



# USER MANUAL

**ReConciler**

**Version : 1.0.1.42517**

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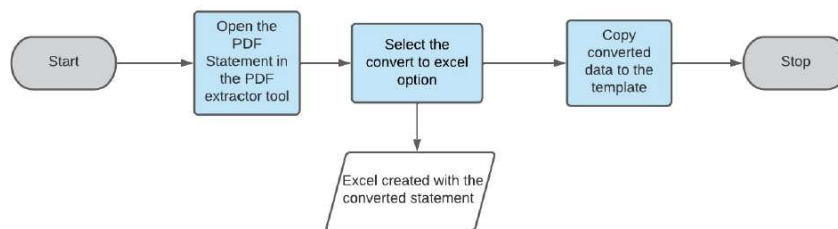
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## 1.0 SYSTEM OVERVIEW

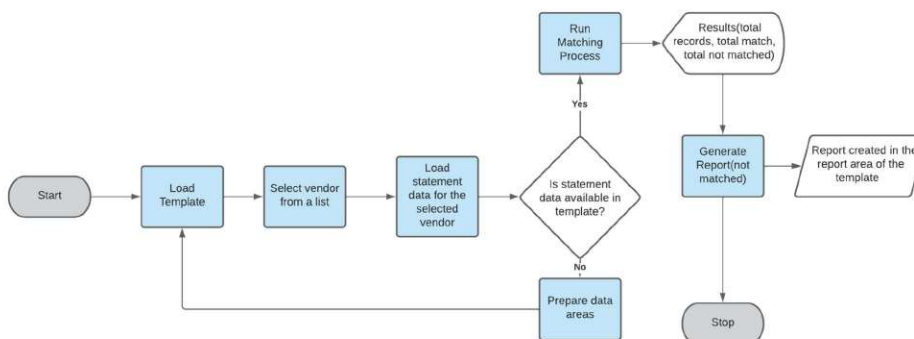
The program is a windows desktop that uses the .NET Framework for performance and scalability while offering a Metro UI Framework-based rich user interface and experience. The software is used to streamline the vendor reconciliation process by automatically comparing SAP postings with the real vendor statement and producing the necessary reports based on the validation outcomes.

### 1.1 Process Flow Diagrams

#### PDF Statement Conversion



#### Proposed solution process flow



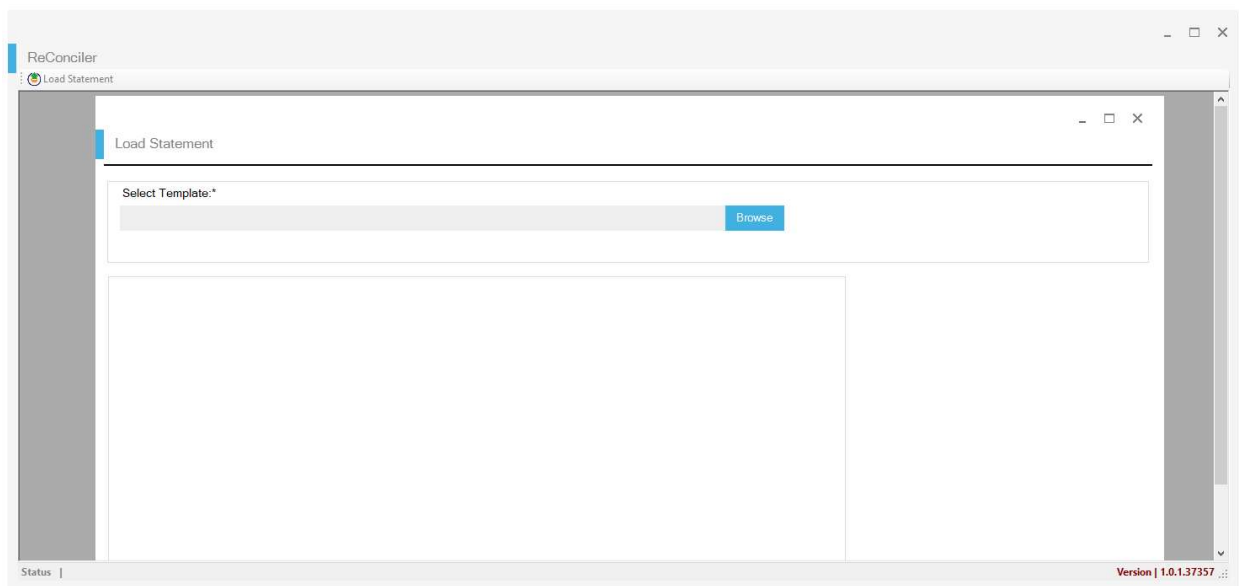
## 2.0 SYSTEM REQUIREMENTS

The following is a list of pre-requisites to use the system:

- .NET Framework 4.7.2
- Microsoft Office Excel
- Able2Extract PDF Converter

## 3.0 GETTING STARTED

### 3.1 Main Interface




Upon launching the application, the user is presented with a main user interface with the option to browse to the template location.

### 3.2 Load Vendor Statement Data

#### Pre-requisite:

- ☐ Vendor with PDF statement is converted into excel format.
- ☐ The statement data is available in the vendor statement data area of the template.
- ☐ The SAP Master data / lookup master is available in the lookup master area of the template.

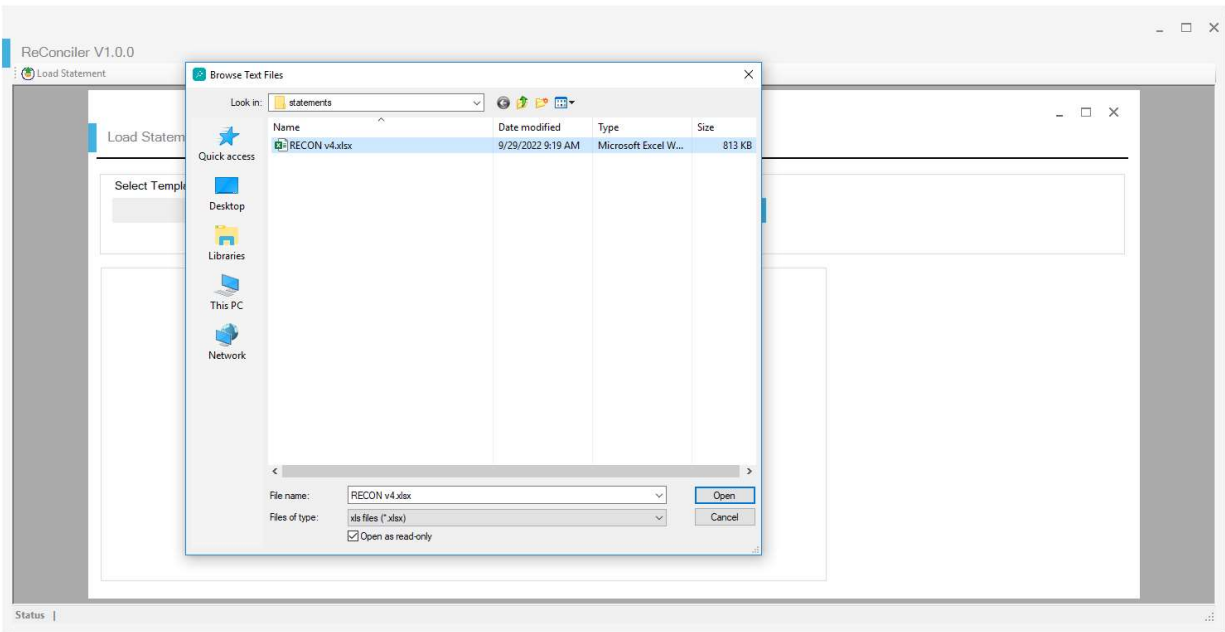
*See Appendix 4.1 on configuring the reconciliation template.*

**Step 1.** Launch the desktop application using the desktop icon 

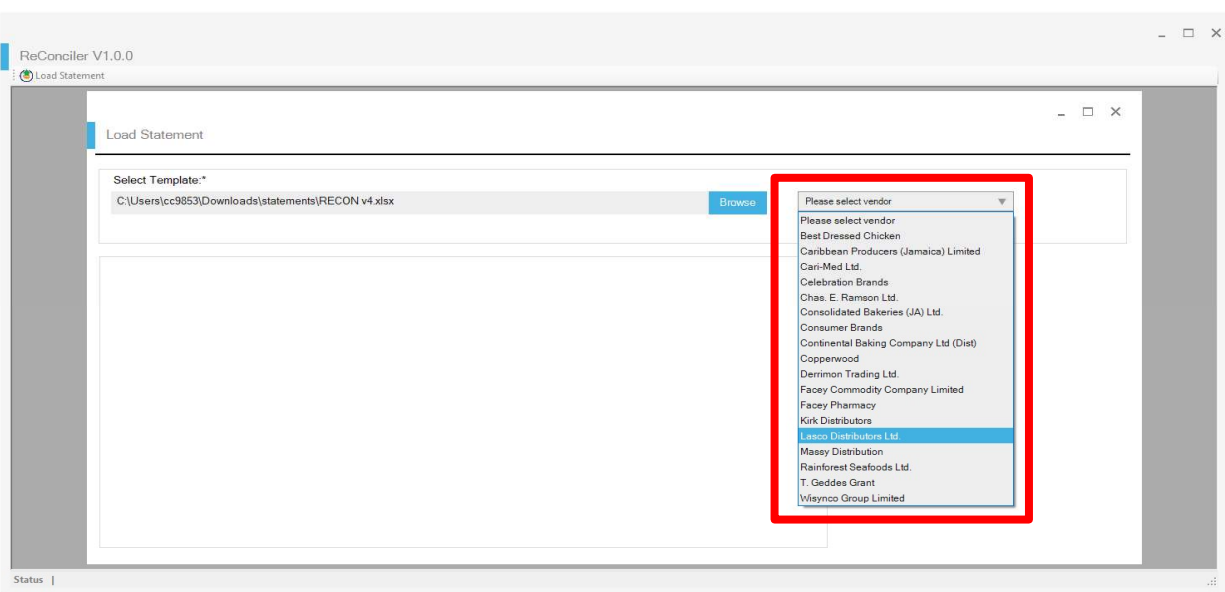
The application can also be launched using the executable file which can be found in location:

***‘C:\Program Files (x86)\Hilo Food Stores\ReConciler\ReConciler.exe’***

**Step 2.** Browse to the template location on your computer and click on the *Open* button.

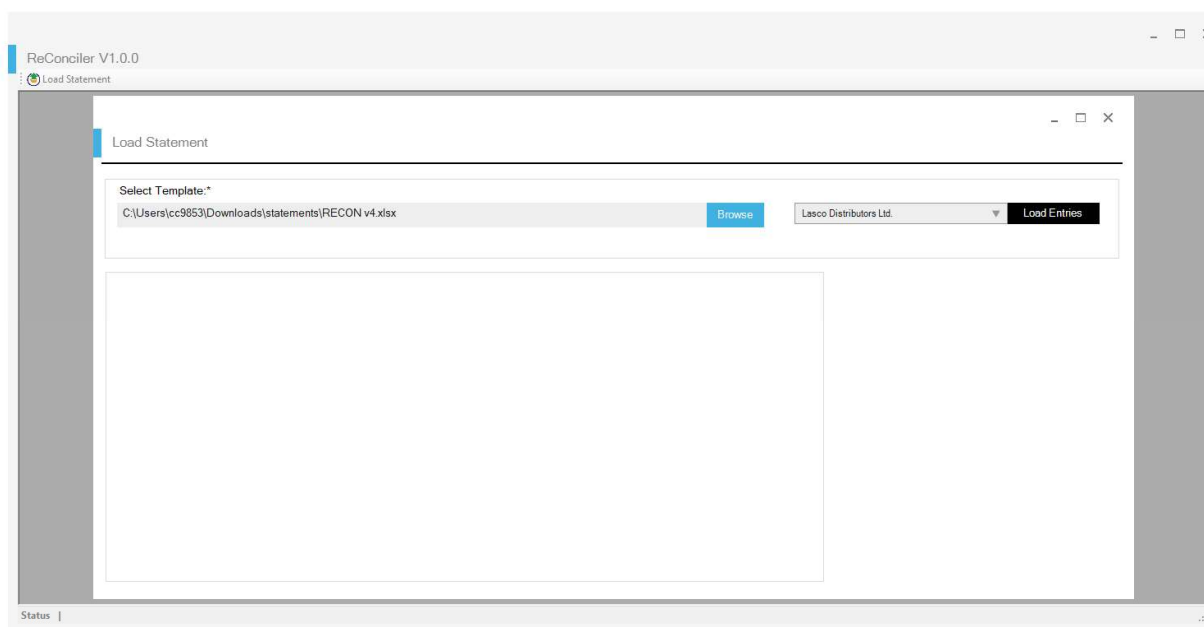


**Expected Result.** A vendor selection list will appear to the right of the *Browse* button.



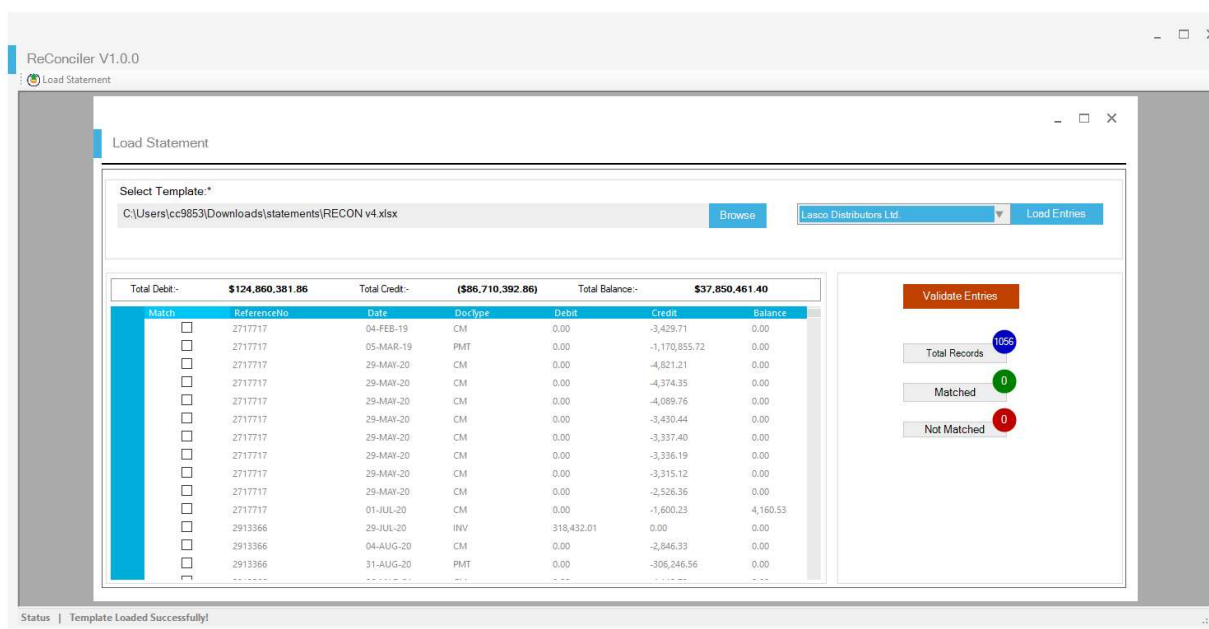
**Step 3.** Select a vendor from the vendor selection list.

**Expected Result.** The *Load Entries* button will appear to the right of the vendor selection list.



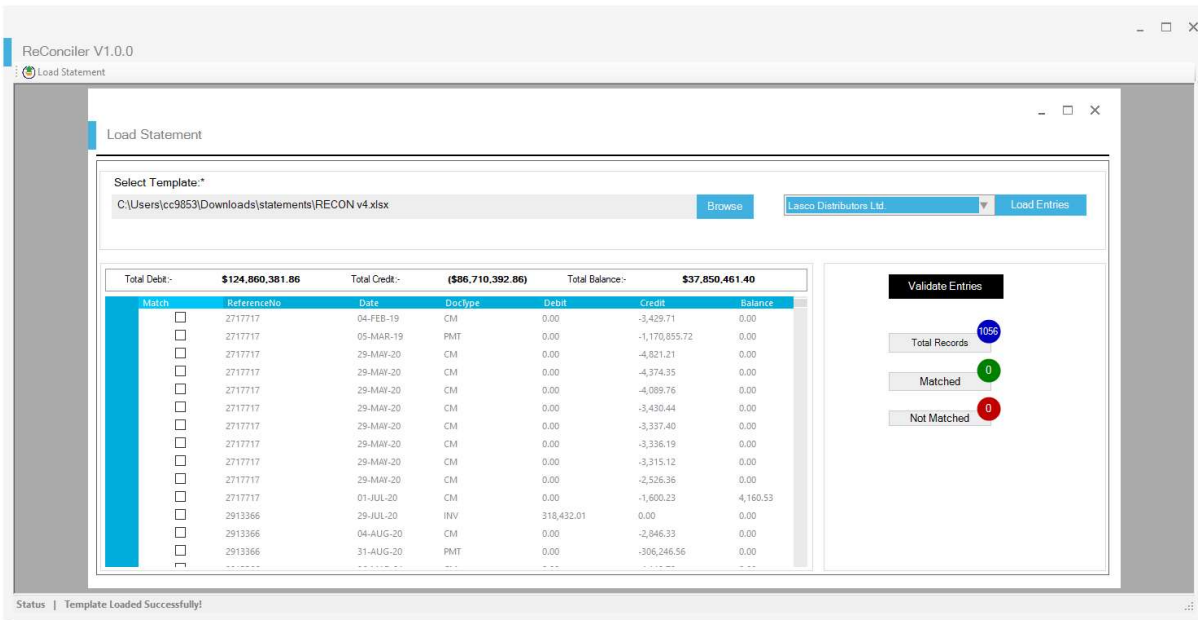
**Step 4.** Click on the *Load Entries* button to load the vendor statement from the reconciliation template.

**Expected Result.** The selected vendor's statement entries will appear in a data grid. To the right of the data grid, there will be a button labeled "Validate Entries," and three labels below it will display the total records, matched, and not matched.

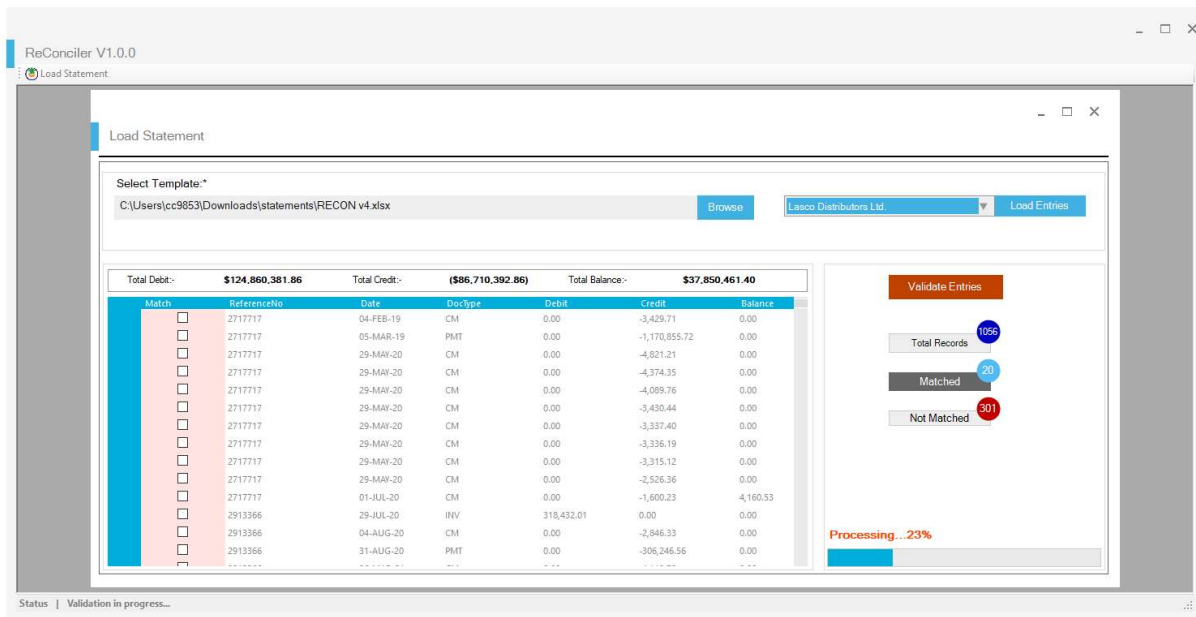


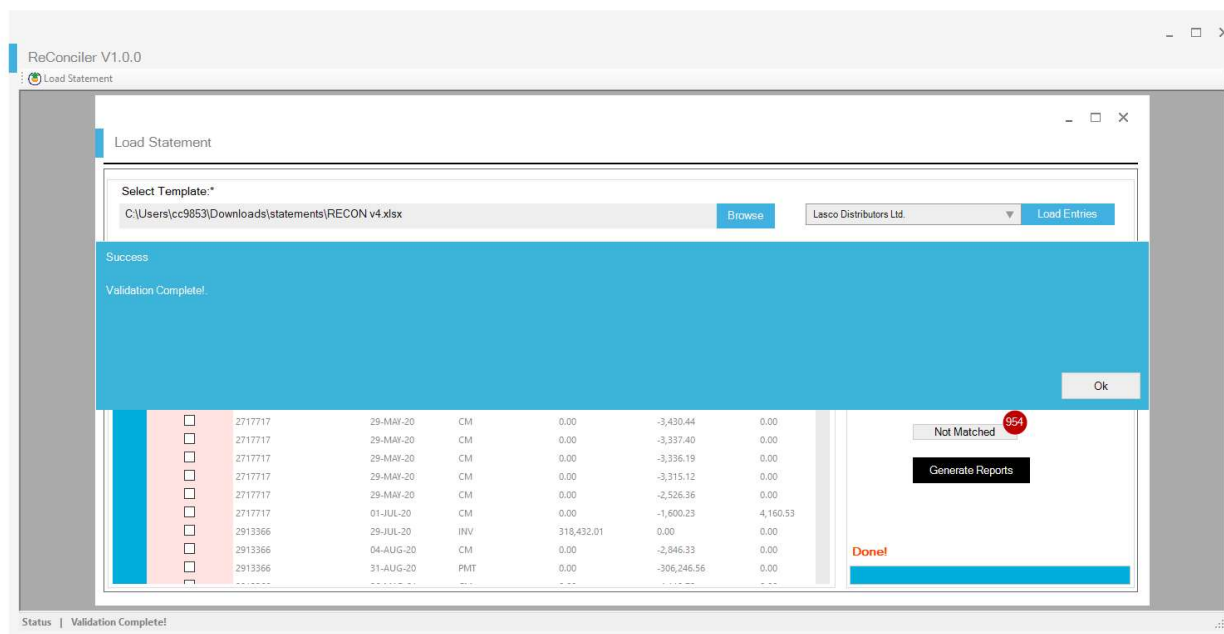
### 3.3 Complete The Automatic Matching Process

**Step 5.** To begin the automatic matching process, click the *Validate Entries* button.



**Expected Result.** During the automatic matching, the progress bar will display the percentage of completion, and the three labels total records, matched, and not matched will be updated with the most recent count.



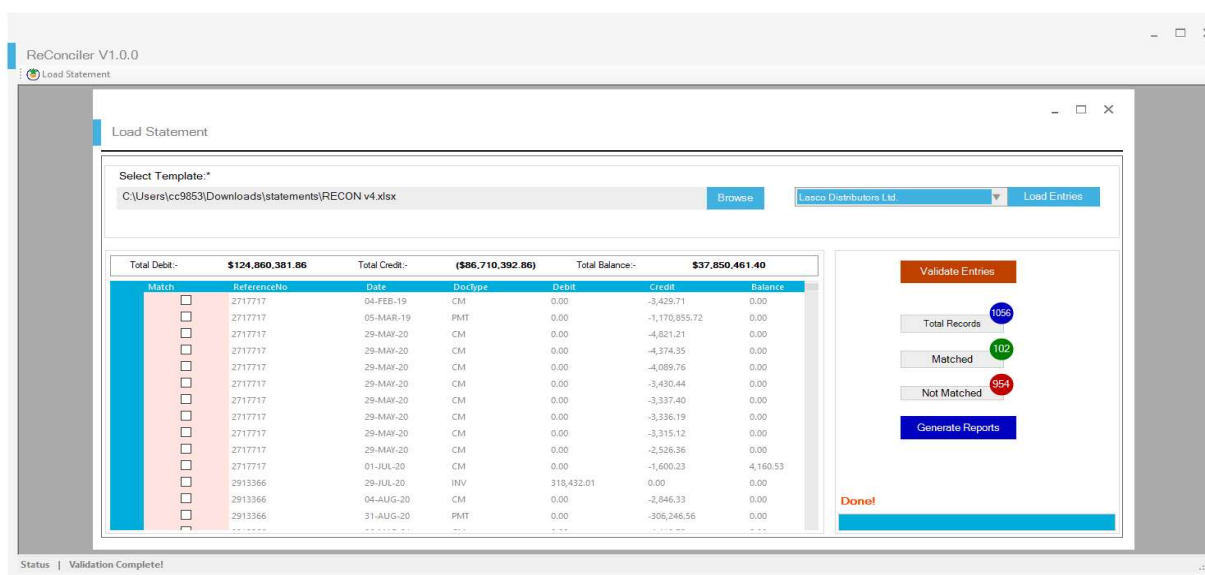


### 3.4 Generate Report

#### Pre-requisite:

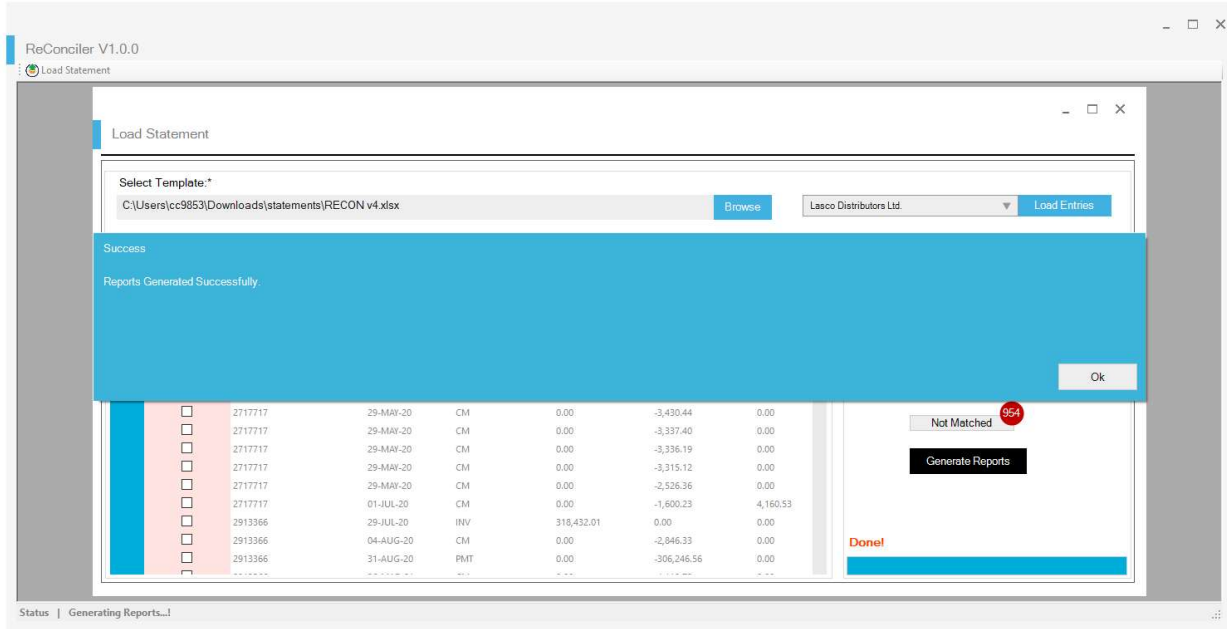
- ☐ The automatic matching process (Validate entries Action) must be completed.

**Step 6.** Click on the *Generate Reports* button to create the report with the matched and not matched entries.

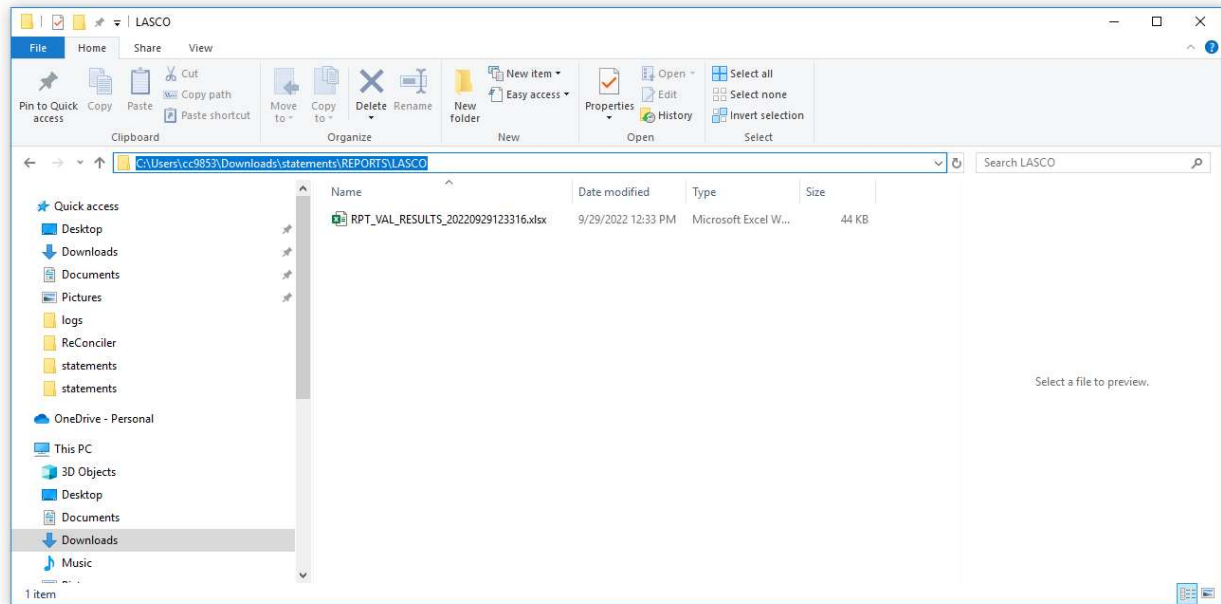




**Expected Result.** A message box will appear indicating that the report was generated successfully.



**NB:** The new report will be created in the location where the reconciliation template is stored.



**Expected Result.** Report created with NotMatched and Matched entries.

AutoSave Off RPT\_VAL\_RESULTS\_20220929123316.xlsx Search

File Home Insert Page Layout Formulas Data Review View Developer Help

Clipboard Font Alignment Number Styles Cells

B2 LASCO DISTRIBUTORS LTD

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2		LASCO DISTRIBUTORS LTD											
3		ReferenceNo	Date	DocType	Debit	Credit	Balance						
4		3180513	8/4/2022	INV	235,562.06	0.00	235,562.06						
5		3181499	8/8/2022	INV	766,761.11	0.00	0.00						
6		3181499	8/11/2022	CM	0.00	(2,683.95)	764,077.16						
7		3188274	8/23/2022	INV	1,440,164.36	0.00	1,440,164.36						
8		3111797	2/2/2022	CM	0.00	(691.42)	(691.42)						
9		3181986	8/8/2022	INV	149,625.44	0.00	149,625.44						
10		3183948	8/11/2022	INV	1,176,911.32	0.00	0.00						
11		3183948	8/17/2022	CM	0.00	(24,280.99)	1,152,630.33						
12		3189154	8/24/2022	INV	569,305.89	0.00	0.00						
13		3189154	8/30/2022	CM	0.00	(1,012.14)	568,293.75						
14		3086663	11/18/2021	CM	0.00	(1,792.74)	(1,792.74)						
15		3178285	7/27/2022	CM	0.00	(7,103.56)	(7,103.56)						
16		3178286	7/27/2022	CM	0.00	(10,841.65)	(10,841.65)						
17		3178287	7/27/2022	CM	0.00	(5,833.67)	(5,833.67)						
18		3178288	7/27/2022	CM	0.00	(7,329.71)	(7,329.71)						
19		3168373	6/30/2022	INV	1,470,930.35	0.00	1,470,930.35						
20		3179263	7/29/2022	INV	1,238,179.39	0.00	0.00						
21		3179263	8/4/2022	CM	0.00	(13,895.45)	1,224,283.94						
22		3180761	8/4/2022	INV	248,976.88	0.00	248,976.88						
23		3184532	8/13/2022	INV	1,415,231.02	0.00	1,415,231.02						
24		3179348	8/2/2022	INV	303,832.74	0.00	303,832.74						

NOTMATCHED MATCHED

Ready

## 4.0 Appendices

### 4.1 Configuring The Reconciliation Template

The reconciliation template is an excel workbook that consists of two main data areas, the vendor statement and SAP master data area. These two areas must be present to proceed to section 3.2 above.

**Step 1.** Copy the extracted statement data to the vendor statement data area of the reconciliation template. This is represented by a sheet labelled with the short name for the vendor.

**Example:** “LASCO” short name for Lasco Distributors Ltd.

The screenshot shows the RECON v4.xlsx Excel workbook. The active sheet is 'LASCO'. The data area contains a vendor statement for LASCO, including contact information, a table of transactions, and a summary table.

DATE	DOC NO.	DOC TYPE	REF. NO.	REFERENCE	DEBIT	CREDIT	BALANCE
21-MAY-18	2638400	INV	2103-4783	1259959	*****		
24-MAY-18	2638400	CM	2639151	1259959		*****	
29-JUN-18	2638400	PMT	W/TRANSFER			*****	
29-JUN-18	2638400	PMT	W/TRANSFER			-0.01	
22-AUG-18	2638400	PMT	W/TRANSFER			-540.01	
18-OCT-18	2638400	PMT	W/TRANSFER			-0.44	
19-DEC-18	2638400	PMT	W/TRANSFER			-0.01	
31-JAN-19	2638400	PMT	W/TRANSFER			-0.02	
20-MAR-19	2638400	PMT	W/TRANSFER			-0.01	
28-JUN-19	2638400	PMT	W/TRANSFER			-20.00	
29-OCT-21	2638400	PMT	W/TRANSFER			-0.06	*****
31-JAN-19	2717717	INV	3208-6674	1393175	*****		
04-FEB-19	2717717	CM	2718558	1393175		*****	
05-MAR-19	2717717	PMT	W/TRANSFER			*****	

The summary table at the bottom of the data area is as follows:

DATE	DOC NO.	DOC TYPE	REF. NO.	REFERENCE	DEBIT	CREDIT	BALANCE
21-MAY-18	2638400	INV	2103-4783	1259959	*****		
24-MAY-18	2638400	CM	2639151	1259959		*****	
29-JUN-18	2638400	PMT	W/TRANSFER			*****	
29-JUN-18	2638400	PMT	W/TRANSFER			-0.01	
22-AUG-18	2638400	PMT	W/TRANSFER			-540.01	
18-OCT-18	2638400	PMT	W/TRANSFER			-0.44	
19-DEC-18	2638400	PMT	W/TRANSFER			-0.01	
31-JAN-19	2638400	PMT	W/TRANSFER			-0.02	
20-MAR-19	2638400	PMT	W/TRANSFER			-0.01	
28-JUN-19	2638400	PMT	W/TRANSFER			-20.00	
29-OCT-21	2638400	PMT	W/TRANSFER			-0.06	*****
31-JAN-19	2717717	INV	3208-6674	1393175	*****		
04-FEB-19	2717717	CM	2718558	1393175		*****	
05-MAR-19	2717717	PMT	W/TRANSFER			*****	

**NB:** Previous statement data must be cleared before copying the new statement extract.

**Step 2.** Copy the SAP extract to the SAP master data area of the reconciliation template. This is represented by a sheet labelled with the short name for the vendor with “SAPMASTER” appended.

Example: “LASCO\_SAPMASTER” short name for Lasco Distributors Ltd.

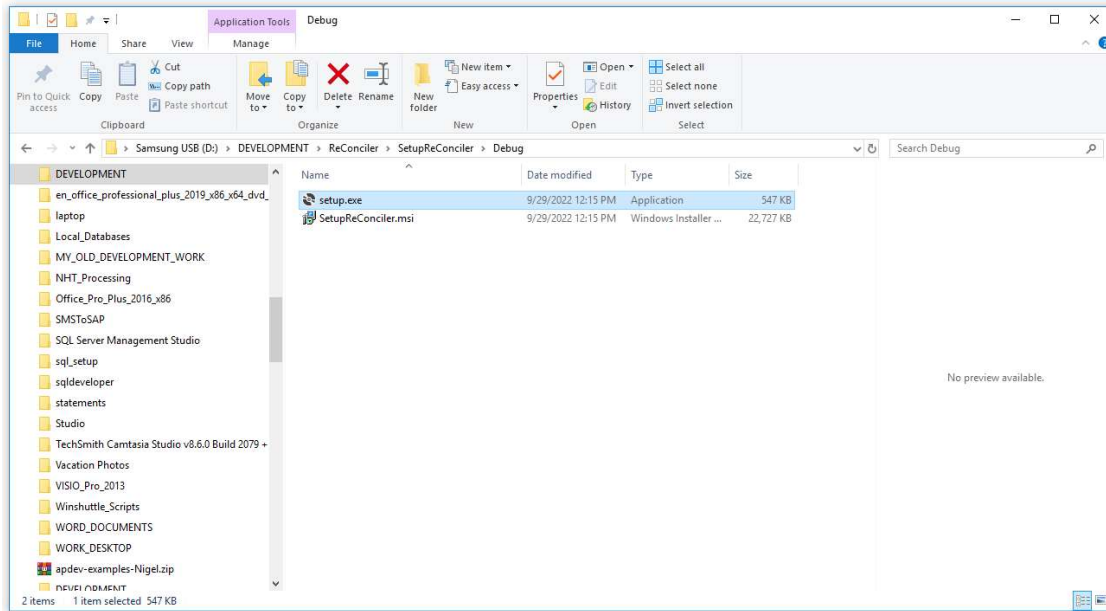
	A	B	C	D	E	F	G	H	I
	Reference	Document Number	Document Date	Amount in doc. curr	Check number from	Document Header Text	Posting Date	Description	User
2	2545833A	19943321	5/29/2017	-3,894.66		502800	9/30/2017		
3	169234	19034822	7/18/2018	-576.84		503000	7/18/2018		
4	175379	19080761	12/5/2018	-8,808.13		503900	12/5/2018		
5	2813302	17331949	10/24/2019	379.41		503800	11/20/2019		
6	2820668A	17335583	11/13/2019	8,928.50		502300	12/30/2019		
7	2860395	17336953	12/30/2019	3,740.39		502800	12/31/2019		
8	2860395A	17345704	3/4/2020	616.34		502800	3/18/2020		
9	2880684A	17351952	5/6/2020	19.42		503900	5/26/2020		
10	2894814A	18154353	6/15/2020	6.24		502700	7/30/2020		
11	200879A	17394757	6/15/2021	367.77		503900	6/29/2021		
12	204325	17401444	9/3/2021	7,744.97		503900	9/21/2021		
13	204352	17404882	10/8/2021	5,984.97		503900	10/22/2021		
14	3074277	19441192	10/13/2021	-37,876.64		503900	10/13/2021		
15	3086663	17414702	11/18/2021	1,792.74		502800	1/27/2022		
16	3086904	19450784	11/19/2021	-8,924.00		502400	11/19/2021		
17	204776	17411519	12/1/2021	5,613.39		502200	12/28/2021		
18	206336	17410408	12/2/2021	926.12		502400	12/15/2021		
19	206377	17414081	1/6/2022	899.17		502400	1/19/2022		
20	206259	17415331	1/20/2022	4,829.99		503700	1/31/2022		
21	3111797	17416225	2/2/2022	691.42		502500	2/14/2022		
22	206068	17415606	2/2/2022	637.14		502300	2/4/2022		
23	206758	17416243	2/3/2022	3,641.59		503900	2/14/2022		
24	208041	17417720	2/16/2022	2,562.58		502500	2/25/2022		

**NB: Previous SAP master data must be cleared before copying the new SAP extract.**

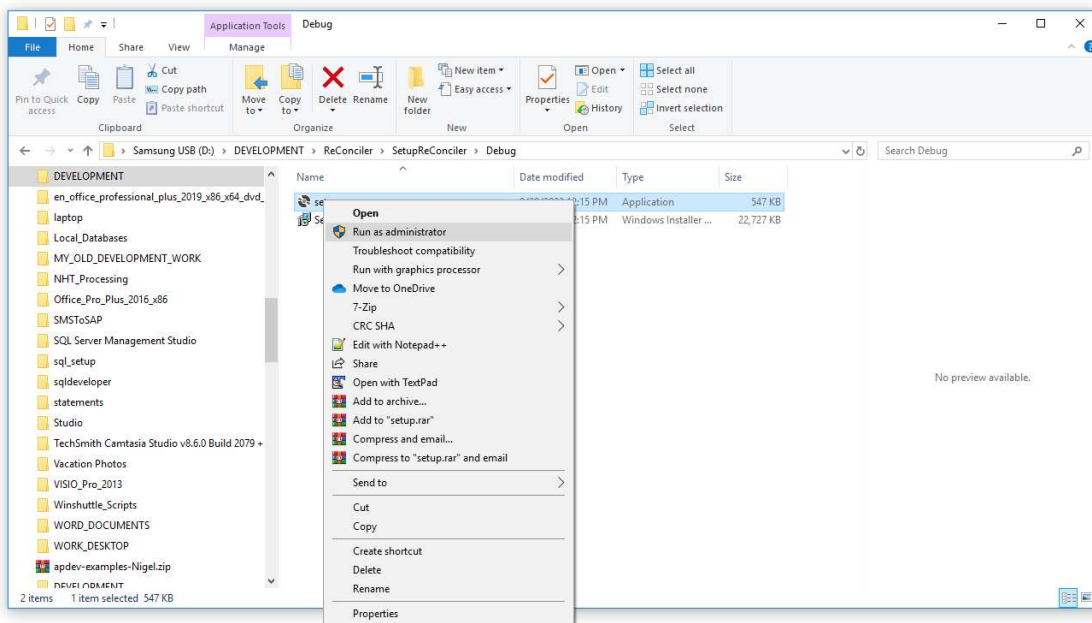
**Step 3.** Save the template in the desired location and ensure that it is closed.

## 4.2 Setup and Installation

**Step 1.** Extract the *setup.zip* to the designated computer.

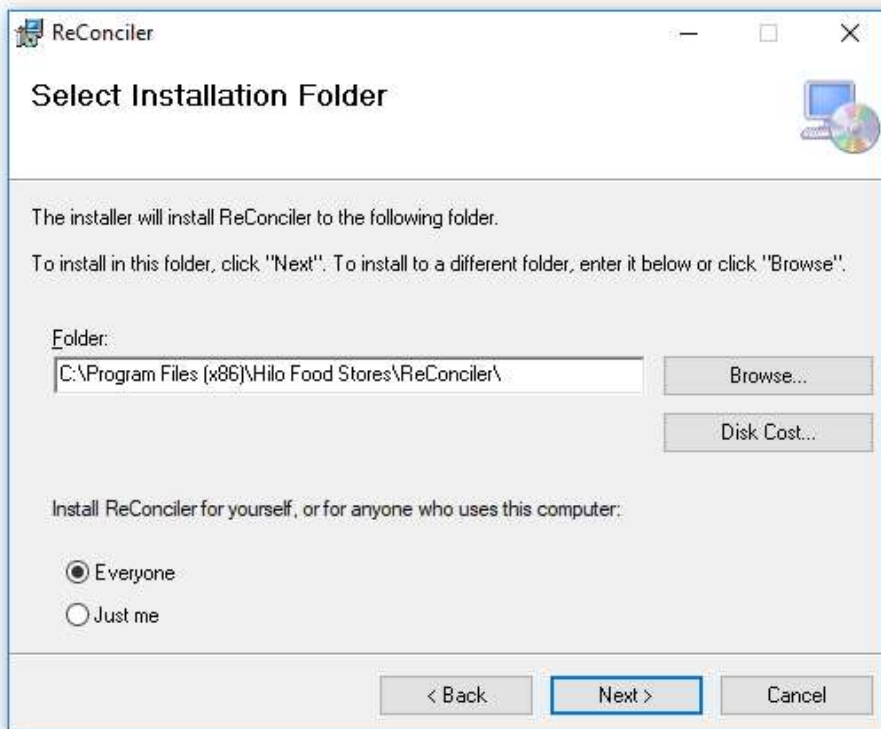
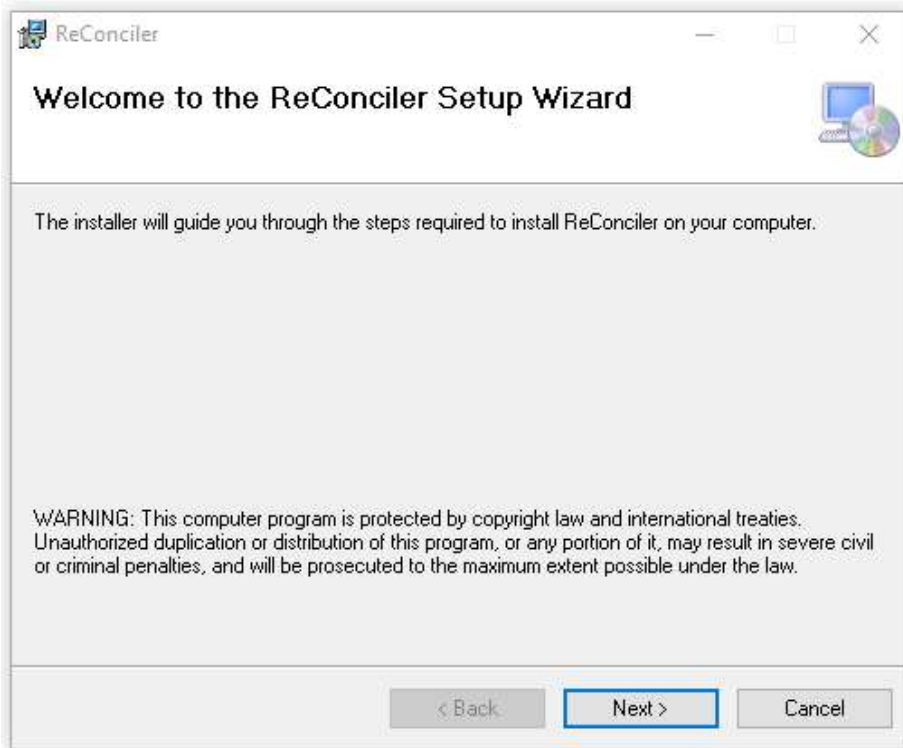


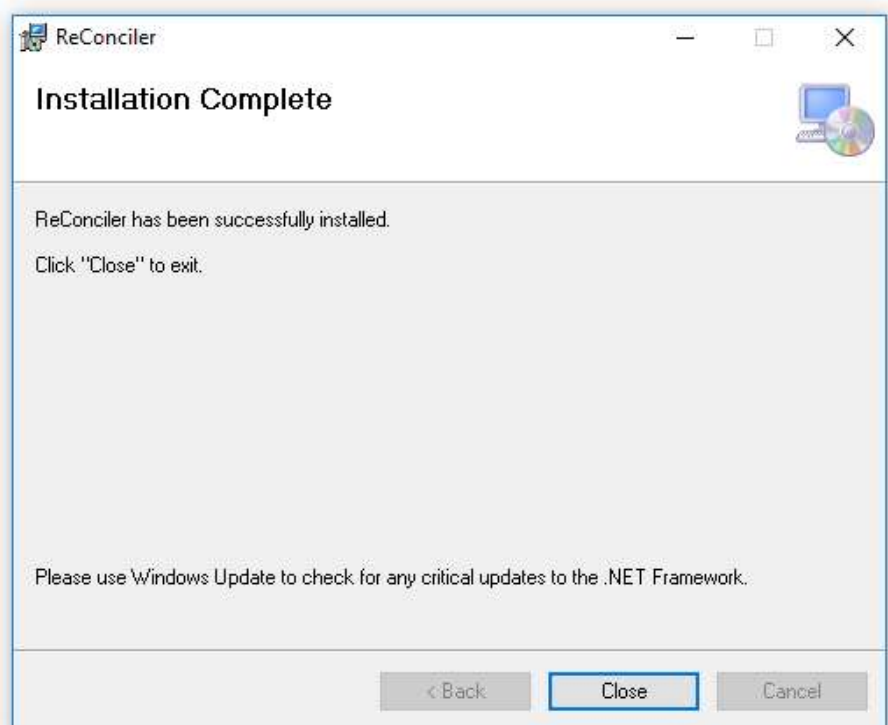
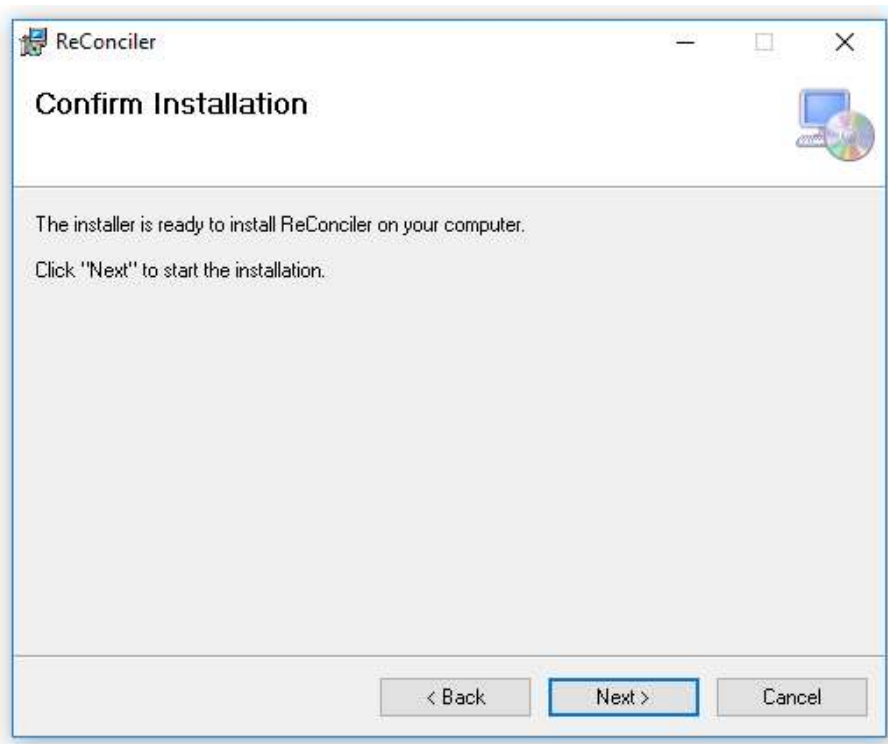
**Step 2.** Install the package by selecting the *setup.exe* file and run as administrator.





**Step 3.** Click the Next button to complete the installation wizard.





**Results.** The program will be installed in the location **C:\Program Files (x86)\Hilo Food Stores\ReConciler**

