**How to Run the Data Comparer**

1. Launch the tool by double-clicking it
2. On the Main Screen, Click: **Import Account Data**
3. Type the number in the text area of the input box that pops out, to specify what to import. Assuming I specify 1 (one) for Units
4. Click the OK button
5. An import dialog box opens immediately. In the dialog box, select the file: “Sample\_AccountData\_Units” provided in the download and click the open button of the dialog
6. A message box displayed to confirm successful import
7. You can optionally view the imported file in the AccountData tab
8. Go to the Main Screen and Click **Import COA**
9. In the dialog box that open, select the file “SampleCOA” provided for download and click the open button of the dialog box
10. A message box displayed to confirm successful import
11. You can optionally view the imported file in the COA tab
12. Go to the Main Screen and Click **Compare** button
13. A message box displayed to confirm successful completion of the comparison operation and the result is shown in the **Comparison** tab. Those that cannot be matched has a yellow background
14. Go to the Main Screen and Click **Extract** button to extract those without match to column D and E of the Comparison tab. You get a success confirmation message for it as well
15. Go to the Main Screen and Click **Partial Match** button
16. The result is shown in column F of the **Comparison** tab. Cells in columns D and E with purple font color are more reliable compare to those with light blue color.
17. Repeat the above for reconciling the **Plans** segment as well. Sample test data is provided for both the Units and Plans Segment.
18. Once you click Import Account Data on the main, all the result of the previous task will be deleted and it will be ready for new task