



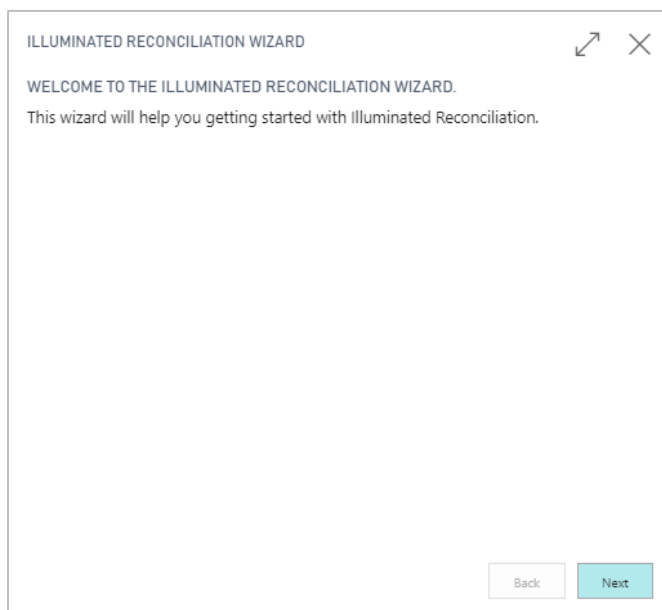
Illuminated

Reconciliation

User scenario document

Setup

1. Search for **Illuminated Reconciliation Wizard**.
2. When the wizard is launched, a verification of the license is made. If no active license is found, click on the license text to start the activation process. For only demo purposes in Cronus, choose **Request type** = Activate Demo and then hit **Submit** in the menu bar. Click **Close** to close the license manager. You will be redirected to the wizard.
3. Click on **Next** to continue.

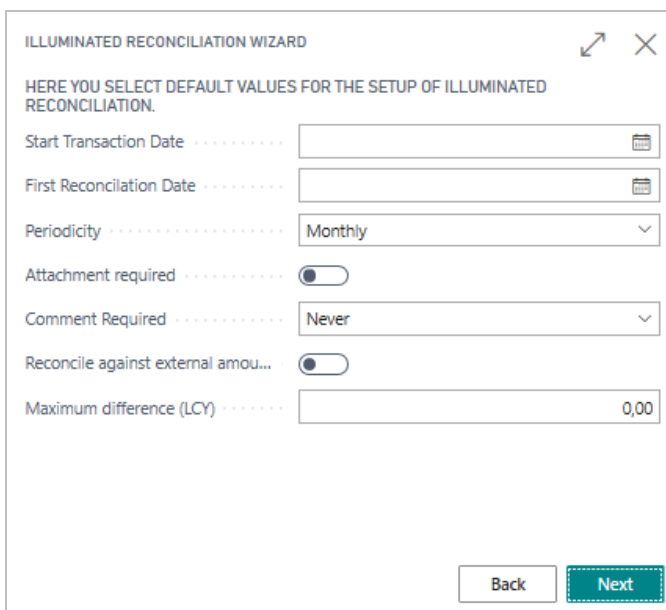


4. Set default values:

- Start Transaction Date (until what date you want to compress your transactions)
- First Reconciliation Date
- Periodicity
- Attachment Required
- Comment Required
- Reconcile against external amount
- Maximum difference allowed


The default values can always be changed in the settings and on the reconciliation accounts.


Click **Next**.




ILLUMINATED RECONCILIATION WIZARD


HERE YOU SELECT DEFAULT VALUES FOR THE SETUP OF ILLUMINATED RECONCILIATION.

Start Transaction Date 

First Reconciliation Date 

Periodicity Monthly 

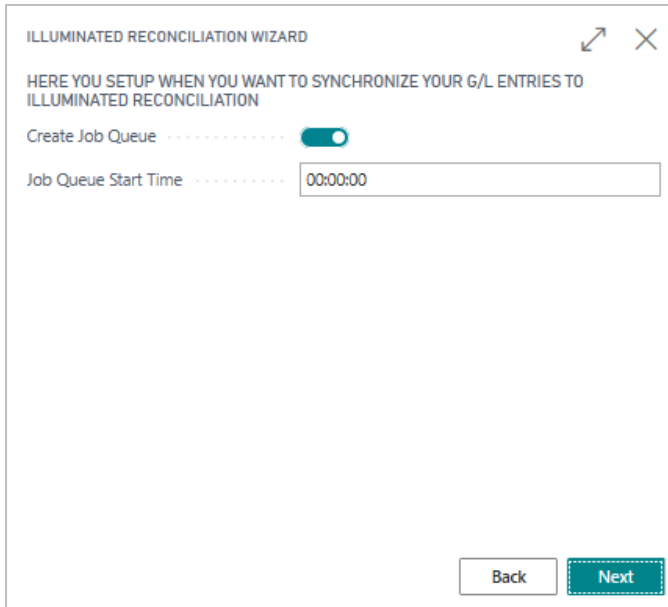
Attachment required

Comment Required Never 

Reconcile against external amou...

Maximum difference (LCY) 0,00

5. Create a job queue and enter what time it should run. click **Next**.



ILLUMINATED RECONCILIATION WIZARD

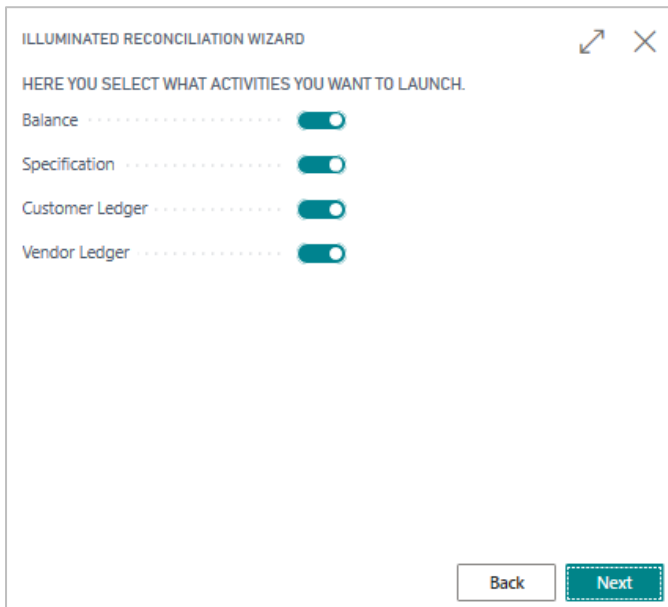
HERE YOU SETUP WHEN YOU WANT TO SYNCHRONIZE YOUR G/L ENTRIES TO ILLUMINATED RECONCILIATION

Create Job Queue

Job Queue Start Time 00:00:00

Back Next

6. Mark what types of reconciliation accounts you want to create. Click **Next**.



ILLUMINATED RECONCILIATION WIZARD

HERE YOU SELECT WHAT ACTIVITIES YOU WANT TO LAUNCH.

Balance

Specification

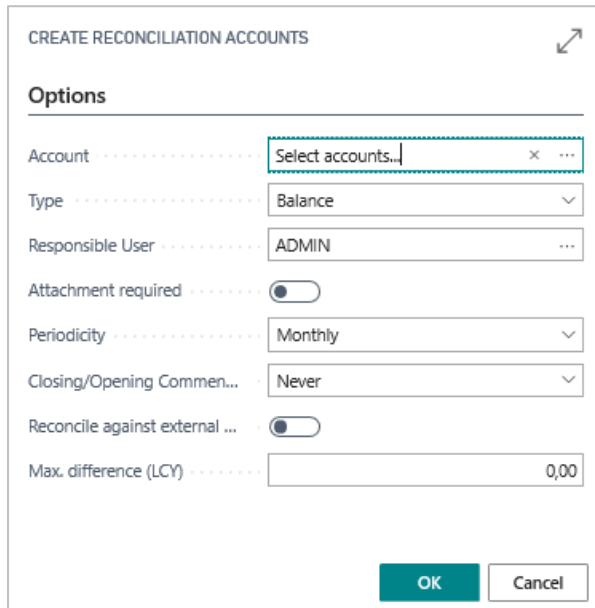
Customer Ledger

Vendor Ledger

Back Next

7. Click **Finish**. If you have marked to launch any reconciliation accounts, they will be launched now.

8. For every type you have chosen, **Create Reconciliation accounts** will be launched. The following window opens:



CREATE RECONCILIATION ACCOUNTS

Options

Account Select accounts... x ...

Type Balance v

Responsible User ADMIN ...

Attachment required

Periodicity Monthly v

Closing/Opening Commen... .. Never v

Reconcile against external

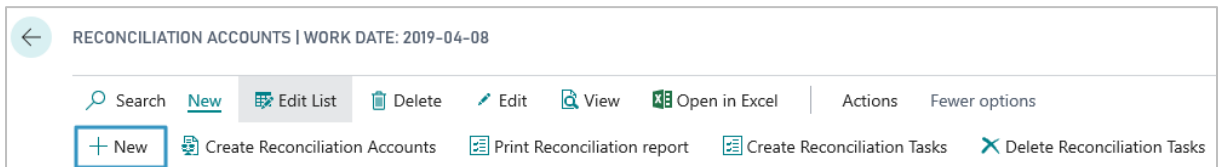
Max. difference (LCY) 0,00

OK Cancel

- In **Account**, manually type what G/L accounts you want to create reconciliation accounts for or press [...] to select from full G/L account list. It is possible to mark multiple accounts.
- Choose who will be the **Responsible User** for the reconciliation accounts.
- Choose if attachments are required to be able to reconcile the accounts.
- Set what **Periodicity** the reconciliation accounts will be reconciled at.
- Set the maximum difference allowed (this field will only be used if **Reconcile against external amount** is marked).
- Choose if **Reconcile against external amount** is required.
- Click **OK** to create reconciliation accounts and continue to the next chosen type.

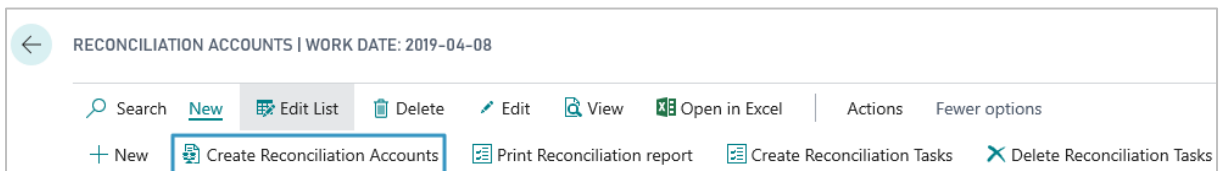
Create reconciliation accounts

1. Search for **Reconciliation accounts**.
2. In the menu, on New, click on **New**. Fill out the fields on the reconciliation account card and then click on **OK**.



or

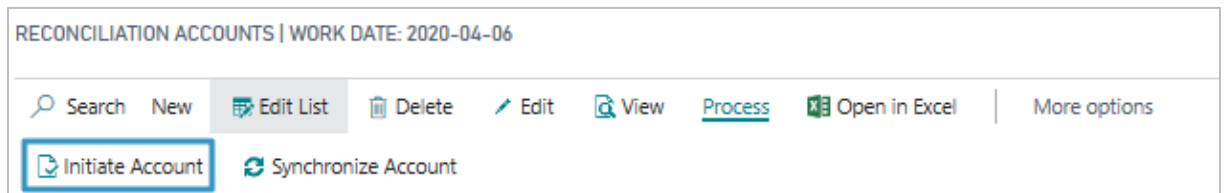
3. In the menu, on New, click on **Create Reconciliation accounts**.



4. Follow step 8a – 8g in the Setup section.

Initiate reconciliation accounts

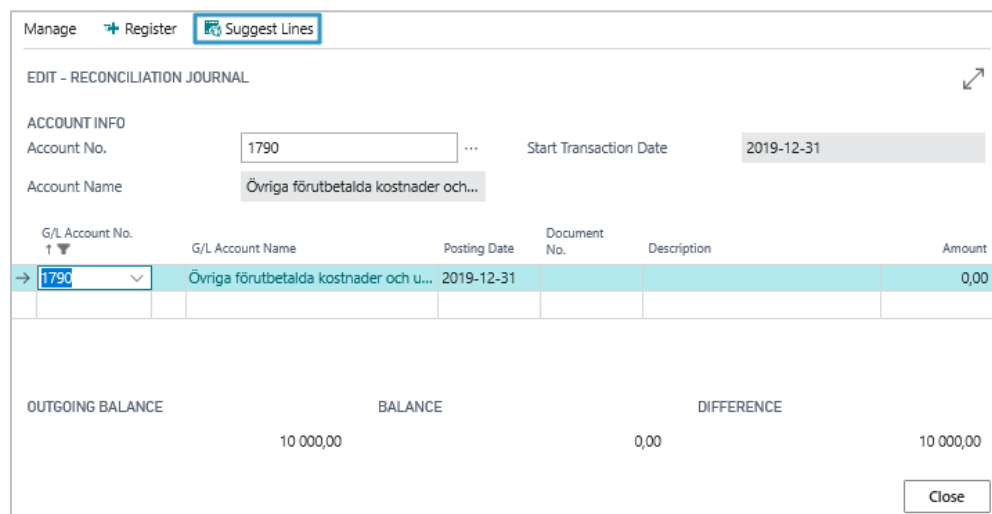
1. Search for **Reconciliation accounts**.
2. In the menu, on Process, click on **Initiate Account**.



3. For accounts with type Balance, Customer Ledger or Vendor Ledger an initial reconciliation entry will be created automatically as outgoing balance for the date set as *Start transaction date*. The account will also be synchronized.

For accounts with type Specification, the initial reconciliation entries need to be registered. A reconciliation journal will be opened. There are two ways to handle a specification account:

- a. Enter a single line for outgoing balance. Click on **Suggest Lines** to create such line.



Manage Register Suggest Lines

EDIT - RECONCILIATION JOURNAL

ACCOUNT INFO
 Account No. 1790 Start Transaction Date 2019-12-31
 Account Name Övriga förutbetalda kostnader och...

G/L Account No.	G/L Account Name	Posting Date	Document No.	Description	Amount
→ 1790	Övriga förutbetalda kostnader och u...	2019-12-31			0,00
OUTGOING BALANCE		BALANCE	DIFFERENCE		
	10 000,00		0,00		10 000,00

Close

- b. Enter all open entries for an account as lines. The sum of the lines needs to sum up to the outgoing balance.

Manage [+ Register](#) [Suggest Lines](#)

EDIT - RECONCILIATION JOURNAL

ACCOUNT INFO
 Account No. ... Start Transaction Date
 Account Name

G/L Account No. ↑	G/L Account Name	Posting Date	Document No.	Description	Amount
1790	Övriga förutbetalda kostnader och u...	2019-12-31	123583	Invoice 123583	2 500,00
1790	Övriga förutbetalda kostnader och u...	2019-12-31	654879	Invoice 123583	3 300,00
1790	Övriga förutbetalda kostnader och u...	2019-12-31	174561	Invoice 123583	700,00
→ 1790	Övriga förutbetalda kostnader och u...	2019-12-31	863334	Invoice 123583	3 500,00
OUTGOING BALANCE		BALANCE	DIFFERENCE		
	10 000,00		10 000,00		0,00

[Close](#)

Then click on **Register** to initiate the account.

Manage [+ Register](#) [Suggest Lines](#)

EDIT - RECONCILIATION JOURNAL

- 4. To initiate multiple accounts, click on **Initiate Accounts (batch)** in Actions and then Initiate.

RECONCILIATION ACCOUNTS | WORK DATE: 2020-04-06

Search New [Edit List](#) [Delete](#) [Edit](#) [View](#) Process [Open in Excel](#) [Actions](#)

[Create Reconciliation Accounts](#) [Activation](#) [Initiate](#) [Synchronize](#)

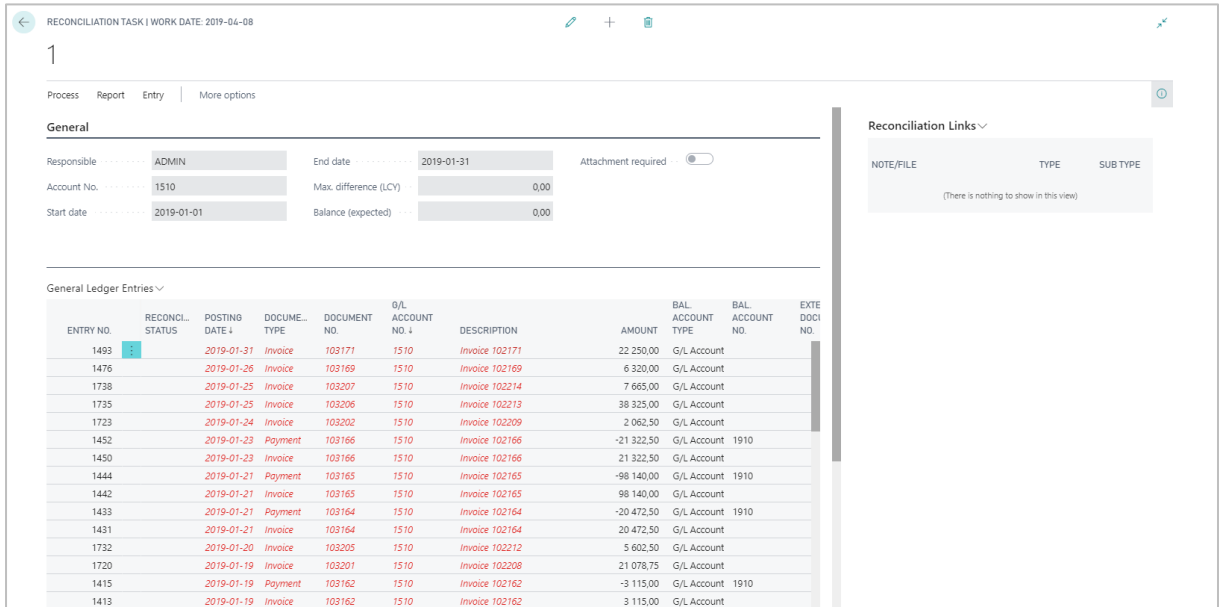
[Initiate Accounts \(batch\)](#)
[Initiate Account](#)
[Revert Initiation](#)

Account No. ↑	Account Name	Responsible	Type
1110	Byggnader och mark	MIN	Balance
1115	Ökningar under året	ADMIN	Balance

- 5. When an account has been initiated, reconciliation task will be automatically created.

Perform reconciliation

1. Search for **Reconciliation tasks**.
2. Open a task by clicking on **Edit** in the menu. The reconciliation task card will open.



RECONCILIATION TASK | WORK DATE: 2019-04-08

1

Process Report Entry More options

General

Responsible: ADMIN End date: 2019-01-31 Attachment required:

Account No.: 1510 Max. difference (LCY): 0,00

Start date: 2019-01-01 Balance (expected): 0,00

General Ledger Entries

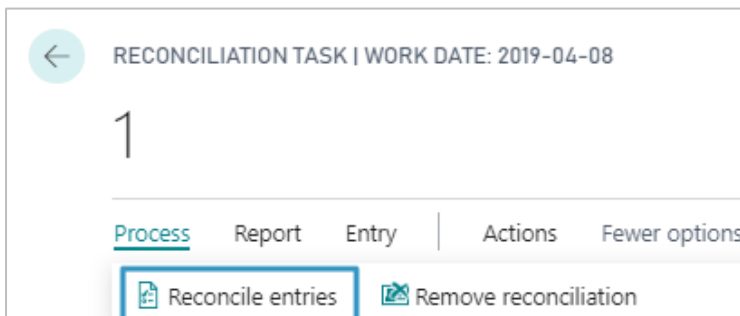
ENTRY NO.	RECONCL. STATUS	POSTING DATE	DOCUME. TYPE	DOCUMENT NO.	G/L ACCOUNT NO.	DESCRIPTION	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	EXTE DOCI NO.
1493		2019-01-31	Invoice	103171	1510	Invoice 102171	22 250,00	G/L Account		
1476		2019-01-26	Invoice	103169	1510	Invoice 102169	6 320,00	G/L Account		
1738		2019-01-25	Invoice	103207	1510	Invoice 102214	7 665,00	G/L Account		
1735		2019-01-25	Invoice	103206	1510	Invoice 102213	38 325,00	G/L Account		
1723		2019-01-24	Invoice	103202	1510	Invoice 102209	2 062,50	G/L Account		
1452		2019-01-23	Payment	103166	1510	Invoice 102166	-21 322,50	G/L Account	1910	
1450		2019-01-23	Invoice	103166	1510	Invoice 102166	21 322,50	G/L Account		
1444		2019-01-21	Payment	103165	1510	Invoice 102165	-98 140,00	G/L Account	1910	
1442		2019-01-21	Invoice	103165	1510	Invoice 102165	98 140,00	G/L Account		
1433		2019-01-21	Payment	103164	1510	Invoice 102164	-20 472,50	G/L Account	1910	
1431		2019-01-21	Invoice	103164	1510	Invoice 102164	20 472,50	G/L Account		
1732		2019-01-20	Invoice	103205	1510	Invoice 102212	5 602,50	G/L Account		
1720		2019-01-19	Invoice	103201	1510	Invoice 102208	21 078,75	G/L Account		
1415		2019-01-19	Payment	103162	1510	Invoice 102162	-3 115,00	G/L Account	1910	
1413		2019-01-19	Invoice	103162	1510	Invoice 102162	3 115,00	G/L Account		

Reconciliation Links

NOTE/FILE TYPE SUB TYPE

(There is nothing to show in this view)

3. The first time you start reconciling an account, you will see also see the initial reconciliation entries. These entries also need to be reconciled.
4. To reconcile an entry, mark the line and in the menu, on Process, click on **Reconcile entries**. It is also possible to mark multiple lines in the same time (for types Balance, Customer Ledger or Vendor Ledger)



RECONCILIATION TASK | WORK DATE: 2019-04-08

1

Process Report Entry Actions Fewer options

Reconcile entries Remove reconciliation

- To reconcile an account set as Specification, the action **Reconcile entries** will open the application worksheet where entries can be matched against each other.

Mark what entry (or entries) you wish to reconcile against and then click on **Accept Application**.

✓ Accept Application
✗ Cancel Application
More options

EDIT - APPLICATION WORKSHEET

SOURCE INFORMATION

Posting Date: 2020-01-31 Document No.: 123583

Description: Övriga förutbetalda kostnader och... Amount: -2 500,00

OPEN ENTRIES

Amount to Apply	Apply	Posting Date	G/L Account No.	Document Type	Document No.	Description	Amount
→ -2 500,00	<input checked="" type="checkbox"/>	2019-12-31	1790		123583	Invoice 123583	2 500,00
0,00	<input type="checkbox"/>	2019-12-31	1790		654879	Invoice 123583	3 300,00
0,00	<input type="checkbox"/>	2019-12-31	1790		174561	Invoice 123583	700,00
0,00	<input type="checkbox"/>	2019-12-31	1790		863334	Invoice 123583	3 500,00

Remaining Amount: -2 500,00 Difference: 0,00

Amount to Apply: -2 500,00

Close

- When an entry has been reconciled, it will be marked in green and as reconciled.

← RECONCILIATION TASK | WORK DATE: 2019-04-08

1

New Process | More options

Close reconciliation task Reconcile entries Remove reconciliation Reopen reconciled task

General

Responsible: ADMIN End date: 2019-01-31 Attachment required:

Account No.: 1510 Max. difference (LCV): 0,00

Start date: 2019-01-01 Balance (expected): 0,00

Entries

General Ledger Entries

ENTRY NO.	RECONCL.	POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	G/L ACCOUNT NO.	DESCRIPTION	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	EXTERNAL DOCUME... NO.
1493	Reconciled	2019-01-31	Invoice	103171	1510	Invoice 102171	22 250,00	G/L Account		
1476		2019-01-26	Invoice	103169	1510	Invoice 102169	6 320,00	G/L Account		

7. When all entries have been reconciled, the task needs to be closed. In the menu, on Actions, click on **Close reconciliation task**. A window opens for entering a closing comment. Enter a comment if required and then click on **OK**.

