



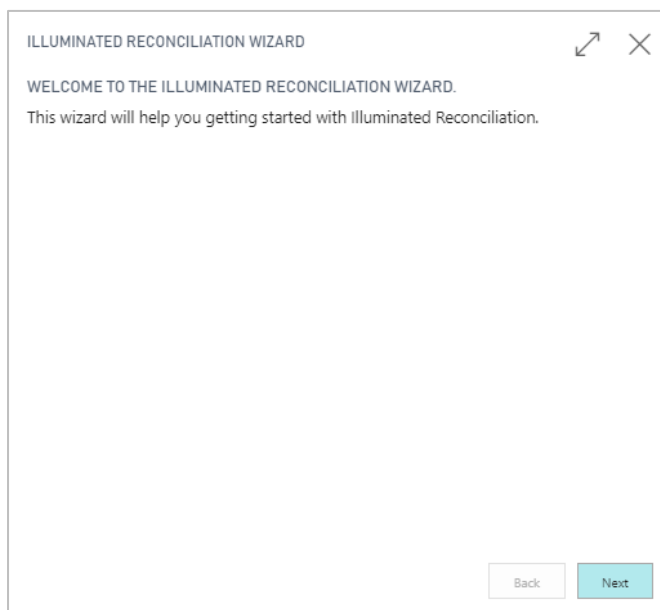
Illuminated

Reconciliation

User scenario document

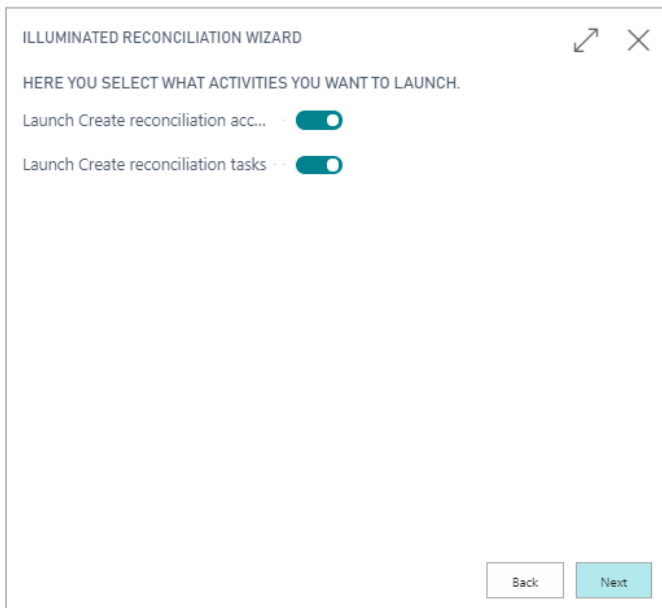
Setup

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.

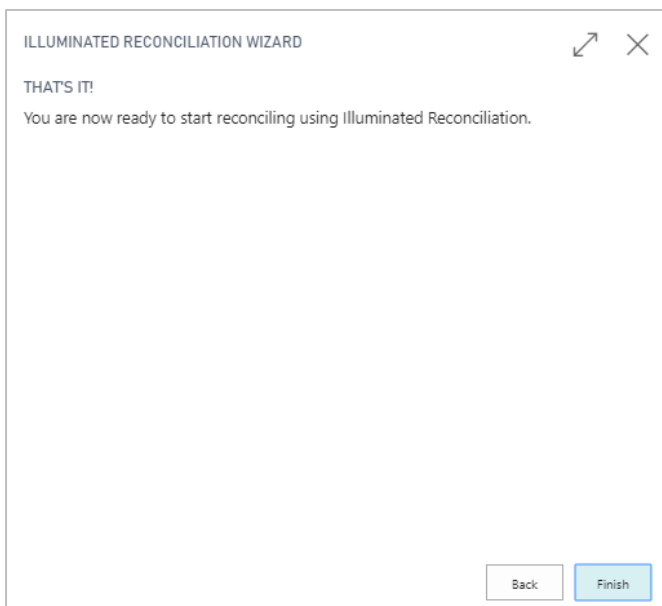


4. Set default values (periodicity, if attachment is required, maximum difference allowed and if reconciliation is made against external amount). The default values can always be changes in the settings. Click **Next**.
5. Mark what activities you wish to launch:
 - Create Reconciliation accounts
 -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

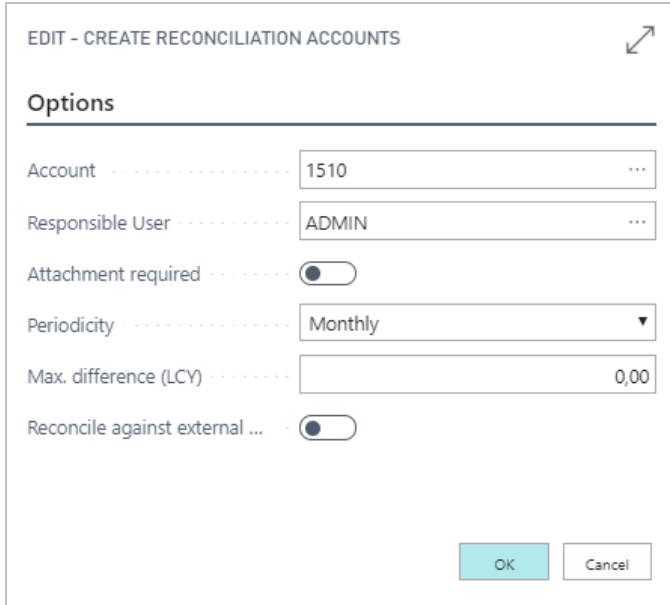
It is recommended to launch both activities when you are running the wizard for the first time. Click **Next**.



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



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



EDIT - CREATE RECONCILIATION ACCOUNTS

Options

Account 1510 ...

Responsible User ADMIN ...

Attachment required ☒

Periodicity Monthly ▼

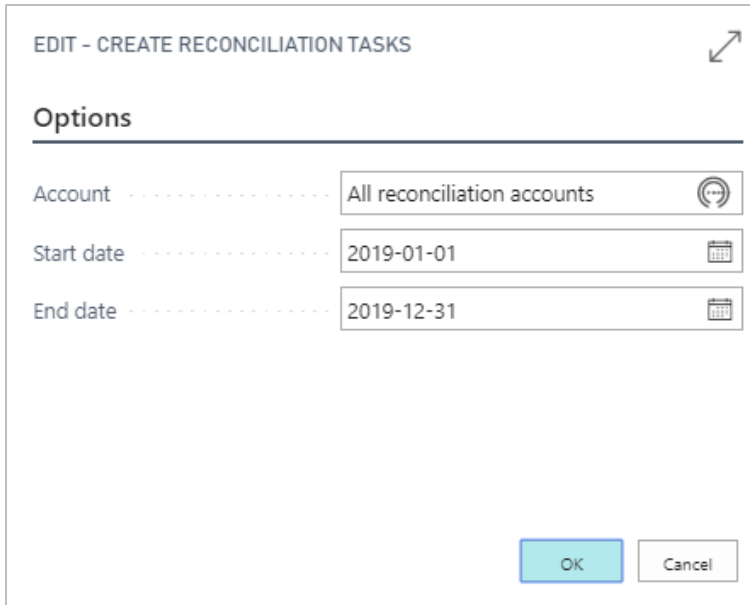
Max. difference (LCY) 0,00

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 who 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 the 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.

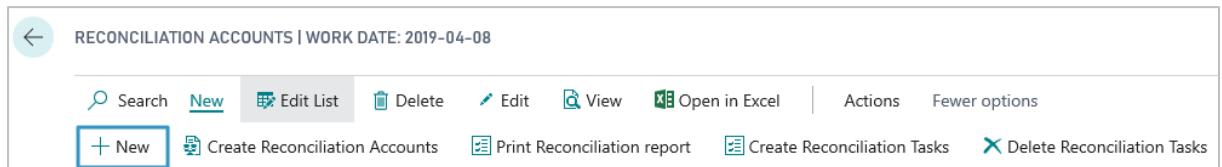
8. For **Create Reconciliation tasks**, the following window opens:



- a. 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.
- b. In **Start date**, choose the start date for when reconciliation tasks will be created.
- c. In **End date**, choose the end date for when reconciliation tasks will be created.
- d. Click **OK** to create the reconciliation tasks.

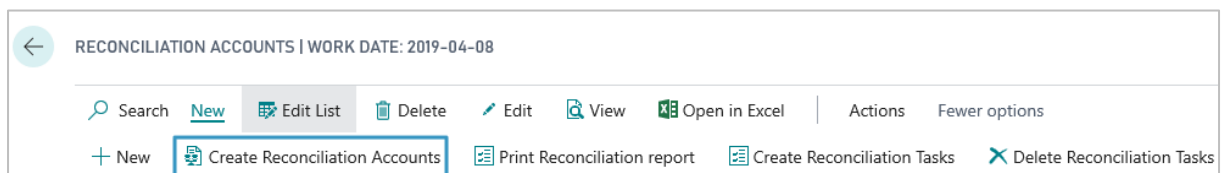
Create reconciliation accounts

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

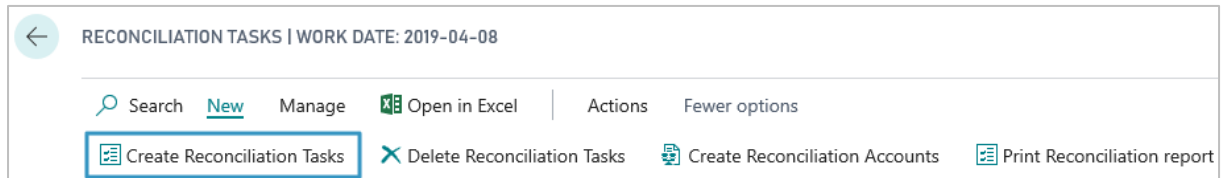
3. In the menu, on New, click on **Create Reconciliation accounts**.



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 first time you start reconciling an account, there may be entries in an 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

Process Report Entry Actions Fewer options

Reconcile entries

Remove reconciliation

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

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RECONCILIATION TASK | WORK DATE: 2019-04-08

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🗑️

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 Actions, click on **Close reconciliation task**. A window opens for entering a closing comment. Enter a comment if required and then click on **OK**.

←

RECONCILIATION TASK | WORK DATE: 2019-04-08

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🗑️

1

Process

Report

Entry

Actions

Fewer options

✕ Delete

📄 Reconcile entries

🗑️ Remove reconciliation

🗑️ Close reconciliation task

🔄 Reopen reconciled task

👁️ View/hide reconciled