

## 1 Ocean Dynamics: GL Reconciliation User Guide

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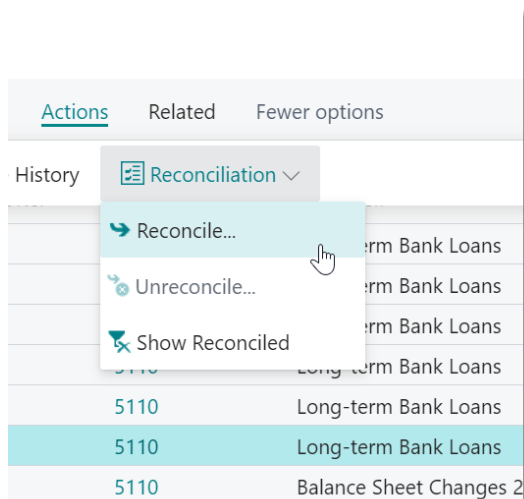
### 2.1 INTRODUCTION

Accountants and bookkeepers have a requirement to flag balancing entries in the general ledger to provide reconciliation visibility against posted reversing journals in order to provide controls and mitigate potential risk of fraud. Ocean Dynamics have developed an application that fulfils this need, including features to reverse the reconciliation and audit reconciled transactions.

### 2.2 RECONCILING G/L ENTRIES

The process starts with the General Ledger Entries page, which can either be directly accessed from the Business Central menu structure or (ideally) via a filtered account view from the Chart of Accounts.

Identify one or more of the ledger transactions that you wish to flag as reconciled and then select the “Reconcile” option from within the Actions menu:



A window appears that will detail all non-reconciled entries from that particular nominal account. Flag the entries that you wish to reconcile by placing a tick in the “Select” column on the left.

As you flag entries for reconciliation, a balance figure is displayed at the bottom of the page.

**Edit - Reconcile G/L Entries - 5110 Long-term Bank Loans**

Reconcile | Navigate | Actions | Related | Fewer options

Reason Code: ADJ001 | Description: Auth Reversed: TWH

Sele...	Posting Date	Document Type	Document No.	G/L Account No.	Description	Amount
<input checked="" type="checkbox"/>	28/01/2022		G00005	5110	Long-term Bank Loans	-868.68
<input checked="" type="checkbox"/>	28/01/2022		G00004	5110	Long-term Bank Loans	-1,750.00
<input checked="" type="checkbox"/>	28/01/2022		G00005	5110	Long-term Bank Loans	868.68
<input checked="" type="checkbox"/>	28/01/2022		G00004	5110	Long-term Bank Loans	1,750.00
<input checked="" type="checkbox"/>	28/01/2022		G00003	5110	Long-term Bank Loans	-1,000.00
<input type="checkbox"/>	28/01/2022		G00003	5110	Long-term Bank Loans	1,000.00
<input type="checkbox"/>	31/12/2021		00-12B	5110	Balance Sheet Changes 2021	8,606.64
<input type="checkbox"/>	C31/12/2020		START	5110	Opening Entry	-64,282.40

Reconciliation Date: 28/01/2022 | Balance: -1,000.00

Close

If necessary, you have the option to also assign a reason code and a description to the reconciliation activity for auditing purposes at a later date:

**Edit - Reconcile G/L Entries - 5110 Long-term Bank Loans**

Reconcile | Navigate | Actions | Related | Fewer options

Reason Code: ADJ001 | Description: Auth Reversed: TWH

When the balance is 0, the system will allow you to then process these entries as reconciled by selecting the “reconcile” option in the option bar at the top of the page.

Having selected the reconcile option, the system will then refresh the page showing you the remaining ledger entries. You can now close the page.

## 2.3 VIEWING RECONCILED G/L ENTRIES

There are a few ways to identify reconciled G/L Entries:

[1] From the General Ledger Entries Page

All reconciled General Ledger entries will have a “Reconciliation No.” value:

Posting Date ↓	Document No.	G/L Account No.	Description	Amount	Reconciliation No.
28/01/2022	G00005	5110	Long-term Bank Loans	-868.68	1
28/01/2022	G00004	5110	Long-term Bank Loans	-1,750.00	1
28/01/2022	G00005	5110	Long-term Bank Loans	868.68	1
28/01/2022	G00004	5110	Long-term Bank Loans	1,750.00	1
28/01/2022	G00003	5110	Long-term Bank Loans	-1,000.00	1
→ 28/01/2022	G00003	5110	Long-term Bank Loans	1,000.00	1
31/12/2021	00-12B	5110	Balance Sheet Changes 2021	8,606.64	
C31/12/2020	START	5110	Opening Entry	-64,282.40	

Selecting the “Reconciliation No.” value will drill-down to detail the reconciliation register record:

Description	Amount	Reconciliation No.	Bal. Account Type	Bal. Account No.	Document Type	Ent
Long-term Bank Loans	-868.68	1	G/L Account	5310		
Long-term Bank Loans	-1,750.00	1	G/L Account	5310		
Long-term Bank Loans	868.68	1	G/L Account	5310		
Long-term Bank Loans	1,750.00	1	G/L Account	5310		
Long-term Bank Loans	-1,000.00	1	G/L Account	5310		
Long-term Bank Loans	1,000.00	1	G/L Account	5310		
Balance Sheet Changes 2021	8,606.64					
Opening Entry	-64,282.40					

No. ↓	Reconciliati... Date	Reason Code	Description
→ 1	28/01/2022	ADJ001	Auth Reversed: TWH

[2] From the G/L Reconciliation Registers page:

Go to Reports and Analysis

G/L Reconciliation Registers

Archive

Selecting the register entry that you wish to detail and then clicking the “G/L Entries” option:

← G/L Reconciliation Registers | Work Date: 28/01/2022

Search Unreconcile **G/L Entries** Open in Excel Actions Related Fewer options

No. ↓	Reconciliat... Date	Reason Code	Description	Rev...	User ID	Creation Date	Creation Time
1	28/01/2022	ADJ001	Auth Reversed: TWH	<input type="checkbox"/>	NAV\TIM.HART	07/12/2020	10:44:5

.. will detail the General Ledger transactions that were reconciled:

← Reconciled G/L Entries | Work Date: 28/01/2022

Reason Code ..... ADJ001 Description ..... Auth Reversed: TWH

Navigate Actions Related Fewer options

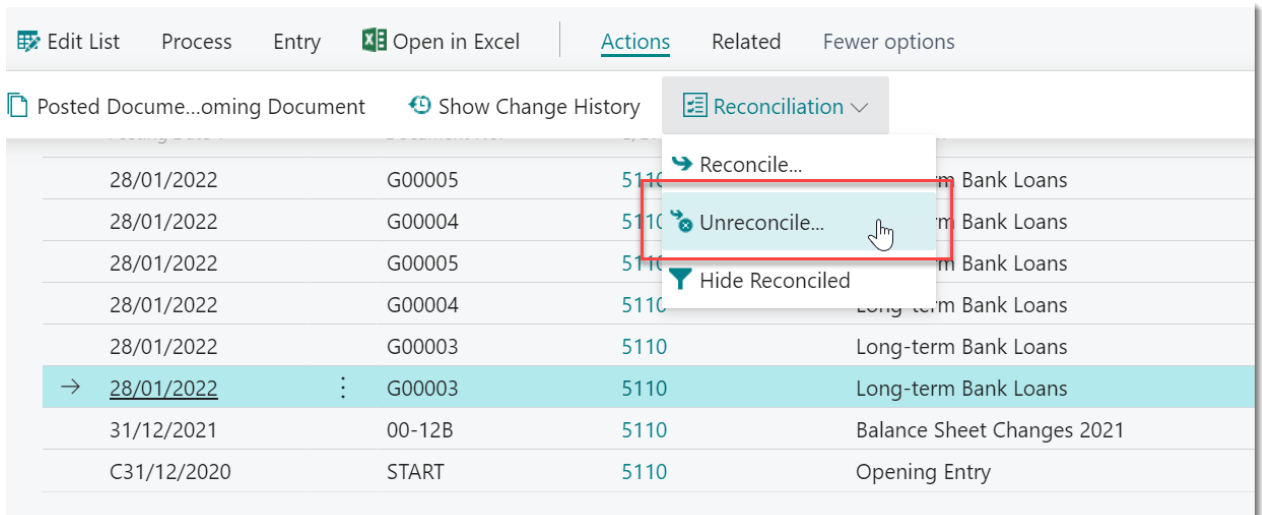
	Posting Date	Document Type	Document No.	G/L Account No.	Description	Amount	Entry No.	External Document No.
→	28/01/2022		G00003	5110	Long-term Bank Loans	1,000.00	2848	
	28/01/2022		G00003	5110	Long-term Bank Loans	-1,000.00	2851	
	28/01/2022		G00004	5110	Long-term Bank Loans	1,750.00	2852	
	28/01/2022		G00005	5110	Long-term Bank Loans	868.68	2854	
	28/01/2022		G00004	5110	Long-term Bank Loans	-1,750.00	2857	
	28/01/2022		G00005	5110	Long-term Bank Loans	-868.68	2859	

## 2.4 UNRECONCILING G/L ENTRIES

There are a few ways to reverse reconciled General Ledger entries:

[1] From the General Ledger Entries Page:

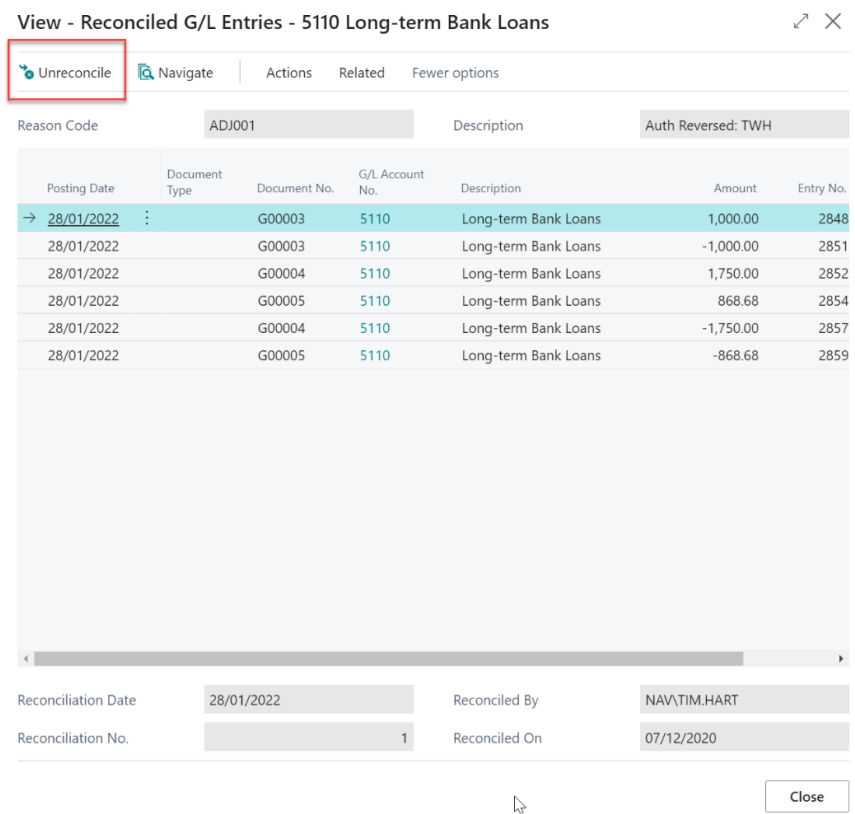
Identify one or more transactions from the General Ledger Entries page and then select “Unreconcile” from the Actions bar:



The screenshot shows the General Ledger Entries page. The 'Actions' dropdown menu is open, and the 'Unreconcile...' option is highlighted. The table below shows the list of transactions.

Posting Date	Document No.	G/L Account No.	Description
28/01/2022	G00005	5110	Long-term Bank Loans
28/01/2022	G00004	5110	Long-term Bank Loans
28/01/2022	G00005	5110	Long-term Bank Loans
28/01/2022	G00004	5110	Long-term Bank Loans
28/01/2022	G00003	5110	Long-term Bank Loans
→ 28/01/2022	G00003	5110	Long-term Bank Loans
31/12/2021	00-12B	5110	Balance Sheet Changes 2021
C31/12/2020	START	5110	Opening Entry

A page detailing reconciled G/L entries that are sharing the same Reconciliation No. will appear:



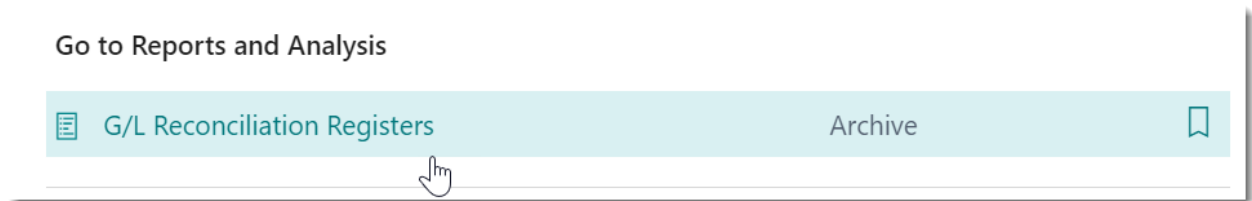
The screenshot shows the 'View - Reconciled G/L Entries - 5110 Long-term Bank Loans' page. The 'Unreconcile' button is highlighted. The table below shows the list of reconciled entries.

Posting Date	Document Type	Document No.	G/L Account No.	Description	Amount	Entry No.
→ 28/01/2022	:	G00003	5110	Long-term Bank Loans	1,000.00	2848
28/01/2022		G00003	5110	Long-term Bank Loans	-1,000.00	2851
28/01/2022		G00004	5110	Long-term Bank Loans	1,750.00	2852
28/01/2022		G00005	5110	Long-term Bank Loans	868.68	2854
28/01/2022		G00004	5110	Long-term Bank Loans	-1,750.00	2857
28/01/2022		G00005	5110	Long-term Bank Loans	-868.68	2859

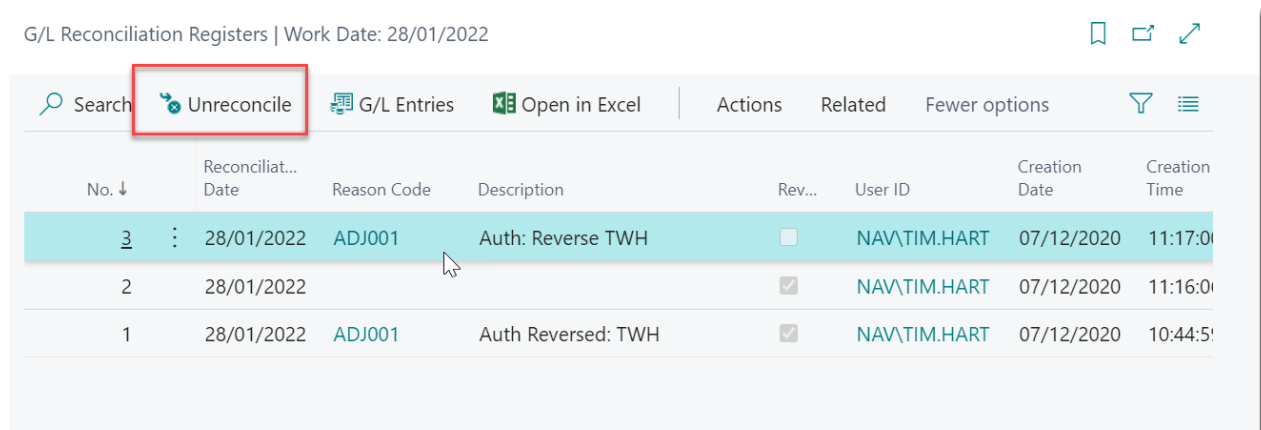
Reconciliation Date: 28/01/2022  
Reconciled By: NAV\TIM.HART  
Reconciliation No.: 1  
Reconciled On: 07/12/2020

Selecting “Unreconcile” will unreconcile all entries shown, sharing the same Reconciliation No.

[2] From the G/L Reconciliation Registers Page



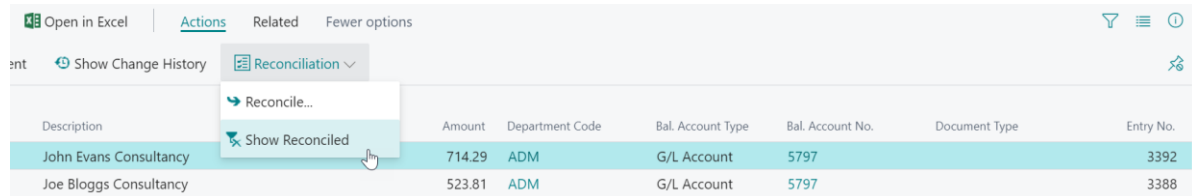
Select the register entry that you wish to unreconcile and then click “Unreconcile”:



### 3 FREQUENTLY ASKED QUESTIONS

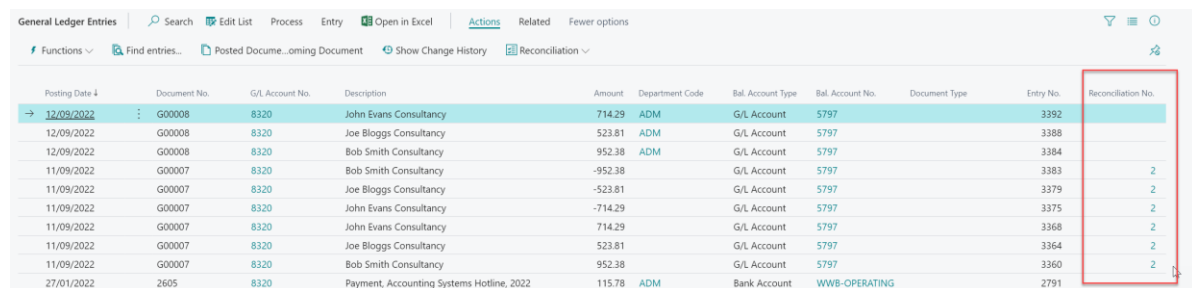
Q: Why can I not see the Reconciliation No. field on the G/L Entries Page ?

A: You can only see the Reconciliation No/ field on the G/L entries page if you have selected the “Show Reconciled” function from the ribbon:



Description	Amount	Department Code	Bal. Account Type	Bal. Account No.	Document Type	Entry No.
John Evans Consultancy	714.29	ADM	G/L Account	5797		3392
Joe Bloggs Consultancy	523.81	ADM	G/L Account	5797		3388

Which results in:

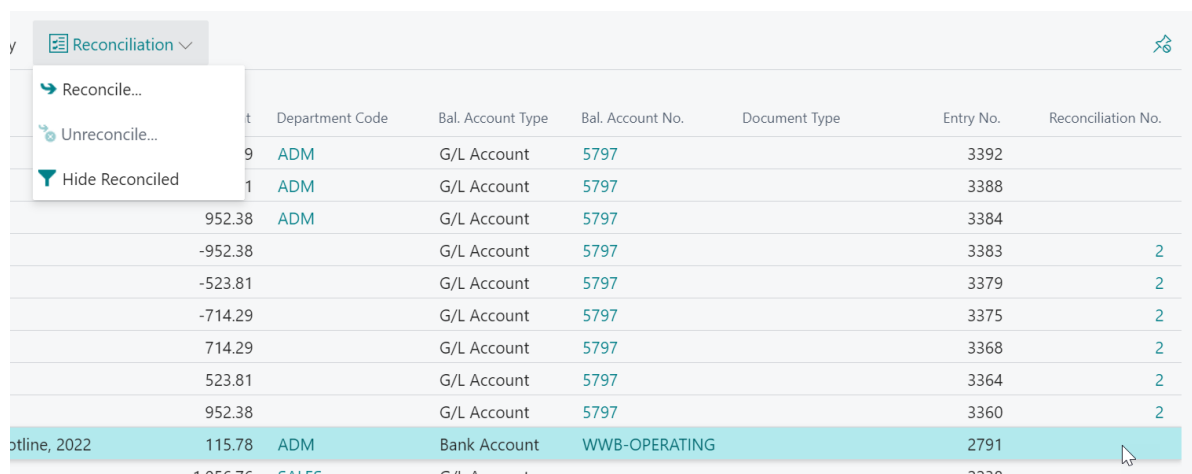


Posting Date	Document No.	G/L Account No.	Description	Amount	Department Code	Bal. Account Type	Bal. Account No.	Document Type	Entry No.	Reconciliation No.
12/09/2022	G00008	8320	John Evans Consultancy	714.29	ADM	G/L Account	5797		3392	
12/09/2022	G00008	8320	Joe Bloggs Consultancy	523.81	ADM	G/L Account	5797		3388	
12/09/2022	G00008	8320	Bob Smith Consultancy	952.38	ADM	G/L Account	5797		3384	
11/09/2022	G00007	8320	Bob Smith Consultancy	-952.38		G/L Account	5797		3383	2
11/09/2022	G00007	8320	Joe Bloggs Consultancy	-523.81		G/L Account	5797		3379	2
11/09/2022	G00007	8320	John Evans Consultancy	-714.29		G/L Account	5797		3375	2
11/09/2022	G00007	8320	John Evans Consultancy	714.29		G/L Account	5797		3368	2
11/09/2022	G00007	8320	Joe Bloggs Consultancy	523.81		G/L Account	5797		3364	2
11/09/2022	G00007	8320	Bob Smith Consultancy	952.38		G/L Account	5797		3360	2
27/01/2022	2605	8320	Payment, Accounting Systems Hotline, 2022	115.78	ADM	Bank Account	WWB-OPERATING		2791	

Q: Why can I not see the “Unreconcile” option on the G/L Entries Page ?

A: You can only see the “Unreconcile” option if you have already selected the “Show Reconciled” option and have then selected a General Ledger Entry with an associated reconciliation record No.

The option to unreconcile is “greyed out” if there is no associated reconciliation record:



Description	Amount	Department Code	Bal. Account Type	Bal. Account No.	Document Type	Entry No.	Reconciliation No.
John Evans Consultancy	714.29	ADM	G/L Account	5797		3392	
Joe Bloggs Consultancy	523.81	ADM	G/L Account	5797		3388	
Bob Smith Consultancy	952.38	ADM	G/L Account	5797		3384	
Bob Smith Consultancy	-952.38		G/L Account	5797		3383	2
Joe Bloggs Consultancy	-523.81		G/L Account	5797		3379	2
John Evans Consultancy	-714.29		G/L Account	5797		3375	2
John Evans Consultancy	714.29		G/L Account	5797		3368	2
Joe Bloggs Consultancy	523.81		G/L Account	5797		3364	2
Bob Smith Consultancy	952.38		G/L Account	5797		3360	2
Payment, Accounting Systems Hotline, 2022	115.78	ADM	Bank Account	WWB-OPERATING		2791	

The option to unreconcile is available if there is an associated reconciliation record:

Actions Related Fewer options							
<div> <div>Reconciliation</div> <div> <div>Reconcile...</div> <div>Unreconcile...</div> <div>Hide Reconciled</div> </div> </div>							
		Department Code	Bal. Account Type	Bal. Account No.	Document Type	Entry No.	Reconciliation No.
y	9	ADM	G/L Account	5797		3392	
y	1	ADM	G/L Account	5797		3388	
r	952.38	ADM	G/L Account	5797		3384	
r	-952.38		G/L Account	5797		3383	2
y	-523.81		G/L Account	5797		3379	2
y	-714.29		G/L Account	5797		3375	2
y	714.29		G/L Account	5797		3368	2
y	523.81		G/L Account	5797		3364	2
r	952.38		G/L Account	5797		3360	2

-- END --