



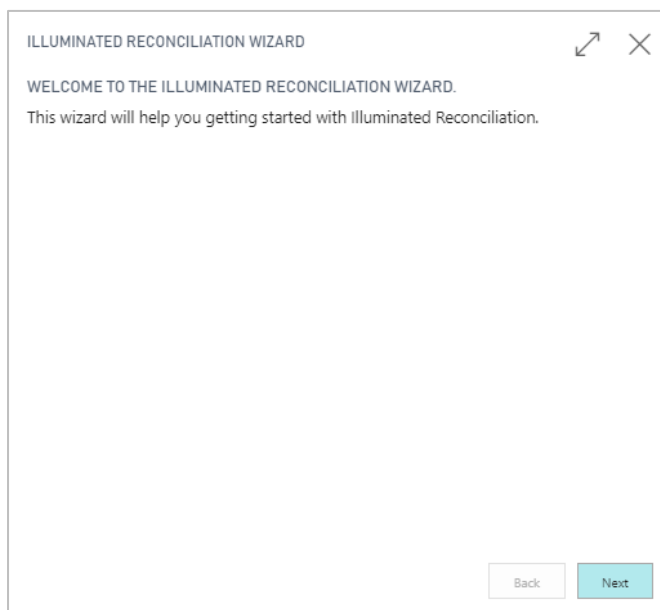
Illuminated

Reconciliation

User scenario document

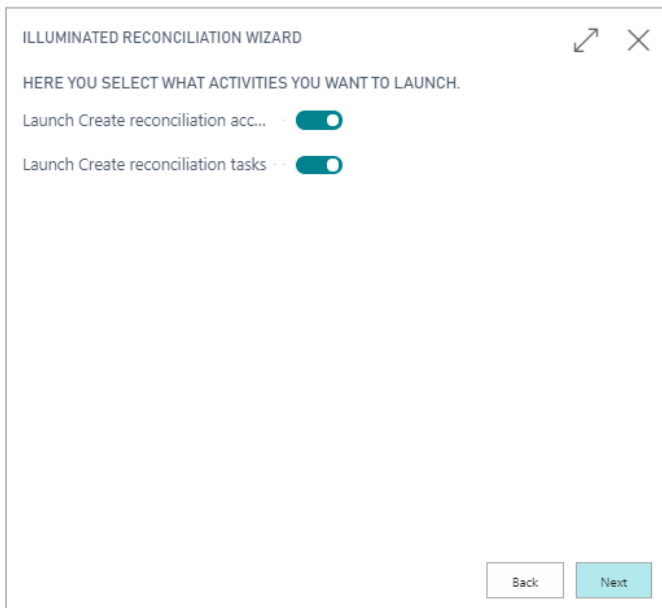
Setup

1. Search for **Illuminated Reconciliation Wizard**.
2. When the wizard is launched, a verification of the license is made. If no active license is found, click on the license text to start the activation process. For only demo purposes in Cronus, choose **Request type** = Activate Demo and then hit **Submit** in the menu bar. Click **Close** to close the license manager. You will be redirected to the wizard.
3. Click on **Next** to continue.



4. Set default values (periodicity, if attachment is required, maximum difference allowed and if reconciliation is made against external amount). The default values can always be changes in the settings. Click **Next**.
5. Mark what activities you wish to launch:
 - Create Reconciliation accounts
 - Create Reconciliation tasks

It is recommended to launch both activities when you are running the wizard for the first time. Click **Next**.



ILLUMINATED RECONCILIATION WIZARD

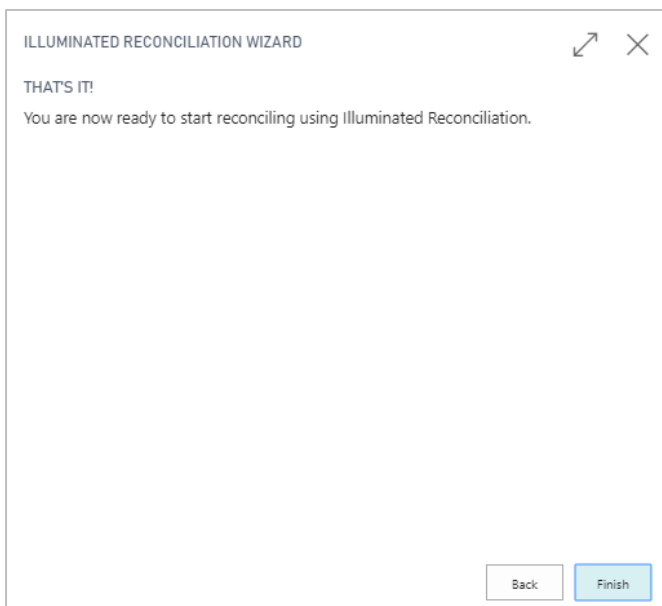
HERE YOU SELECT WHAT ACTIVITIES YOU WANT TO LAUNCH.

Launch Create reconciliation acc... ☒

Launch Create reconciliation tasks ☒

Back Next

6. Click **Finish**. If you have marked to launch any activities, they will be launched now.



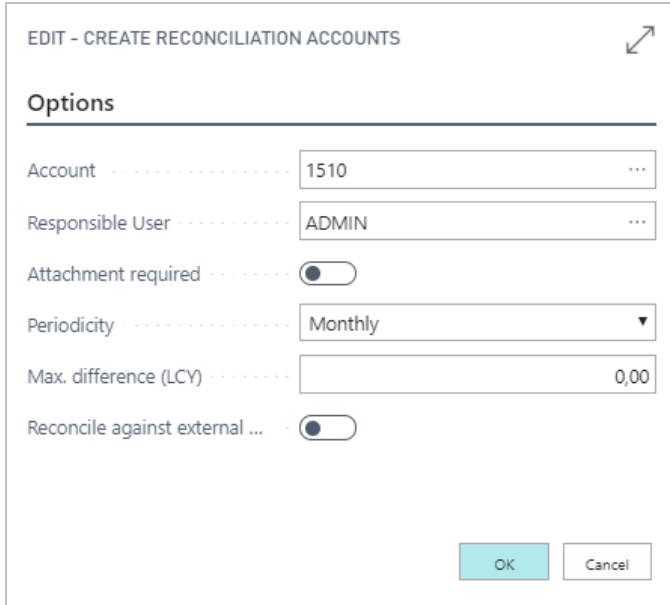
ILLUMINATED RECONCILIATION WIZARD

THAT'S IT!

You are now ready to start reconciling using Illuminated Reconciliation.

Back Finish

7. For **Create Reconciliation accounts**, following window opens:



EDIT - CREATE RECONCILIATION ACCOUNTS

Options

Account 1510 ...

Responsible User ADMIN ...

Attachment required ☒

Periodicity Monthly ▼

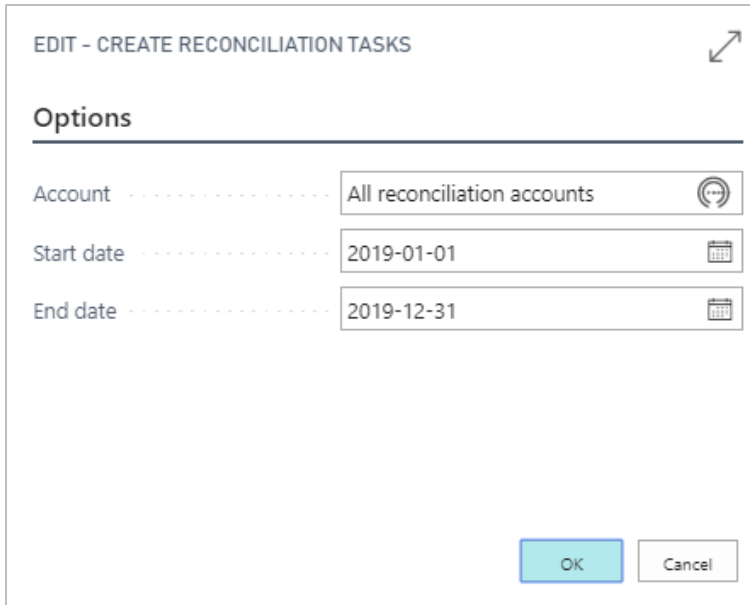
Max. difference (LCY) 0,00

Reconcile against external ... ☒

OK Cancel

- In **Account Filter**, manually type what G/L accounts you want to create reconciliation accounts for or press [...] to select from full G/L account list. It is possible to mark multiple accounts.
- Choose whom will be the **Responsible User** for the reconciliation accounts.
- Choose if an attachment is required on the reconciliation accounts.
- Set what **Periodicity** the reconciliation accounts will be reconciled at.
- Set maximum difference allowed (this field will only be used if **Reconcile against external amount** is marked).
- Choose if **Reconcile against external amount** is required.
- Click **OK** to create reconciliation accounts.

8. For **Create Reconciliation tasks**, following window opens:



EDIT - CREATE RECONCILIATION TASKS

Options

Account All reconciliation accounts

Start date 2019-01-01

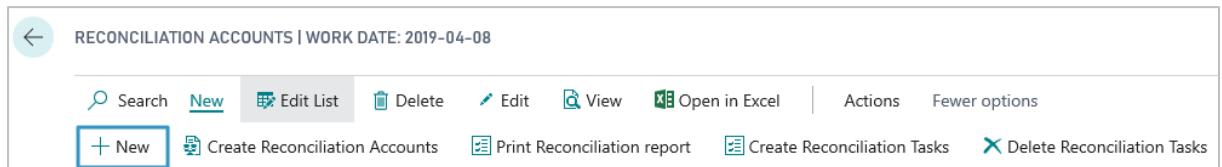
End date 2019-12-31

OK Cancel

- In **Account filter**, choose what reconciliation accounts you want to create reconciliation tasks for. If no account is chosen, tasks will be created for all reconciliation accounts.
- In **Start date**, choose the start date for when reconciliation tasks will be created.
- In **End date**, choose the end date for when reconciliation tasks will be created.
- Click **OK** to create reconciliation tasks.

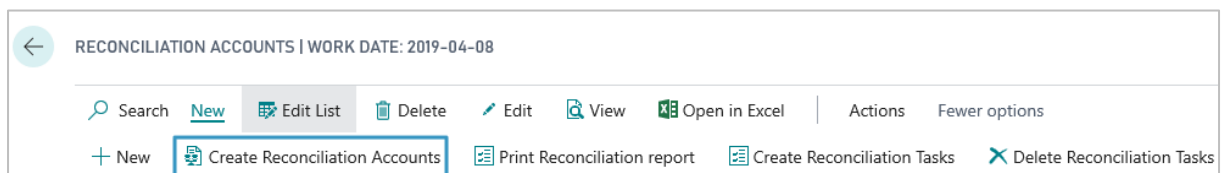
Create reconciliation accounts

1. Search for **Reconciliation accounts**.
2. In the menu, on New, click on **New**. Fill out the fields on the reconciliation account card and then click on **OK**.



or

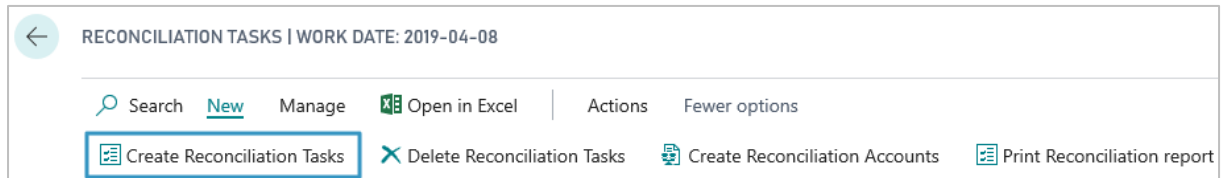
3. In the menu, on New, click on **Create Reconciliation accounts**.



4. Follow step 6a – 6g in the Setup section.

Create reconciliation tasks

1. Search for **Reconciliation tasks**.
2. In the menu, on New, click on **Create Reconciliation tasks**.



3. Follow step 7a – 7d in the Setup section.

Perform reconciliation

1. Search for **Reconciliation tasks**.
2. Open a task by clicking on **Edit** in the menu. The reconciliation task card will open.

←

RECONCILIATION TASK | WORK DATE: 2019-04-08

+

🗑️

1

Process

Report

Entry

More options

General

Responsible

ADMIN

End date

2019-01-31

Attachment required

🔴

Account No.

1510

Max. difference (LCY)

0,00

Start date

2019-01-01

Balance (expected)

0,00

General Ledger Entries

ENTRY NO.	RECONC. STATUS	POSTING DATE	DOCUME. TYPE	DOCUMENT NO.	G/L ACCOUNT NO.	DESCRIPTION	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	EXTE DOCI NO.
1493	🔴	2019-01-31	Invoice	103171	1510	Invoice 102171	22 250,00	G/L Account		
1476	🔴	2019-01-26	Invoice	103169	1510	Invoice 102169	6 320,00	G/L Account		
1738	🔴	2019-01-25	Invoice	103207	1510	Invoice 102214	7 665,00	G/L Account		
1735	🔴	2019-01-25	Invoice	103206	1510	Invoice 102213	38 325,00	G/L Account		
1723	🔴	2019-01-24	Invoice	103202	1510	Invoice 102209	2 062,50	G/L Account		
1452	🔴	2019-01-23	Payment	103166	1510	Invoice 102166	-21 322,50	G/L Account	1910	
1450	🔴	2019-01-23	Invoice	103166	1510	Invoice 102166	21 322,50	G/L Account		
1444	🔴	2019-01-21	Payment	103165	1510	Invoice 102165	-98 140,00	G/L Account	1910	
1442	🔴	2019-01-21	Invoice	103165	1510	Invoice 102165	98 140,00	G/L Account		
1433	🔴	2019-01-21	Payment	103164	1510	Invoice 102164	-20 472,50	G/L Account	1910	
1431	🔴	2019-01-21	Invoice	103164	1510	Invoice 102164	20 472,50	G/L Account		
1732	🔴	2019-01-20	Invoice	103205	1510	Invoice 102212	5 602,50	G/L Account		
1720	🔴	2019-01-19	Invoice	103201	1510	Invoice 102208	21 078,75	G/L Account		
1415	🔴	2019-01-19	Payment	103162	1510	Invoice 102162	-3 115,00	G/L Account	1910	
1413	🔴	2019-01-19	Invoice	103162	1510	Invoice 102162	3 115,00	G/L Account		

Reconciliation Links

NOTE/FILE

TYPE

SUB TYPE

(There is nothing to show in this view)

3. The very first time you start reconciling an account, there might be entries in earlier period than the task's period. All these entries need to be reconciled.
4. To reconcile an entry, mark the line and in the menu, on Process, click on **Reconcile entries**. It is also possible to mark multiple lines in the same time.

←

RECONCILIATION TASK | WORK DATE: 2019-04-08

1

New

Process

More options

🗑️ Close reconciliation task

📄 Reconcile entries

🗑️ Remove reconciliation

🔁 Reopen reconciled task

5. When an entry has been reconciled, it will be marked in green and as reconciled.

RECONCILIATION TASK | WORK DATE: 2019-04-08

1

New
Process
More options

Close reconciliation task
 Reconcile entries
 Remove reconciliation
 Reopen reconciled task

General

Responsible
ADMIN

End date
2019-01-31

Attachment required
☐

Account No.
1510

Max. difference (LCY)
0,00

Start date
2019-01-01

Balance (expected)
0,00

Entries

General Ledger Entries

ENTRY NO.	RECONCL.	POSTING DATE ↓	DOCUME... TYPE	DOCUMENT NO.	G/L ACCOUNT NO. ↓	DESCRIPTION	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	EXTERNAL DOCUME... NO.
1493	Reconciled	2019-01-31	Invoice	103171	1510	Invoice 102171	22 250,00	G/L Account		
1476		2019-01-26	Invoice	103169	1510	Invoice 102169	6 320,00	G/L Account		

6. When all entries have been reconciled, the task needs to be closed. In the menu, on Process, click on **Close reconciliation task**. If the task is closed successfully, you will receive a confirmation message that the task has been closed.

RECONCILIATION TASK | WORK DATE: 2019-04-08

1

New
Process
More options

Close reconciliation task
 Reconcile entries
 Remove reconciliation
 Reopen reconciled task