Reconciliation details vs TB

## Instructions

Instructions for “Reconciliation details vs TB”

**Please read and follow all the instructions for a proper use of application!**

## Pre-requisites:

**The Reconciliation Detail vs TB application is designed using technology Python 3.7**

**Phase 1: Documents to be received from the Audit Team:**

-Trial Balance as at Audit Period (excel .xlsx format)

-Account Details (excel .xlsx. format)

**Phase 2: Pre-requisites:**

**Python Application**

* The Account Details provided by the Audit Team in excel should be imported in the application using the “Import Details of Accounts” Button;
* The Trial Balance (TB) provided by the Audit Team in excel should be imported in the application using the “Import Trial Balance” Button;

**Trial Balance (TB):**

The headers of the Trial Balance (TB) file used for input should be renamed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description as per PBC** | **New description of key headers** | **Format** | **Example** |
| OMF Account (Analytical): => | **Account** | General / Number | 1175  121.13 |
| Account Description: => | **Description** | General | Buildings / Licenses |
| Opening Balance: => | **OB** | Number | (12,462,161)  (2,406,271) |
| Debit Movement: => | **DM** | Number | 3,516,868  10,627,971 |
| Credit Movement: => | **CM** | Number | 3,649,699  162,134 |
| Closing Balance: => | **CB** | Number | 12,065,639  (5,712) |

**\*TB should be closed before input; above columns refer to closed TB.**

**Details of Acccount:**

The headers of the Details of Account files used for input should be renamed as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description as per PBC** | **New description of key headers** | **Format** | **Example** | **Mandatory/**  **Non mandatory** |
| OMF Account: => | **Account** | General /Number | 205,211,214 | Mandatory |
| Date of Tranzaction: => | **Date** | Date | 24/05/2021 | Mandatory |
| Document Number:  => | **Document Number** | General /Number | 100456 | Mandatory |
| Amount in foreign currency: => | **Amount in FX** | Number | 10,002,401 | Non-mandatory |
| Amount: => | **Amount** | Number | 10,002,401 | Mandatory |
| Description of Tranzaction:  => | **Description** | General / Text |  | Mandatory |
| Partner Name: => | **Partner Name** | General / Text | SC. ABC SRL | Non-mandatory |
| Currency: => | **Currency** | General / Text | RON/EUR | Non-mandatory |

General notes:

1. It is mandatory that the PBC contains the column headers presented above, but it is not mandatory to contain data beneath
2. It is not mandatory that the headers to be on the first row, or columns in any specific order;
3. If any, all the data beneath the last rows of the PBC to be imported that are not relevant (i.e totals, other information) should be deleted, otherwise it will be imported in application.
4. The application will import the first worksheet of each PBC- therefore the PBC needed to be uploaded should be moved first;

For any issues, questions and/ or suggestions, please contact:

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