

FA Clearing GL Reconciliation Automation

Manual FA Clearing GL reconciliation is complex and time-consuming. Our Power Query automation solution extracts IDs, matches data, and generates clear, classified reports, streamlining daily operations.



The Manual Maze: Current Process & Pain Points

The existing reconciliation process is burdened with manual effort, leading to errors and delays.



Current Steps

- Manually extract IDs from narrations.
- Look up invoices from FA Query file.
- Convert amounts, pivot by invoice.
- Manually match against Bucket, Maker, Checker Pending files.
- Prepare reconciliation output.



Pain Points

- Error-Prone Extraction**
Manual ID extraction from narration is highly susceptible to human error.
- Complex Scenarios**
Handling bucket capitalization adds significant complexity.
- Heavy Dependency**
Reliance on manual cross-checking of pending records creates bottlenecks.
- Daily Delays**
Impacts timely GL account closure.

Transforming Reconciliation: Power Query Automation

Our Power Query solution streamlines the entire reconciliation workflow, from data input to automated report generation, ensuring accuracy and efficiency.



User Input

Paste GL, FA Query, Bucket, Maker, and Checker Pending data into 5 dedicated sheets.



Power Query Transformation

Extracts IDs, looks up invoices, converts amounts, and computes net per invoice.



Automated Output

Generates comprehensive report in 6th sheet. User simply clicks "Refresh All".

The output includes a clear status classification for every transaction:



Matched

Difference = 0



Round Off

Difference within ± 10



Bucket Matched

Debit = Credit within Bucket source



Pending

Matches Maker/Checker files



Difference

Unmatched cases identified

Driving Efficiency: Objectives & Functional Requirements

This automation aims to achieve critical business objectives through precise functional requirements.



↑				
←	Detailed			
	Functional Requirements			
	Data Nation			
▶	Less Endless			
	Data Dash			
	Light Connectivity			
	Excel Can Follow			
	Job's Case			
	Self-Defending			
✓	Functional Requirements			
	App Tools			
+	Functions			
	Link More			
	View Time			

Key Business Objectives

- 1

Automate daily FA Clearing GL reconciliation.
- 2

Eliminate manual lookups across multiple files.
- 3

Ensure timely identification of all transaction statuses.
- 4

Provide a clear audit trail for GL closure.

Core Functional Requirements

- Extract Invoice/Asset IDs
- Convert Debit/Credit Values
- Pivot by Invoice Data
- Output Reconciliation Report
- Robust Status Logic
- Automatic Refresh Process

Ensuring Success: Assumptions, Risks & Acceptance

Project success hinges on clear assumptions, proactive risk mitigation, and well-defined acceptance criteria.



Key Assumptions

- Narration text consistently follows ID patterns.
- FA Query file accurately maps Asset IDs to Invoice IDs.
- Supporting files are updated daily.
- Users have Excel with Power Query enabled.



Risks & Mitigation

Incorrect Narration

Mitigation: Validation rules, exception reports.



High Volume Slowdown

Mitigation: Optimize query transformations.



Wrong File Upload

Mitigation: Locked template, input guidance.



Bucket Logic Mismatch

Mitigation: Finance SME validation during UAT.



Acceptance Criteria

01

Matches Manual Process

Reconciliation matches for all test periods.

02

Correct Classification

All transactions accurately categorized by status.

03

Seamless Refresh

Functionality works with new daily data.

04

Audit-Ready Output

Output file supports comprehensive audit review.