank Statement June</u>				
	Paid In	Paid Out	Balance	Notes
Opening Bal			0	
01-Jun	50,000.00		50,000.00	Capital Injection
04-Jun		500.00	49,500.00	Purchase
05-Jun		750.00	48,750.00	Purchase
15-Jun		15,000.00	33,750.00	Salaries
15-Jun		350.00	33,400.00	Direct Debit
22-Jun		500.00	32,900.00	Purchase
28-Jun	25,000.00		57,900.00	Sales
28-Jun		425.25	57,474.75	Direct Debit
29-Jun		750.00	56,724.75	Expenses
30-Jun		12.53	56,712.22	Bank Charges
30-Jun		12,000.00	44,712.22	Bonus
30-Jun		1,250.00	43,462.22	Late entry
Closing Bal			43,462.22	

Key Points

With Dataflow when reconciling if you find on the Bank Statement entries that have not been posted to the ledgers then you can go to the relevant ledger i.e. Sales, Purchase or Nominal and make the relevant postings.

By right clicking on the grid you can select 'Refresh' which will refresh the window to include any postings made since the start of the bank reconciliation. You can also refresh the reconciliation window by right or left clicking on any column header within grid. The newly posted transactions will be included and available to reconcile without having to close Dataflow **Account Reconciliations**.



The screenshot shows the 'Dataflow Nominal Ledger' window with the following details:

Reconciliation Details		Batch Totals		Reconcilable Accounts	
Balances:					
Opening Balance	48,750.00	at	06 June, 2017	Select	
Cleared Balance	43,824.75	to	30 June, 2017	Select	
Statement Balance	0.00		43,824.75	Difference	

Cleared	Date	Reference	Source Account	Source Account Name	Amount	Be
▶	15/06/2017	SAL/JUNE			-15,000.00	
▶	22/06/2017	3	A00001	ACCO Ltd.	-500.00	
▶	28/06/2017	CSH101	A00001	Airfreight Systems LTD	25,000.00	
▶	28/06/2017	Security Cost	ACCDUNTS	Accountancy Fees	-425.25	
▶	29/06/2017	Exp101	A00001	ACCO Ltd.	-750.00	
▶	30/06/2017	6 MONTH BOI			-12,000.00	

View Options:

- View by Ledger:
 - Nominal
 - Sales
 - Purchase
- Transaction Grouping:
 - On
 - Off
- View by Period:
 - All

Some other Accounting packages have an Adjust option button for the above routine. This is due to when the Account Reconciliation window is open it locks the package and you can only reconcile. With Dataflow the Account Reconciliation window can be open and you are able to use all the other Modules at the same time. This allows the user to make Adjustments if they find entries on the Bank Statement that are not in the General Ledger and vice versa.

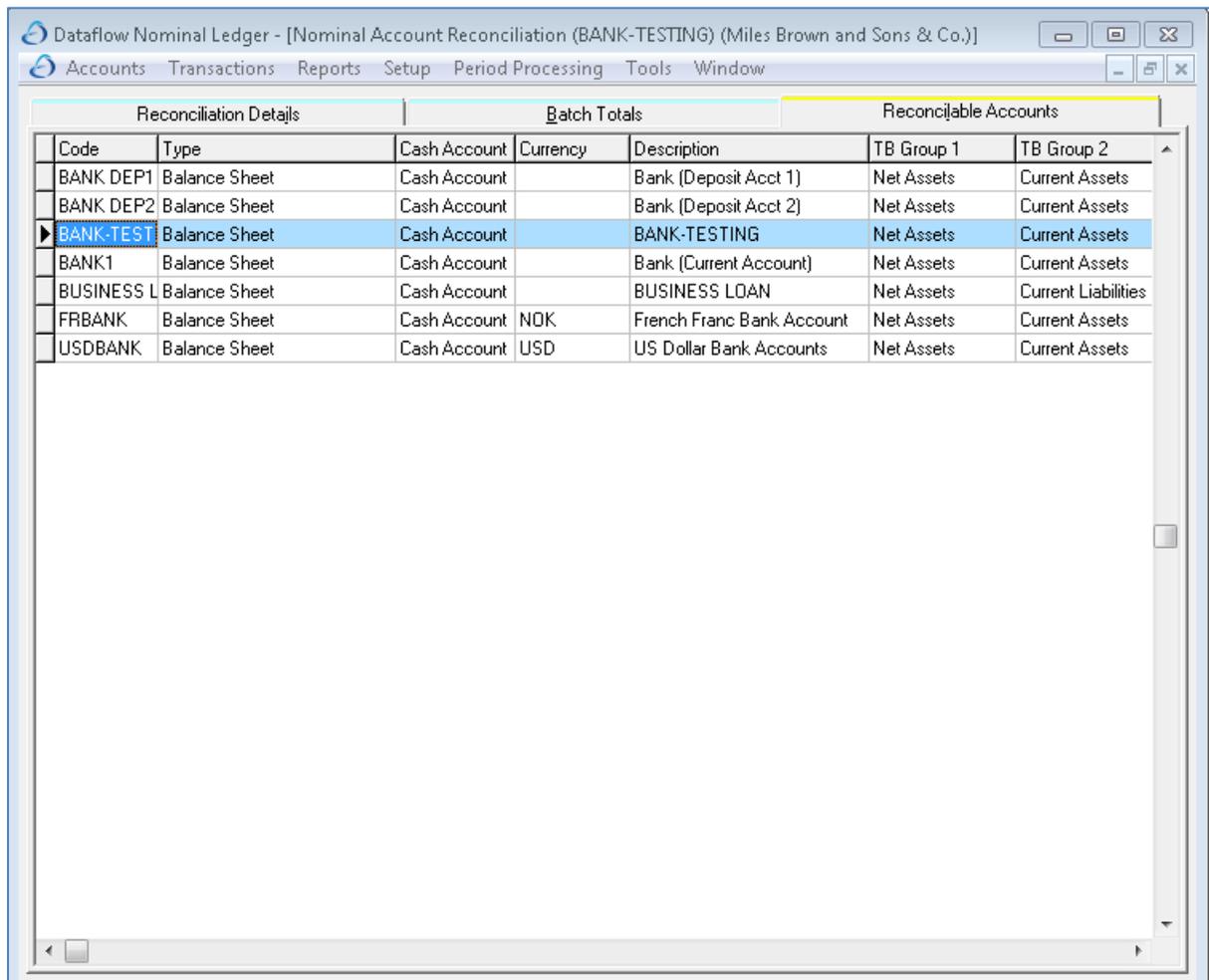
In the case where a reconciled period requires revisiting:

- Simply enter the Opening Balance at 'Date'
- Enter the 'Statement Balance'
- Reconcile the 'item' that will bring the **Difference** to zero
- Go to Batch Totals (Tab)
- Enter a Statement Reference and Statement Date
- Update

Note: If there is a **difference** this means the General Ledger and Bank Statement do not reconcile.

Opening Account Reconciliation

1. Dataflow Toolbar
2. Ledger
3. Nominal
4. Transactions
5. Account Reconciliation
6. Select Account to be Reconciled
7. Go to Reconciliation Details (Tab)



The screenshot shows a software window titled "Dataflow Nominal Ledger - [Nominal Account Reconciliation (BANK-TESTING) (Miles Brown and Sons & Co.)]". The window has a menu bar with "Accounts", "Transactions", "Reports", "Setup", "Period Processing", "Tools", and "Window". Below the menu bar, there are three tabs: "Reconciliation Details", "Batch Totals", and "Reconcilable Accounts". The "Reconcilable Accounts" tab is active and displays a table with the following data:

Code	Type	Cash Account	Currency	Description	TB Group 1	TB Group 2
BANK DEP1	Balance Sheet	Cash Account		Bank (Deposit Acct 1)	Net Assets	Current Assets
BANK DEP2	Balance Sheet	Cash Account		Bank (Deposit Acct 2)	Net Assets	Current Assets
BANK-TEST	Balance Sheet	Cash Account		BANK-TESTING	Net Assets	Current Assets
BANK1	Balance Sheet	Cash Account		Bank (Current Account)	Net Assets	Current Assets
BUSINESS L	Balance Sheet	Cash Account		BUSINESS LOAN	Net Assets	Current Liabilities
FRBANK	Balance Sheet	Cash Account	NOK	French Franc Bank Account	Net Assets	Current Assets
USDBANK	Balance Sheet	Cash Account	USD	US Dollar Bank Accounts	Net Assets	Current Assets

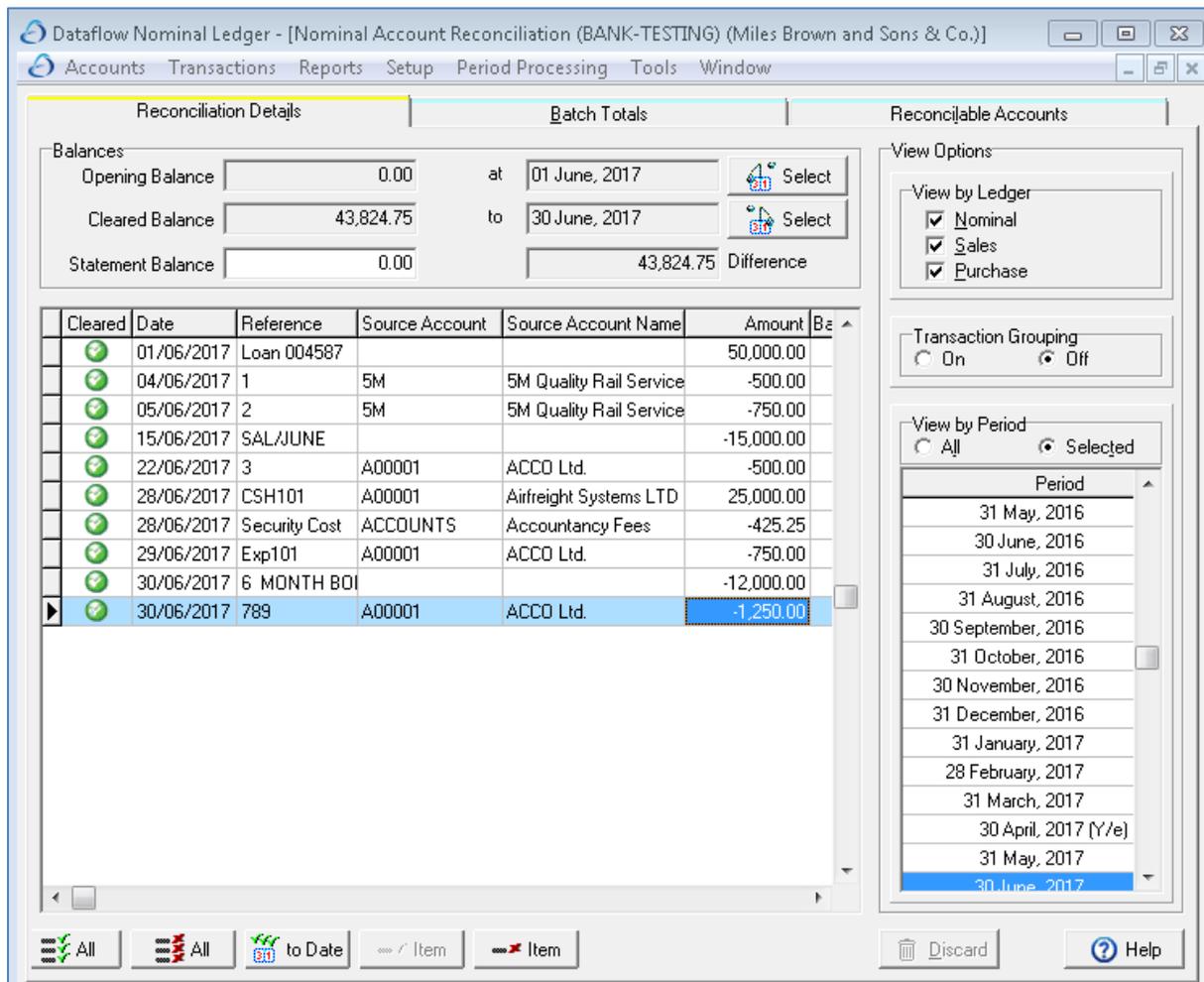
In the screenshot below we have an 'Opening Balance' of 0.00

The First entry to be posted into the (Bank – Testing) nominal code is on the 01/06/2017.

The 'Opening Balance' for the 02/06/2016 is illustrated on the following page.

The Green ticks of the 'Cleared' column indicate that the lines are reconciled.

The Red cross indicates items that have not been reconciled.



The screenshot displays the 'Dataflow Nominal Ledger' interface for 'Nominal Account Reconciliation (BANK-TESTING) (Miles Brown and Sons & Co.)'. The window title bar includes 'Accounts', 'Transactions', 'Reports', 'Setup', 'Period Processing', 'Tools', and 'Window'.

The main area is divided into three sections: 'Reconciliation Details', 'Batch Totals', and 'Reconcilable Accounts'.

Reconciliation Details:

- Opening Balance: 0.00 at 01 June, 2017
- Cleared Balance: 43,824.75 to 30 June, 2017
- Statement Balance: 0.00
- Batch Totals: 43,824.75 Difference

View Options:

- View by Ledger: Nominal, Sales, Purchase
- Transaction Grouping: On, Off
- View by Period: All, Selected

Table:

Cleared	Date	Reference	Source Account	Source Account Name	Amount	Be
<input checked="" type="checkbox"/>	01/06/2017	Loan 004587			50,000.00	
<input checked="" type="checkbox"/>	04/06/2017	1	5M	5M Quality Rail Service	-500.00	
<input checked="" type="checkbox"/>	05/06/2017	2	5M	5M Quality Rail Service	-750.00	
<input checked="" type="checkbox"/>	15/06/2017	SAL/JUNE			-15,000.00	
<input checked="" type="checkbox"/>	22/06/2017	3	A00001	ACCD Ltd.	-500.00	
<input checked="" type="checkbox"/>	28/06/2017	CSH101	A00001	Airfreight Systems LTD	25,000.00	
<input checked="" type="checkbox"/>	28/06/2017	Security Cost	ACCDUNTS	Accountancy Fees	-425.25	
<input checked="" type="checkbox"/>	29/06/2017	Exp101	A00001	ACCD Ltd.	-750.00	
<input checked="" type="checkbox"/>	30/06/2017	6 MONTH BOI			-12,000.00	
<input checked="" type="checkbox"/>	30/06/2017	789	A00001	ACCD Ltd.	-1,250.00	

The bottom of the window features a toolbar with buttons for 'All', 'to Date', 'Item', and 'Discard', along with a 'Help' button.

We now have an 'Opening Balance' of 50,000.00 as the funds posted on the 01/06/2017 have settled.

Dataflow Nominal Ledger - [Nominal Account Reconciliation (BANK-TESTING) (Miles Brown and Sons & Co.)]

Accounts Transactions Reports Setup Period Processing Tools Window

Reconciliation Details		Batch Totals		Reconcilable Accounts	
Balances					
Opening Balance	50,000.00	at	02 June, 2017		Select
Cleared Balance	43,824.75	to	30 June, 2017		Select
Statement Balance	0.00			43,824.75	Difference

Cleared	Date	Reference	Source Account	Source Account Name	Amount	Balance
	04/06/2017	1	5M	5M Quality Rail Service	-500.00	
	05/06/2017	2	5M	5M Quality Rail Service	-750.00	
	15/06/2017	SAL/JUNE			-15,000.00	
	22/06/2017	3	A00001	ACCO Ltd.	-500.00	
	28/06/2017	CSH101	A00001	Airfreight Systems LTD	25,000.00	
	28/06/2017	Security Cost	ACCOUNTS	Accountancy Fees	-425.25	
	29/06/2017	Exp101	A00001	ACCO Ltd.	-750.00	
	30/06/2017	6 MONTH BOI			-12,000.00	
	30/06/2017	789	A00001	ACCO Ltd.	-1,250.00	

View Options

View by Ledger

- Nominal
- Sales
- Purchase

Transaction Grouping

On Off

View by Period

All Selected

Period

- 31 May, 2016
- 30 June, 2016
- 31 July, 2016
- 31 August, 2016
- 30 September, 2016
- 31 October, 2016
- 30 November, 2016
- 31 December, 2016
- 31 January, 2017
- 28 February, 2017
- 31 March, 2017
- 30 April, 2017 (Y/e)
- 31 May, 2017
- 30 June, 2017

All All to Date Item Item Discard Help

Looking at the 'Bank Statement' we can see that 2 items are not included on the 'Account Reconciliation.' We will add these items now and refresh the window by right clicking and selecting 'Refresh'.

Dataflow Nominal Ledger - [Nominal Account Reconciliation (BANK-TESTING) (Miles Brown and Sons & Co.)]

Accounts Transactions Reports Setup Period Processing Tools Window

Reconciliation Details		Batch Totals		Reconcilable Accounts	
Balances					
Opening Balance	0.00	at	01 June, 2017	Select	
Cleared Balance	43,824.75	to	30 June, 2017	Select	
Statement Balance	43,462.22			362.53	Difference

Cleared	Date	Reference	Source Account	Source Account Name	Amount	Be
	01/06/2017	Loan 004587			50,000.00	
	04/06/2017	1	5M	5M Quality Rail Service	-500.00	
	05/06/2017	2	5M	5M Quality Rail Service	-750.00	
	15/06/2017	SAL/JUNE			-15,000.00	
	22/06/2017	3	A00001	ACCD Ltd.	-500.00	
	28/06/2017	CSH101	A00001	Airfreight Systems LTD	25,000.00	
	28/06/2017	Security Cost	ACCOUNTS	Accountancy Fees	-425.25	
	29/06/2017	Exp101	A00001	ACCD Ltd.	-750.00	
	30/06/2017	6 MONTH BOI			-12,000.00	
	30/06/2017	789	A00001	ACCD Ltd.	-1,250.00	

View Options

View by Ledger

- Nominal
- Sales
- Purchase

Transaction Grouping

On Off

View by Period

All Selected

Period

- 30 June, 2016
- 31 July, 2016
- 31 August, 2016
- 30 September, 2016
- 31 October, 2016
- 30 November, 2016
- 31 December, 2016
- 31 January, 2017
- 28 February, 2017
- 31 March, 2017
- 30 April, 2017 (Y/e)
- 31 May, 2017
- 30 June, 2017**
- 31 July, 2017

All
 All
 to Date
 Item
 Item
 Discard
 Help

The **Refreshed** Account Reconciliation window after postings has been made.

Dataflow Nominal Ledger - [Nominal Account Reconciliation (BANK-TESTING) (Miles Brown and Sons & Co.)]

Accounts Transactions Reports Setup Period Processing Tools Window

Reconciliation Details		Batch Totals		Reconcilable Accounts	
Balances					
Opening Balance	0.00	at	01 June, 2017		Select
Cleared Balance	43,824.75	to	30 June, 2017		Select
Statement Balance	43,462.22			362.53	Difference

Cleared	Date	Reference	Source Account	Source Account Name	Amount	Be
	01/06/2017	Loan 004587			50,000.00	
	04/06/2017	1	5M	5M Quality Rail Service	-500.00	
	05/06/2017	2	5M	5M Quality Rail Service	-750.00	
	15/06/2017	SAL/JUNE			-15,000.00	
	15/06/2017	BankCharges			-350.00	
	22/06/2017	3	A00001	ACCO Ltd.	-500.00	
	28/06/2017	CSH101	A00001	Airfreight Systems LTD	25,000.00	
	28/06/2017	Security Cost	ACCOUNTS	Accountancy Fees	-425.25	
	29/06/2017	Exp101	A00001	ACCO Ltd.	-750.00	
	30/06/2017	6 MONTH BOI			-12,000.00	
	30/06/2017	789	A00001	ACCO Ltd.	-1,250.00	
	30/06/2017	BankCharges			-12.53	

View Options

View by Ledger

- Nominal
- Sales
- Purchase

Transaction Grouping

On Off

View by Period

All Selected

Period

- 30 June, 2016
- 31 July, 2016
- 31 August, 2016
- 30 September, 2016
- 31 October, 2016
- 30 November, 2016
- 31 December, 2016
- 31 January, 2017
- 28 February, 2017
- 31 March, 2017
- 30 April, 2017 (Y/e)
- 31 May, 2017
- 30 June, 2017**
- 31 July, 2017

 All  All  to Date  Item  Item  Discard  Help

The 2 items have been reconciled and the 'difference' is now zero.
 On the next page we save our Reconciliation by updating.

Dataflow Nominal Ledger - [Nominal Account Reconciliation (BANK-TESTING) (Miles Brown and Sons & Co.)]

Accounts Transactions Reports Setup Period Processing Tools Window

Reconciliation Details		Batch Totals		Reconcilable Accounts	
Balances					
Opening Balance	0.00	at	01 June, 2017	Select	
Cleared Balance	43,462.22	to	30 June, 2017	Select	
Statement Balance	43,462.22			0.00	Difference

Cleared	Date	Reference	Source Account	Source Account Name	Amount	Balance
<input checked="" type="checkbox"/>	01/06/2017	Loan 004587			50,000.00	
<input checked="" type="checkbox"/>	04/06/2017	1	5M	5M Quality Rail Service	-500.00	
<input checked="" type="checkbox"/>	05/06/2017	2	5M	5M Quality Rail Service	-750.00	
<input checked="" type="checkbox"/>	15/06/2017	SAL/JUNE			-15,000.00	
<input checked="" type="checkbox"/>	15/06/2017	BankCharges			-350.00	
<input checked="" type="checkbox"/>	22/06/2017	3	A00001	ACCO Ltd.	-500.00	
<input checked="" type="checkbox"/>	28/06/2017	CSH101	A00001	Airfreight Systems LTD	25,000.00	
<input checked="" type="checkbox"/>	28/06/2017	Security Cost	ACCOUNTS	Accountancy Fees	-425.25	
<input checked="" type="checkbox"/>	29/06/2017	Exp101	A00001	ACCO Ltd.	-750.00	
<input checked="" type="checkbox"/>	30/06/2017	6 MONTH BOI			-12,000.00	
<input checked="" type="checkbox"/>	30/06/2017	789	A00001	ACCO Ltd.	-1,250.00	
<input checked="" type="checkbox"/>	30/06/2017	BankCharges			-12.53	

View Options

View by Ledger

- Nominal
- Sales
- Purchase

Transaction Grouping

On Off

View by Period

All Selected

Period

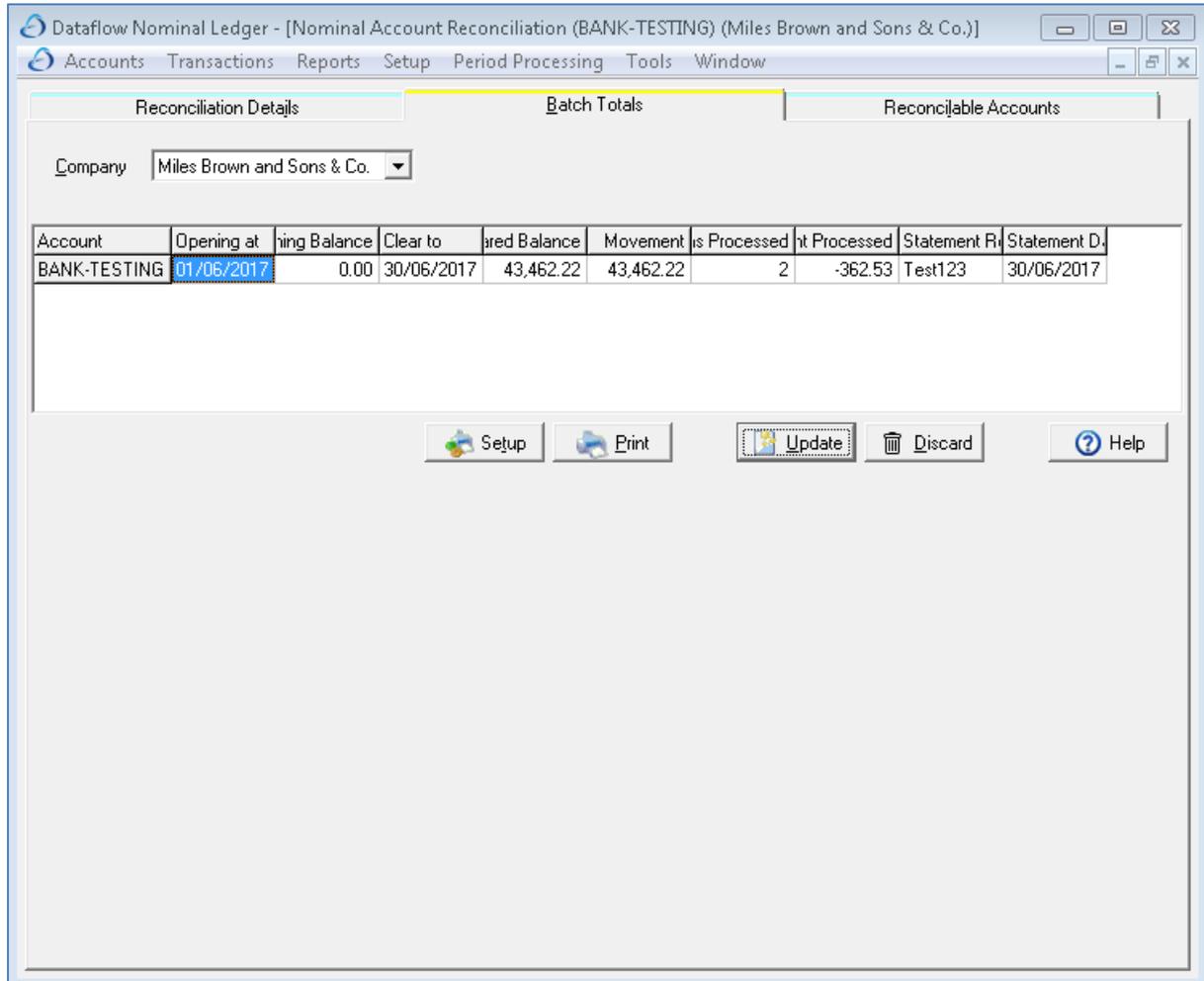
- 30 June, 2016
- 31 July, 2016
- 31 August, 2016
- 30 September, 2016
- 31 October, 2016
- 30 November, 2016
- 31 December, 2016
- 31 January, 2017
- 28 February, 2017
- 31 March, 2017
- 30 April, 2017 (Y/e)
- 31 May, 2017
- 30 June, 2017**
- 31 July, 2017

All
 All
 to Date
 Item
 Item

Once Updated ideally there should be no need to revisit the reconciliation but if required we simply need to enter a start date, to date and the revised Statement Balance and then reconcile the items.

Obviously if the closing balance changes, this will affect the future account reconciliation balance if there is one.

The Reconciliation can be re-printed by entering the required date range within the Reconciliations tab then clicking on Print within the below window Batch Totals.



The screenshot shows the 'Dataflow Nominal Ledger' application window. The title bar reads 'Dataflow Nominal Ledger - [Nominal Account Reconciliation (BANK-TESTING) (Miles Brown and Sons & Co.)]'. The menu bar includes 'Accounts', 'Transactions', 'Reports', 'Setup', 'Period Processing', 'Tools', and 'Window'. The 'Batch Totals' tab is active, showing a 'Company' dropdown set to 'Miles Brown and Sons & Co.'. Below this is a table with the following data:

Account	Opening at	ning Balance	Clear to	ared Balance	Movement	is Processed	nt Processed	Statement R	Statement D
BANK-TESTING	01/06/2017	0.00	30/06/2017	43,462.22	43,462.22	2	-362.53	Test123	30/06/2017

At the bottom of the window, there are several buttons: 'Setup', 'Print', 'Update', 'Discard', and 'Help'.