



DATAFLOW
Financial Software Solutions

Bank Reconciliation

Dear user,

You must make sure that you have read “Navigating the System” first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System:


https://dataflow.co.uk/images/uploads/release_notes/Clarity_-_Navigating_the_System_.pdf

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.

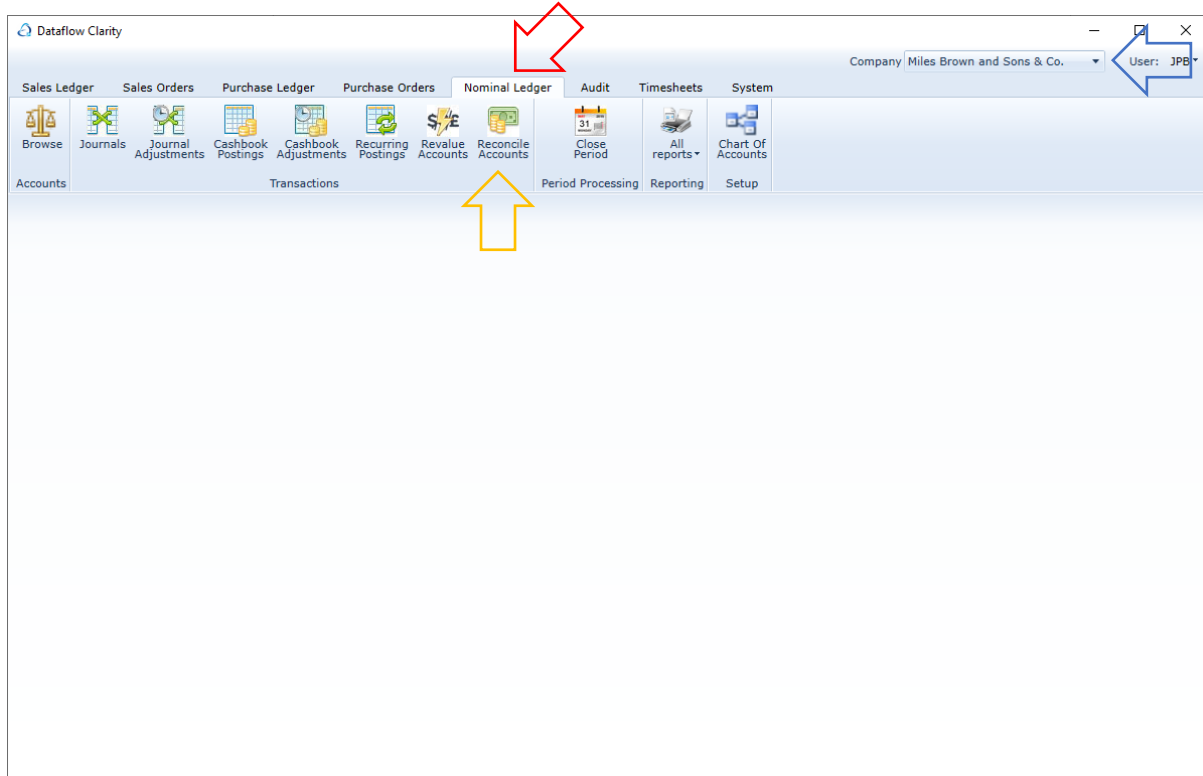
Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd



The Bank Reconciliation routine is located within the Nominal Ledger. The blue arrow identifies the company currently in use, the red arrow identifies the Nominal Ledger and the yellow arrow identifies the Bank Reconciliation option.



The Bank Reconciliation window defaults to the Bank Accounts stage containing a list of nominal accounts flagged as reconcilable.

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

	Code	Description	Currency Code	Type	Gross Amounts	Account Name	Account Number	Bank Sort Code	BACS Id	Financial Id	TB Group 1
Open Banking	BANK DEP1	Bank (Deposit Acct 1)		Balance Sheet	Yes	Deposit Account 1	38908667	101188	6798473824	0015800001041REAAY	Net Assets
Import	BANK DEP2	Bank (Deposit Acct 2)		Balance Sheet	Yes	Deposit Account 2	58769473	10-11-88	583920398	0015800001041RHAAY	Net Assets
Transactions	BANK1	Bank (Current Account)		Balance Sheet	Yes	Current Account	23456789	101188	3456789643		Net Assets
Statement	EURBANK	Euro Bank Account	EUR	Balance Sheet	Yes						Net Assets
	USDBANK	US Dollar Bank Accounts	USD	Balance Sheet	Yes						Net Assets

Next >

For a Nominal code (bank) to appear within the list of reconcilable accounts that Nominal code needs to be set as reconcilable.

Setting an account as reconcilable is carried out within the Nominal Ledger (blue arrow) Chart of Accounts setup (yellow arrow):

Code	Description	Type	Gross Amounts	Currency Code	TB Group 1	TB Group 2	TB Group 3
ACCRUED COS P&L	Accrued COS on Jobs (P&L)	Profit & Loss			Net Sales	Cost of Sales	Projects
ACCRUED COS PROV BS	Accrued COS Provision (BS)	Balance Sheet			Net Assets	Current Liabilities	Creditors
ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	Balance Sheet			Net Assets	Current Liabilities	Creditors
ADVERTG	Advertising	Profit & Loss			Costs	Marketing Costs	
AUDIT	Audit Fees	Profit & Loss			Costs	Professional Costs	
BANK DEP1	Bank (Deposit Acct 1)	Balance Sheet	Yes		Net Assets	Current Assets	Cash
BANK DEP2	Bank (Deposit Acct 2)	Balance Sheet	Yes		Net Assets	Current Assets	Cash
BANK LOAN	Business Development Loan	Balance Sheet	Yes		Net Assets	Creditors not due for over 1 year	
BANK1	Bank (Current Account)	Balance Sheet	Yes		Net Assets	Current Assets	Cash
BANKCHGES	Bank Charges	Profit & Loss			Costs	Administration Costs	
BDDEBTS	Bad Debts	Balance Sheet			Net Assets	Current Assets	Debtors
CARRIAGE	Carriage out	Profit & Loss			Net Sales	Sales	Hardware
CASHADJ	Cash Adjustments	Balance Sheet			Net Assets	Current Liabilities	Sundry Creditors
CIS_CONTROL	CIS Control Account	Balance Sheet	Yes		Net Assets	Current Liabilities	Sundry Creditors
COMMISSION	Commission on currency trans.	Profit & Loss	Yes		Costs	Administration Costs	
CONPURCH	Purchases of Consumables	Profit & Loss			Net Sales	Cost of Sales	Hardware
CORP TAX	Corporation Tax	Balance Sheet	Yes		Net Assets	Current Liabilities	Sundry Creditors
COS	Cost Of Sales on Jobs	Profit & Loss			Net Sales	Cost of Sales	Projects
COS PROVISION BS	Cost of Sales Provision (BS)	Balance Sheet			Net Assets	Current Assets	Accruals
COS PROVISION P&L	Cost Of Sales Provision (P&L)	Profit & Loss			Net Sales	Cost of Sales	Projects

Within the Chart of Accounts setup window click on the required Nominal code (highlighted above in green) and click the modify button (highlighted above in red).

Clicking modify takes you into the setup of the selected Nominal code. For the account to appear within the Bank Reconciliation window the *Reconcilable* parameter must be ticked (highlighted below in green).

Account Edit [BANK1 - Bank (Current Account)]

General

Code: BANK1

Description: Bank (Current Account)

Type: Balance Sheet

Miscellaneous

Gross Amounts: ☒

Reconcilable: ☒

Currency:

Revaluation: None

Reporting

TB Group 1: Net Assets

TB Group 2: Current Assets

TB Group 3: Cash

Print Sequence: 43

Charts of Accounts

☒ Green Retailers

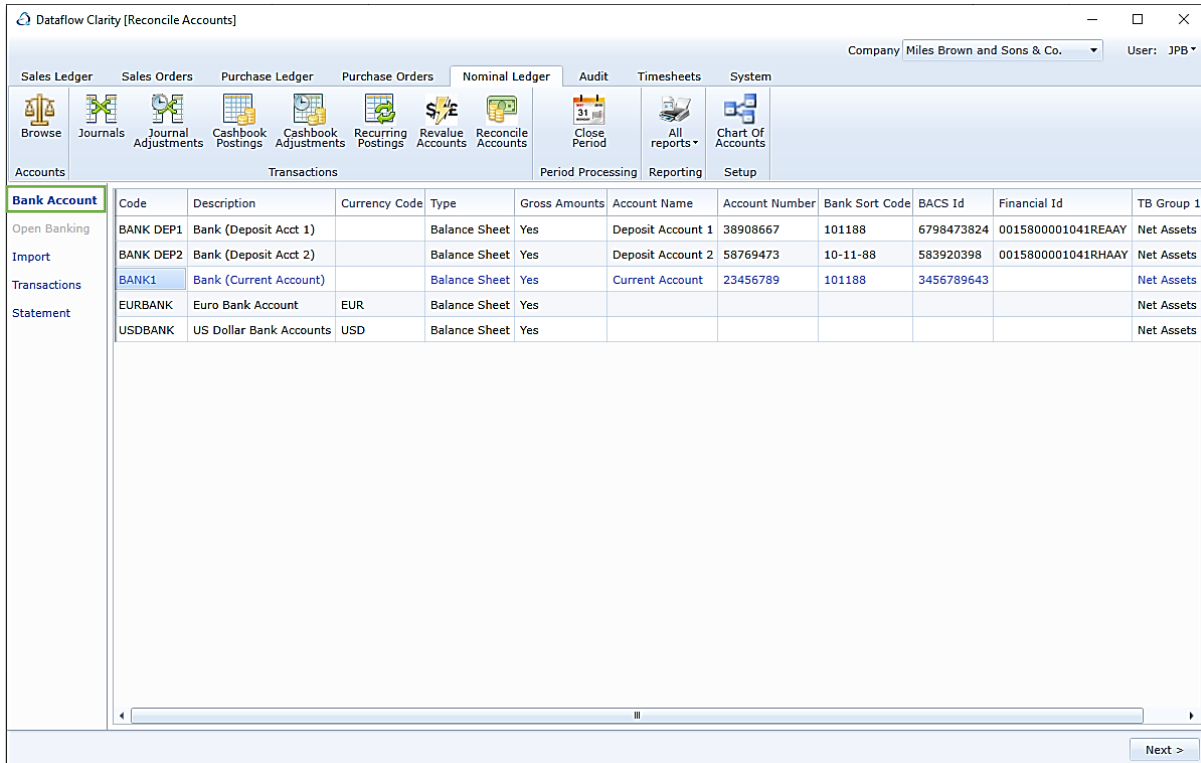
☒ Miles Brown and Sons & Co

OK Cancel

The Bank Reconciliation routine is split into stages. These stages are identified on the left-hand side of the window.

Bank Account

The first stage is the *Bank Account* stage (highlighted in green below) where you choose which account you wish to reconcile in this session. In this example I have chosen BANK1:



	Code	Description	Currency Code	Type	Gross Amounts	Account Name	Account Number	Bank Sort Code	BACS Id	Financial Id	TB Group 1
Open Banking	BANK DEP1	Bank (Deposit Acct 1)		Balance Sheet	Yes	Deposit Account 1	38908667	101188	6798473824	0015800001041REAAY	Net Assets
Import	BANK DEP2	Bank (Deposit Acct 2)		Balance Sheet	Yes	Deposit Account 2	58769473	10-11-88	583920398	0015800001041RHAAY	Net Assets
Transactions	BANK1	Bank (Current Account)		Balance Sheet	Yes	Current Account	23456789	101188	3456789643		Net Assets
Statement	EURBANK	Euro Bank Account	EUR	Balance Sheet	Yes						Net Assets
	USDBANK	US Dollar Bank Accounts	USD	Balance Sheet	Yes						Net Assets

To proceed to the next stage you can either click the [Next >](#) button or click on the required section on the left-hand side.

Open Banking

Open Banking is the new standard banks are conforming to. The Open Banking functionality has been integrated into the system but is awaiting authorisation approval from the Financial Conduct Authority, so it is not yet active.

To proceed to the next stage you can either click the [Next >](#) button or click on the required section on the left-hand side.

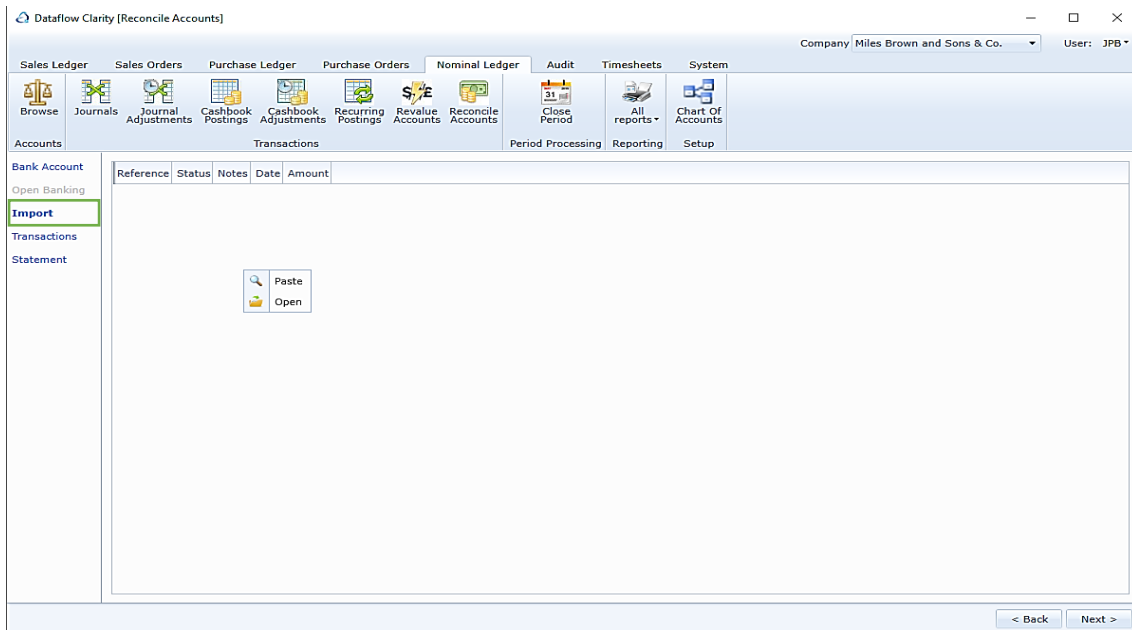
Import

The Import stage is highlighted in green below.

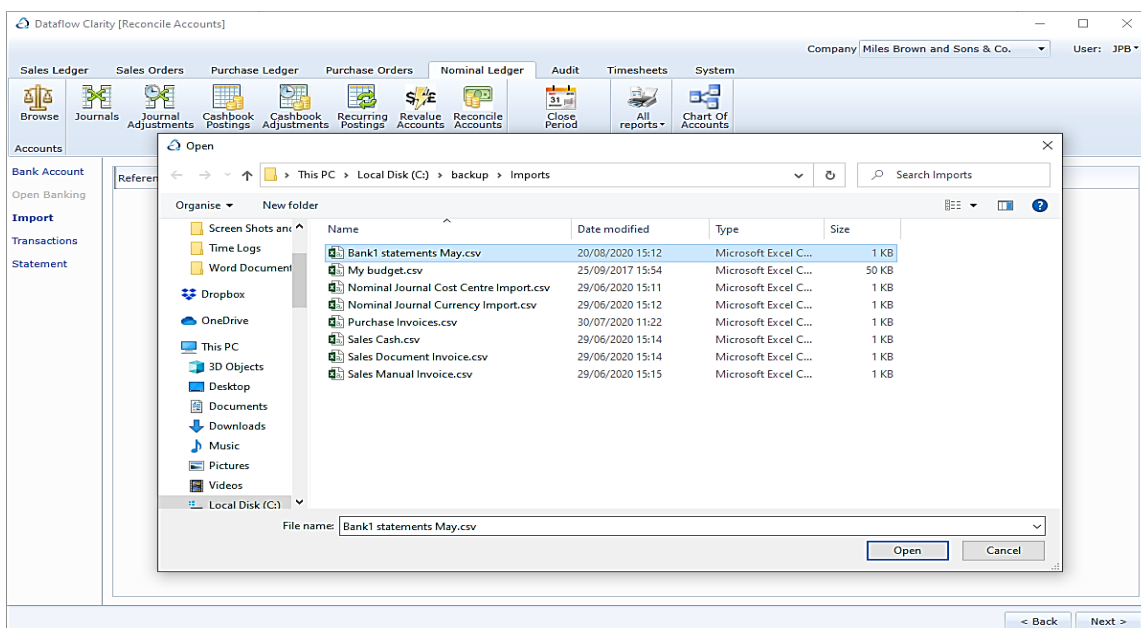
Should you have your entries awaiting reconciliation in a CSV format you may import this information directly into the Bank Reconciliation window.

There are two ways of doing this. You can use the right-click Open and browse for your CSV file.

The other option is to use the right-click Paste. To use this option your file, highlight and copy the information to the windows clipboard, then choose the right-click Paste option to populate the Import window shown below.



In the example below I am using the right-click Open option. It shows an example browsing the local drive or network to locate my file:



As a reference the image below displays the content of the CSV file I am importing.

	A	B	C	D	E	F	G
1	20-May-20	2006		12925			
2	20-May-20	209		25000			
3	21-May-20	BR25678	Transfer to the Euro account	-8100			
4	21-May-20	BR25678	Transfer to the USD account	-12800			
5	31-May-20	may & June invs		-340.75			
6	31-May-20	Jun& Aug invoices		-8088.24			
7	31-May-20	120		50000			

Once I have located my file and clicked the Open button the file content is displayed within the Import window.

Status	Date	Reference	Notes	Amount
	20-May-20	2006		12925
	20-May-20	209		25000
	21-May-20	BR25678	Transfer to the Euro account	-8100
	21-May-20	BR25678	Transfer to the USD account	-12800
	31-May-20	may & June invs		-340.75
	31-May-20	Jun& Aug invoices		-8088.24
	31-May-20	120		50000

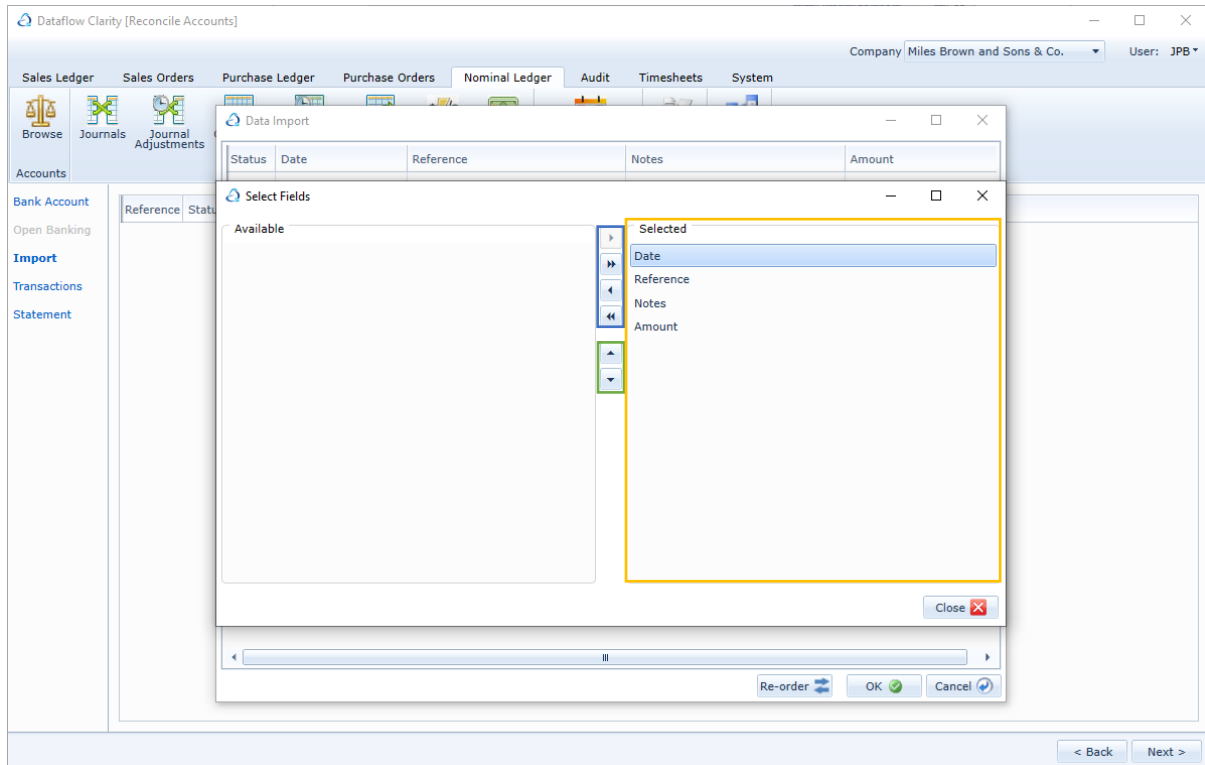
The order of the information contained within the CSV and import window need to agree. Clarity will default to a set structure or order, this structure is highlighted above in green. The process that follows is the same regardless of whether you are using the right-click Open or Paste option.

Clarity's default import structure can be modified so it agrees with the order of the information within your CSV. Note that the *Status* column highlighted above in red is a system column and is therefore fixed.

To modify Clarity's import structure click the **Re-order** button located on the footer of the window. This will open a new window where you can adjust the order in which the column is displayed.

Within the re-order window the *Selected* area highlighted in yellow below identifies the fields included within the import structure. Should you wish to exclude certain fields simply move those fields to the *Available* section on the left-hand side using the arrows highlighted in blue below.

Should you wish to adjust the order of the fields within the *Selected* section simply click on the field you wish to move and use the arrows highlighted in green to move that field up or down in the order.



Once you have the desired structure click the **OK** button to confirm the changes and return to the Import window.

Should you wish to abort the re-ordering simply click on the **Cancel** button to return to the Import window.

Your chosen field selection and order will be saved, so the next time you use the Bank Reconciliation the import window will default to your chosen structure.

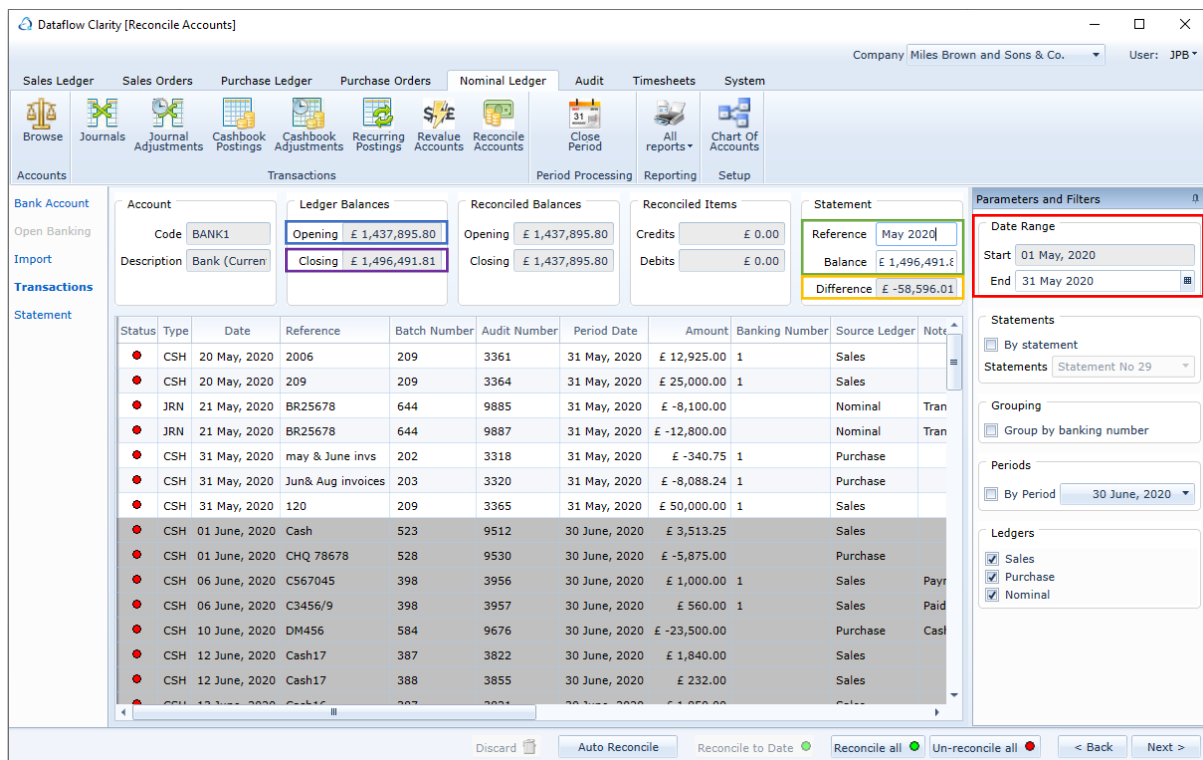
Transactions

The *Transactions* stage is where the reconciliation takes place.

The first thing to do is check that the correct date range is selected (highlighted in red below). In this example I am reconciling May's statement so I have chosen 1st May – 31st May as the date range. Once you have reconciled an account for the first time Clarity will automatically pre-select the date range when you next reconcile that account. The dates Clarity chooses will be based upon the previous reconciliation e.g. daily, weekly or monthly etc.

Because I have chosen 1st May – 31st May you will notice that only the transactions dated May are active in the grid, the remainder are greyed.

The next action would be to enter the statement balance into the *Balance* field and statement reference into the *Reference* field (both highlighted in green). Once you have input the statement balance Clarity will calculate the *Difference* (highlighted in yellow).



Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Account: BANK1

Ledger Balances: Opening £1,437,895.80, Closing £1,496,491.81

Reconciled Balances: Opening £1,437,895.80, Closing £1,437,895.80

Reconciled Items: Credits £0.00, Debits £0.00

Statement: Reference May 2020, Balance £1,496,491.81, Difference £-58,596.01

Parameters and Filters: Date Range Start 01 May, 2020, End 31 May 2020

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Note
●	CSH	20 May, 2020	2006	209	3361	31 May, 2020	£ 12,925.00	1	Sales	
●	CSH	20 May, 2020	209	209	3364	31 May, 2020	£ 25,000.00	1	Sales	
●	JRN	21 May, 2020	BR25678	644	9885	31 May, 2020	£ -8,100.00		Nominal	Tran
●	JRN	21 May, 2020	BR25678	644	9887	31 May, 2020	£ -12,800.00		Nominal	Tran
●	CSH	31 May, 2020	may & June invs	202	3318	31 May, 2020	£ -340.75	1	Purchase	
●	CSH	31 May, 2020	Jun& Aug invoices	203	3320	31 May, 2020	£ -8,088.24	1	Purchase	
●	CSH	31 May, 2020	120	209	3365	31 May, 2020	£ 50,000.00	1	Sales	
●	CSH	01 June, 2020	Cash	523	9512	30 June, 2020	£ 3,513.25		Sales	
●	CSH	01 June, 2020	CHQ 78678	528	9530	30 June, 2020	£ -5,875.00		Purchase	
●	CSH	06 June, 2020	C567045	398	3956	30 June, 2020	£ 1,000.00	1	Sales	Payr
●	CSH	06 June, 2020	C3456/9	398	3957	30 June, 2020	£ 560.00	1	Sales	Paid
●	CSH	10 June, 2020	DM456	584	9676	30 June, 2020	£ -23,500.00		Purchase	Cash
●	CSH	12 June, 2020	Cash17	387	3822	30 June, 2020	£ 1,840.00		Sales	
●	CSH	12 June, 2020	Cash17	388	3855	30 June, 2020	£ 232.00		Sales	

Discard Auto Reconcile Reconcile to Date Reconcile all Un-reconcile all < Back Next >

Note that the calculated difference is £-58,569.01. This is the difference between the ledger's *Opening* balance for this account (highlighted above in blue) and the statement *Balance* you have entered (highlighted above in green). Therefore the difference is the value you are looking to reconcile.

The Transaction window also displays the Ledgers *Closing* balance for the selected Nominal (highlighted above in purple). Presuming that all May items have been received, and cleared, by your bank and therefore appear on your statement, this closing balance should also agree to your statement balance for that period.

For your reference the image below shows the sum of all May transactions. As you can see the sum agrees to the calculated *Difference* (highlighted below in yellow). As mentioned previously the calculated difference is the difference between the statement *Balance* you have entered (highlighted in green) and the *Opening* balance (highlighted in red)

Sum = 58,596.01

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Note
●	CSH	20 May, 2020	2006	209			£ 12,925.00	1	Sales	
●	CSH	20 May, 2020	209	209			£ 25,000.00	1	Sales	
●	JRN	21 May, 2020	BR25678	644			£ -8,100.00		Nominal	Tran
●	JRN	21 May, 2020	BR25678	644			£ -12,800.00		Nominal	Tran
●	CSH	31 May, 2020	may & June invs	202			£ -340.75	1	Purchase	
●	CSH	31 May, 2020	Jun & Aug invoices	203			£ -8,088.24	1	Purchase	
●	CSH	31 May, 2020	120	209			£ 50,000.00	1	Sales	
●	CSH	01 June, 2020	Cash	523	9512	30 June, 2020	£ 3,513.25		Sales	
●	CSH	01 June, 2020	CHQ 78678	528	9530	30 June, 2020	£ -5,875.00		Purchase	
●	CSH	06 June, 2020	C567045	398	3956	30 June, 2020	£ 1,000.00	1	Sales	Payr
●	CSH	06 June, 2020	C3456/9	398	3957	30 June, 2020	£ 560.00	1	Sales	Paid
●	CSH	10 June, 2020	DM456	584	9676	30 June, 2020	£ -23,500.00		Purchase	Cash
●	CSH	12 June, 2020	Cash17	387	3822	30 June, 2020	£ 1,840.00		Sales	
●	CSH	12 June, 2020	Cash17	388	3855	30 June, 2020	£ 232.00		Sales	

Note that at this point the status of the May entries is currently red in the image above. The status column is highlighted in blue.

To reconcile the entries click the **Auto Reconcile** button. This button is only available when using the import stage during the reconciliation process.

Once you have clicked the Auto Reconcile button note that the status of the May entries has changed from red to green in the image below. The status column is highlighted in blue below.

Also note that the *Difference* (highlighted in yellow below) is now 0.00. This is because the sum of the reconciled entries (entries with a green status) is now equal to the value previously displayed within the *Difference* field.

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Bank Account
Open Banking
Import
Transactions
Statement

Account: Code BANK1 Description Bank (Current)

Ledger Balances
Opening £ 1,437,895.80
Closing £ 1,496,491.81

Reconciled Balances
Opening £ 1,437,895.80
Closing £ 1,496,491.81

Reconciled Items
Credits £ 29,328.99
Debits £ 87,925.00

Statement
Reference May 2020
Balance £ 1,496,491.81
Difference £ 0.00

Parameters and Filters
Date Range
Start 01 May, 2020
End 31 May 2020

Statements
By statement
Statements Statement No 29

Grouping
Group by banking number

Periods
By Period 30 June, 2020

Ledgers
☒ Sales
☒ Purchase
☒ Nominal

Status	Type	Date	Reference	Notes	Batch Number	Audit Number	Period Date	Amount	Currency
●	CSH	20 May, 2020	2006		209	3361	31 May, 2020	£ 12,925.00	£ 12
●	CSH	20 May, 2020	209		209	3364	31 May, 2020	£ 25,000.00	£ 25
●	JRN	21 May, 2020	BR25678	Transfer to the Euro account	644	9885	31 May, 2020	£ -8,100.00	£ -8
●	JRN	21 May, 2020	BR25678	Transfer to the USD account	644	9887	31 May, 2020	£ -12,800.00	£ -12
●	CSH	31 May, 2020	may & June invs		202	3318	31 May, 2020	£ -340.75	£ -
●	CSH	31 May, 2020	Jun& Aug invoices		203	3320	31 May, 2020	£ -8,088.24	£ -8
●	CSH	31 May, 2020	120		209	3365	31 May, 2020	£ 50,000.00	£ 50
●	CSH	01 June, 2020	Cash		523	9512	30 June, 2020	£ 3,513.25	£ 3
●	CSH	01 June, 2020	CHQ 78678		528	9530	30 June, 2020	£ -5,875.00	£ -5
●	CSH	06 June, 2020	C567045	Payment on account	398	3956	30 June, 2020	£ 1,000.00	£ 1
●	CSH	06 June, 2020	C3456/9	Paid 3456/789	398	3957	30 June, 2020	£ 560.00	£
●	CSH	10 June, 2020	DM456	Cash Payment	584	9676	30 June, 2020	£ -23,500.00	£ -23
●	CSH	12 June, 2020	Cash17		387	3822	30 June, 2020	£ 1,840.00	£ 1
●	CSH	12 June, 2020	Cash17		388	3855	30 June, 2020	£ 232.00	£

Discard Auto Reconcile Reconcile to Date Reconcile all Un-reconcile all < Back Next >

To proceed to the next stage you can either click the **Next >** button or click on the required section on the left-hand side.

Statement

The Statement stage is where you confirm your statement Reference and Date and commit the reconciliation using the **Update** button.

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

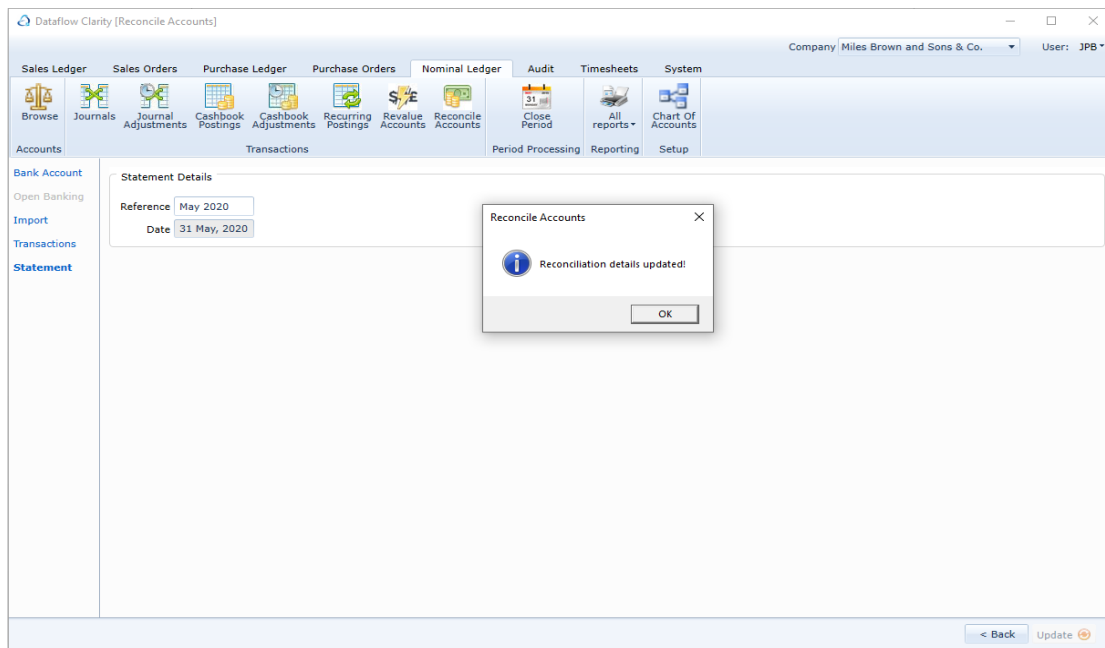
Accounts Transactions Period Processing Reporting Setup

Bank Account
Open Banking
Import
Transactions
Statement

Statement Details
Reference May 2020
Date 31 May, 2020

< Back Update

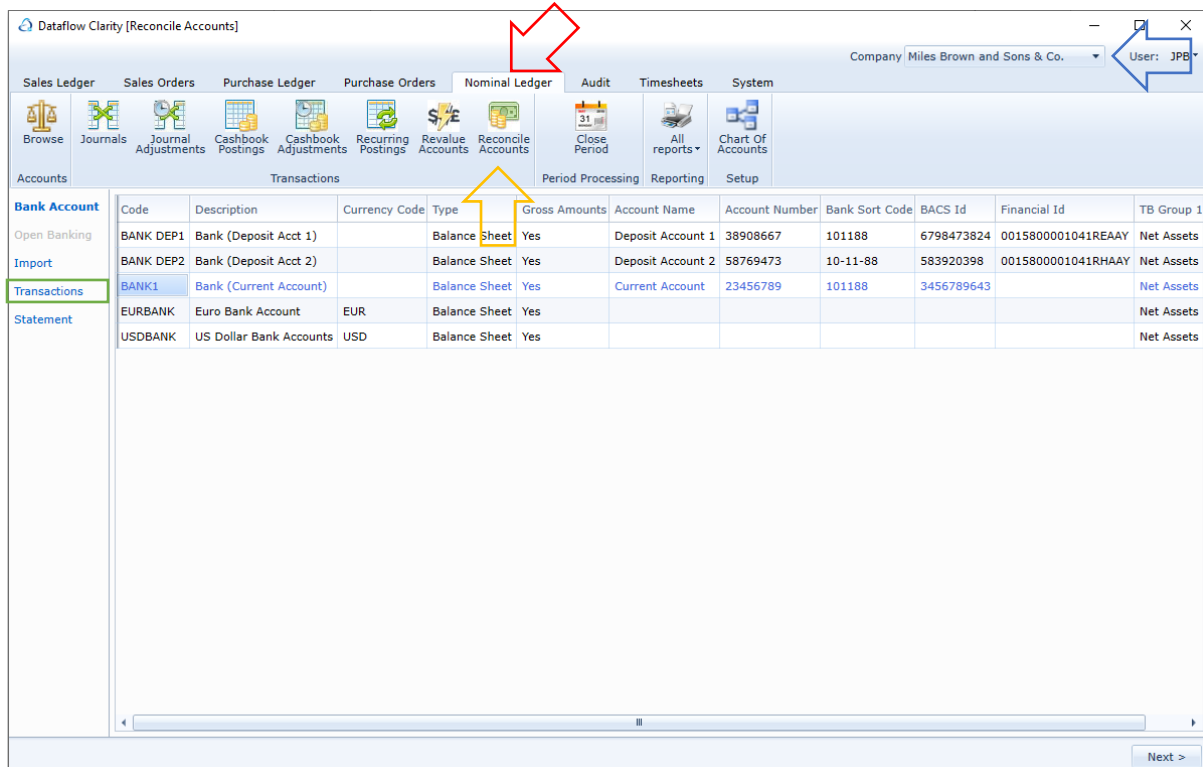
Once you have clicked update you'll receive a confirmation dialogue upon successful completion.



Should you wish to un-reconcile entries the following section will guide you through that process.

Navigate to the Bank Reconciliation window. As before the **blue** arrow identifies the company currently in use, the **red** arrow identifies the Nominal Ledger and the **yellow** arrow identifies the Bank Reconciliation option.

Select the account you're un-reconciling and click on the *Transactions* stage (highlighted in **green** below).



Within the *Transactions* stage tick the *By Statement* parameter on the right-hand side (highlighted in green below) and chose the statement you wish to un-reconcile from the drop down. In this example I have chosen the May 2020 Statement.

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Accounts

Bank Account: BANK1
Description: Bank (Current)

Transactions

Period Processing

Reconciled Items

Statement

Reference: May 2020
Balance: £ 1,496,491.1
Difference: £ 0.00

Parameters and Filters

Date Range: Start 01 May, 2020 End 31 May, 2020

Statements

☒ By statement

Statements: May 2020

Grouping: May 2020

Periods: Statement No 29 30 April, 2020

Ledgers

☒ Sales
☒ Purchase
☒ Nominal

Status	Type	Date	Reference	Notes	Batch Number	Audit Number	Period Date	Amount	Currency
●	CSH	20 May, 2020	2006		209	3361	31 May, 2020	£ 12,925.00	£ 12
●	CSH	20 May, 2020	209		209	3364	31 May, 2020	£ 25,000.00	£ 25
●	JRN	21 May, 2020	BR25678	Transfer to the Euro account	644	9885	31 May, 2020	£ -8,100.00	£ -8
●	JRN	21 May, 2020	BR25678	Transfer to the USD account	644	9887	31 May, 2020	£ -12,800.00	£ -12
●	CSH	31 May, 2020	may & June invs		202	3318	31 May, 2020	£ -340.75	£
●	CSH	31 May, 2020	Jun & Aug invoices		203	3320	31 May, 2020	£ -8,088.24	£ -8
●	CSH	31 May, 2020	120		209	3365	31 May, 2020	£ 50,000.00	£ 50
●	CSH	01 June, 2020	Cash		523	9512	30 June, 2020	£ 3,513.25	£ 3
●	CSH	01 June, 2020	CHQ 78678		528	9530	30 June, 2020	£ -5,875.00	£ -5
●	CSH	06 June, 2020	C567045	Payment on account	398	3956	30 June, 2020	£ 1,000.00	£ 1
●	CSH	06 June, 2020	C3456/9	Paid 3456/789	398	3957	30 June, 2020	£ 560.00	£
●	CSH	10 June, 2020	DM456	Cash Payment	584	9676	30 June, 2020	£ -23,500.00	£ -23
●	CSH	12 June, 2020	Cash17		387	3822	30 June, 2020	£ 1,840.00	£ 1
●	CSH	12 June, 2020	Cash17		388	3855	30 June, 2020	£ 232.00	£

Discard Reconcile to Date Reconcile all Un-reconcile all < Back Next >

Once you have chosen the statement click on the **Un-reconcile all** button on the footer of the window. The reconciled status of those entries will change from green to red. The *Status* column is highlighted in blue in both the above and below images. The sum of the un-reconciled items will also be displayed in the calculated *Difference* field (highlighted in yellow in both the above and below images).

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Accounts

Bank Account: BANK1
Description: Bank (Current)

Transactions

Period Processing

Reconciled Items

Statement

Reference: May 2020
Balance: £ 1,496,491.1
Difference: £ -58,596.01

Parameters and Filters

Date Range: Start 01 May, 2020 End 31 May, 2020

Statements

☒ By statement

Statements: May 2020

Grouping: May 2020

Periods: Statement No 29 30 April, 2020


Ledgers

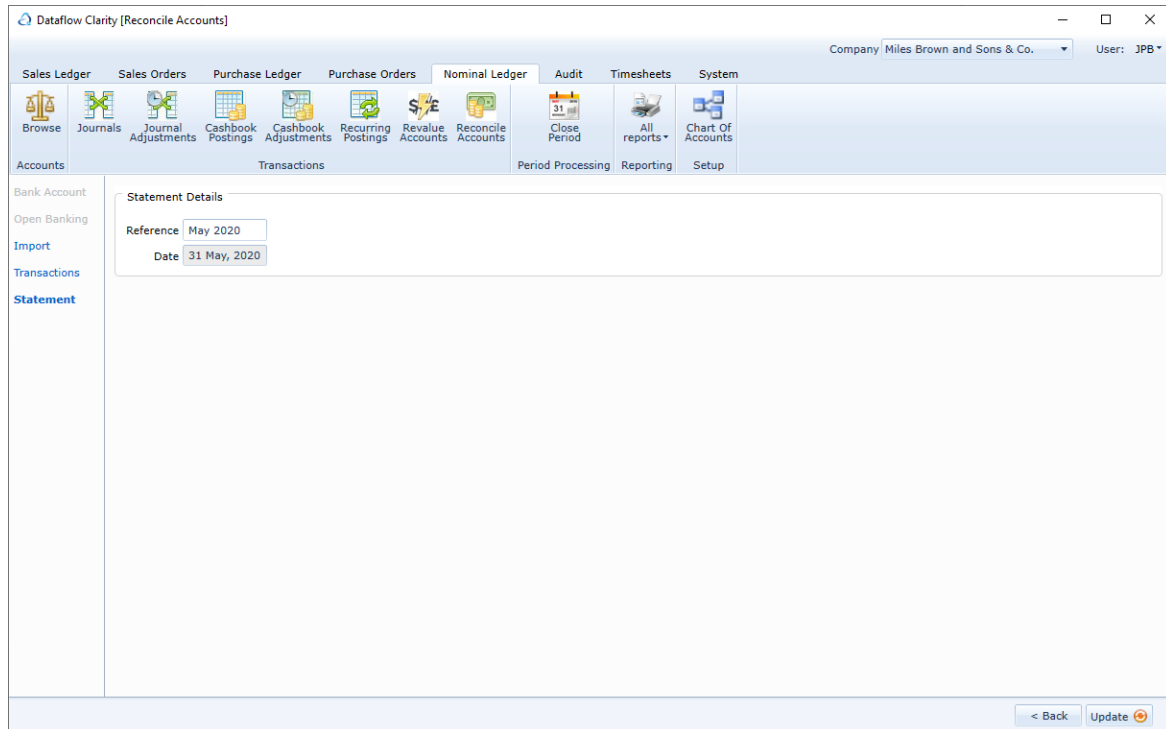
☒ Sales
☒ Purchase
☒ Nominal

Status	Type	Date	Reference	Notes	Batch Number	Audit Number	Period Date	Amount	Currency
●	CSH	20 May, 2020	2006		209	3361	31 May, 2020	£ 12,925.00	£ 12
●	CSH	20 May, 2020	209		209	3364	31 May, 2020	£ 25,000.00	£ 25
●	JRN	21 May, 2020	BR25678	Transfer to the Euro account	644	9885	31 May, 2020	£ -8,100.00	£ -8
●	JRN	21 May, 2020	BR25678	Transfer to the USD account	644	9887	31 May, 2020	£ -12,800.00	£ -12
●	CSH	31 May, 2020	may & June invs		202	3318	31 May, 2020	£ -340.75	£
●	CSH	31 May, 2020	Jun & Aug invoices		203	3320	31 May, 2020	£ -8,088.24	£ -8
●	CSH	31 May, 2020	120		209	3365	31 May, 2020	£ 50,000.00	£ 50
●	CSH	01 June, 2020	Cash		523	9512	30 June, 2020	£ 3,513.25	£ 3
●	CSH	01 June, 2020	CHQ 78678		528	9530	30 June, 2020	£ -5,875.00	£ -5
●	CSH	06 June, 2020	C567045	Payment on account	398	3956	30 June, 2020	£ 1,000.00	£ 1
●	CSH	06 June, 2020	C3456/9	Paid 3456/789	398	3957	30 June, 2020	£ 560.00	£
●	CSH	10 June, 2020	DM456	Cash Payment	584	9676	30 June, 2020	£ -23,500.00	£ -23
●	CSH	12 June, 2020	Cash17		387	3822	30 June, 2020	£ 1,840.00	£ 1
●	CSH	12 June, 2020	Cash17		388	3855	30 June, 2020	£ 232.00	£

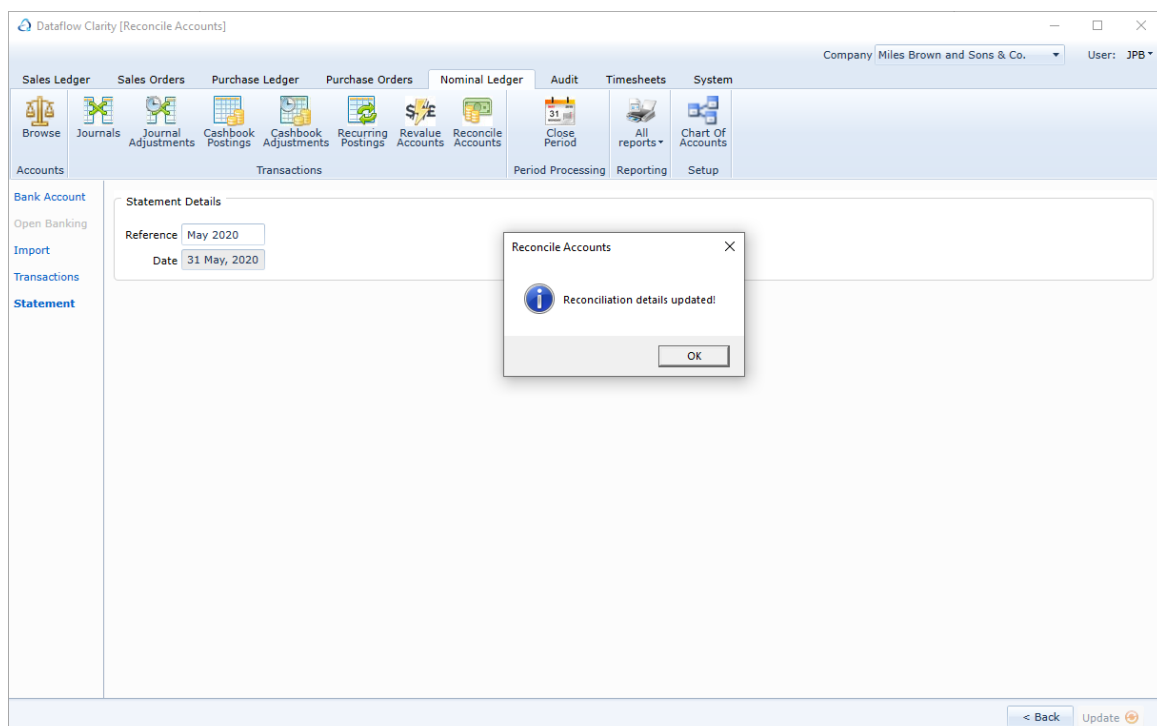
Discard Reconcile to Date Reconcile all Un-reconcile all < Back Next >

Once you've un-reconciled click on either the *Statement* Stage on the left or use the [Next >](#) button to progress to that stage.

In the *Statement* stage commit the changes using the [Update](#)  button.



Once you have clicked update you will receive a confirmation dialogue upon successful completion.



The section above detailed how too manually un-reconcile using the *By Statement* parameter in conjunction with un-reconcile button.

There's also the option of automatically un-reconciling using the *By Statement* parameter. To do so tick the *By Statement* parameter (highlighted in green below), select the required statement via the drop down, right-click on that entry and choose the *Delete statement* option (highlighted in red below).

Using the image below note that the current reconciled status of the May entries is green (highlighted in blue below). Also note the current *Reconciled Balances* (highlighted in yellow below).

The screenshot displays the 'Dataflow Clarity [Reconcile Accounts]' interface. The 'Reconciled Balances' section is highlighted in yellow, showing Opening £1,437,895.80 and Closing £1,496,491.81. The 'Reconciled Items' section shows Credits £29,328.99 and Debits £87,925.00. The 'Statement' section shows Reference May 2020, Balance £1,496,491, and Difference £0.00. The 'Parameters and Filters' section on the right shows 'By statement' selected in the Statements dropdown, and 'Delete statement' highlighted in red in the context menu. The main table shows transactions for May 2020 with green status indicators.

Status	Type	Date	Reference	Notes	Batch Number	Audit Number	Period Date	Amount	Cu
●	CSH	20 May, 2020	2006		209	3361	31 May, 2020	£ 12,925.00	
●	CSH	20 May, 2020	209		209	3364	31 May, 2020	£ 25,000.00	
●	JRN	21 May, 2020	BR25678	Transfer to the Euro account	644	9885	31 May, 2020	£ -8,100.00	
●	JRN	21 May, 2020	BR25678	Transfer to the USD account	644	9887	31 May, 2020	£ -12,800.00	
●	CSH	31 May, 2020	may & June invs		202	3318	31 May, 2020	£ -340.75	
●	CSH	31 May, 2020	Jun & Aug invoices		203	3320	31 May, 2020	£ -8,088.24	
●	CSH	31 May, 2020	120		209	3365	31 May, 2020	£ 50,000.00	
●	CSH	01 June, 2020	Cash		523	9512	30 June, 2020	£ 3,513.25	
●	CSH	01 June, 2020	CHQ 78678		528	9530	30 June, 2020	£ -5,875.00	
●	CSH	06 June, 2020	C567045	Payment on account	398	3956	30 June, 2020	£ 1,000.00	
●	CSH	06 June, 2020	C3456/9	Paid 3456/789	398	3957	30 June, 2020	£ 560.00	
●	CSH	10 June, 2020	DM456	Cash Payment	584	9676	30 June, 2020	£ -23,500.00	
●	CSH	12 June, 2020	Cash17		387	3822	30 June, 2020	£ 1,840.00	
●	CSH	12 June, 2020	Cash17		388	3855	30 June, 2020	£ 232.00	

The image below shows the result of using the right-click *Delete statement* option.

Note that the current reconciled status of the May entries has now changed from green to red (highlighted in blue below). Also note the current *Reconciled Balances* (highlighted in yellow below) have also changed to reflect the reconciled status of those entries.

As the May reconciliation has now been deleted and the May entries un-reconciled the next time you come to reconcile the same account the *Date Range* (highlighted in green below) will default to the next unreconciled period, in this case it will be May.

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Bank Account

Open Banking

Import

Transactions

Statement

Account

Code: BANK1

Description: Bank (Current)

Ledger Balances

Opening: £ 1,437,895.80

Closing: £ 1,496,491.81

Reconciled Balances

Opening: £ 1,437,895.80

Closing: £ 1,437,895.80

Reconciled Items

Credits: £ 0.00

Debits: £ 0.00

Statement

Reference: £ 0.00

Balance: £ 0.00

Difference: £ 1,437,895.80

Parameters and Filters

Date Range

Start: 01 May, 2020

End: 31 May 2020

Statements

By statement

Statements: Statement No 29

Grouping

Group by banking number

Periods

By Period: 30 June, 2020

Ledgers

☒ Sales

☒ Purchase

☒ Nominal

Status	Type	Date	Reference	Notes	Batch Number	Audit Number	Period Date	Amount	Cu
●	CSH	20 May, 2020	2006		209	3361	31 May, 2020	£ 12,925.00	
●	CSH	20 May, 2020	209		209	3364	31 May, 2020	£ 25,000.00	
●	JRN	21 May, 2020	BR25678	Transfer to the Euro account	644	9885	31 May, 2020	£ -8,100.00	
●	JRN	21 May, 2020	BR25678	Transfer to the USD account	644	9887	31 May, 2020	£ -12,800.00	
●	CSH	31 May, 2020	may & June invs		202	3318	31 May, 2020	£ -340.75	
●	CSH	31 May, 2020	Jun & Aug invoices		203	3320	31 May, 2020	£ -8,088.24	
●	CSH	31 May, 2020	120		209	3365	31 May, 2020	£ 50,000.00	
●	CSH	01 June, 2020	Cash		523	9512	30 June, 2020	£ 3,513.25	
●	CSH	01 June, 2020	CHQ 78678		528	9530	30 June, 2020	£ -5,875.00	
●	CSH	06 June, 2020	C567045	Payment on account	398	3956	30 June, 2020	£ 1,000.00	
●	CSH	06 June, 2020	C3456/9	Paid 3456/789	398	3957	30 June, 2020	£ 560.00	
●	CSH	10 June, 2020	DM456	Cash Payment	584	9676	30 June, 2020	£ -23,500.00	
●	CSH	12 June, 2020	Cash17		387	3822	30 June, 2020	£ 1,840.00	
●	CSH	12 June, 2020	Cash17		388	3855	30 June, 2020	£ 232.00	

Discard Reconcile to Date Reconcile all Un-reconcile all < Back Next >

In addition to the *By Statement* parameter mentioned above there are a number of filters available within the *Transactions* stage window. The first of which is *Group by banking number* (highlighted in green below).

The purpose of the banking number is to make it easier to reconcile large volumes of Sales or Purchase Ledger Cash entries by consolidating those entries containing the same banking number and date into a single line within the grid.

The banking number is assigned at the time of posting the Cash to the Sales or Purchase ledger. The banking number for those entries is identified within the *Banking Number* column (highlighted in yellow below).

The screenshot shows the 'Dataflow Clarity [Reconcile Accounts]' window. The 'Transactions' tab is active, displaying a grid of transactions. The 'Banking Number' column is highlighted in yellow. The 'Parameters and Filters' panel on the right shows 'Date Range' from 01 May, 2020 to 31 May 2020, and 'Grouping' set to 'Group by banking number' (highlighted in green). The 'Statements' panel shows 'By statement' and 'Statement No 29'. The 'Periods' panel shows 'By Period' set to '30 June, 2020'. The 'Ledgers' panel shows 'Sales', 'Purchase', and 'Nominal' all checked.

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Curr
●	CSH	20 May, 2020	2006	209	3361	31 May, 2020	£ 12,925.00	1	Sales	
●	CSH	20 May, 2020	209	209	3364	31 May, 2020	£ 25,000.00	1	Sales	
●	JRN	21 May, 2020	BR25678	644	9885	31 May, 2020	£ -8,100.00		Nominal	
●	JRN	21 May, 2020	BR25678	644	9887	31 May, 2020	£ -12,800.00		Nominal	
●	CSH	31 May, 2020	may & June invs	202	3318	31 May, 2020	£ -340.75	1	Purchase	
●	CSH	31 May, 2020	Jun & Aug invoices	203	3320	31 May, 2020	£ -8,088.24	1	Purchase	
●	CSH	31 May, 2020	120	209	3365	31 May, 2020	£ 50,000.00	1	Sales	
●	CSH	01 June, 2020	Cash	523	9512	30 June, 2020	£ 3,513.25		Sales	
●	CSH	01 June, 2020	CHQ 78678	528	9530	30 June, 2020	£ -5,875.00		Purchase	
●	CSH	06 June, 2020	C567045	398	3956	30 June, 2020	£ 1,000.00	1	Sales	
●	CSH	06 June, 2020	C3456/9	398	3957	30 June, 2020	£ 560.00	1	Sales	
●	CSH	10 June, 2020	DM456	584	9676	30 June, 2020	£ -23,500.00		Purchase	
●	CSH	12 June, 2020	Cash17	387	3822	30 June, 2020	£ 1,840.00		Sales	
●	CSH	12 June, 2020	Cash17	388	3855	30 June, 2020	£ 232.00		Sales	

Note the two entries in the image above both dated 20th May with the same banking number (highlighted in blue).

The image below shows the same information as the image above but now grouped by banking number.

Note the single entry in the image below for the 20th May (also highlighted in blue). The sum balance for the two 20th May entries in the image above have now been consolidated into a single line entry therefore reducing the volume displayed within the grid.

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Bank Account
Open Banking
Import
Transactions
Statement

Account: Code BANK1 Description Bank (Current)

Ledger Balances
Opening £ 1,437,895.80
Closing £ 1,496,491.81

Reconciled Balances
Opening £ 1,437,895.80
Closing £ 1,437,895.80

Reconciled Items
Credits £ 0.00
Debits £ 0.00

Statement
Reference May 2020
Balance £ 1,496,491.
Difference £ -58,596.01

Parameters and Filters
Date Range
Start 01 May, 2020
End 31 May, 2020

Statements
☒ By statement
Statements May 2020

Grouping
☒ Group by banking number

Periods
☐ By Period 30 June, 2020

Ledgers
☒ Sales
☒ Purchase
☒ Nominal

Status	Type	Date	Banking Number	Reference	Batch Number	Audit Number	Amount	Currency Amount	Source Ledger
CSH	20 May, 2020	1	Banking number 1	[...]	[...]	£ 37,925.00	£ 37,925.00	Sales	
JRN	21 May, 2020		BR25678	644	9885	£ -8,100.00	£ -8,100.00	Nominal	
JRN	21 May, 2020		BR25678	644	9887	£ -12,800.00	£ -12,800.00	Nominal	
CSH	31 May, 2020	1	Banking number 1	[...]	[...]	£ 50,000.00	£ 50,000.00	Sales	
CSH	31 May, 2020	1	Banking number 1	[...]	[...]	£ -8,428.99	£ -8,428.99	Purchase	
CSH	01 June, 2020		Cash	523	9512	£ 3,513.25	£ 3,513.25	Sales	
CSH	01 June, 2020		CHQ 78678	528	9530	£ -5,875.00	£ -5,875.00	Purchase	
CSH	06 June, 2020	1	Banking number 1	[...]	[...]	£ 1,560.00	£ 1,560.00	Sales	
CSH	10 June, 2020		DM456	584	9676	£ -23,500.00	£ -23,500.00	Purchase	
CSH	12 June, 2020		Cash17	387	3822	£ 1,840.00	£ 1,840.00	Sales	
CSH	12 June, 2020		Cash17	388	3855	£ 232.00	£ 232.00	Sales	
CSH	13 June, 2020		Cash16	387	3821	£ 1,850.00	£ 1,850.00	Sales	
CSH	13 June, 2020		Cash16	388	3854	£ 280.00	£ 280.00	Sales	
CSH	14 June, 2020		Cash15	387	3820	£ 1,860.00	£ 1,860.00	Sales	
CSH	14 June, 2020		Cash15	388	3853	£ 328.00	£ 328.00	Sales	

Discard Auto Reconcile Reconcile to Date Reconcile all Un-reconcile all < Back Next >

The *By Period* filter (highlighted below in green) filters the grid so it only displays transactions posted to the selected period. The transactions *Period Date* is highlighted in yellow below.

Note that there may be instances where the transaction may not necessarily be posted to the corresponding period. Example: a May dated invoice was entered late after the May period was closed, therefore the invoice was posted to the June accounting period. In this case that May invoice will not appear within the grid when filtering by the May period.

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Bank Account
Open Banking
Import
Transactions
Statement

Account: Code BANK1 Description Bank (Current)

Ledger Balances
Opening £ 1,437,895.80
Closing £ 1,496,491.81

Reconciled Balances
Opening £ 1,437,895.80
Closing £ 1,437,895.80

Reconciled Items
Credits £ 0.00
Debits £ 0.00

Statement
Reference
Balance £ 0.00
Difference £ 1,437,895.

Parameters and Filters
Date Range
Start 01 May, 2020
End 31 May 2020

Statements
☒ By statement
Statements Statement No 29

Grouping
☐ Group by banking number

Periods
☒ By Period 31 May, 2020

Ledgers
☒ Sales
☒ Purchase
☒ Nominal

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Currency
CSH	20 May, 2020	2006	209	3361	31 May, 2020	£ 12,925.00	1	Sales	£ 12,925.00	
CSH	20 May, 2020	209	209	3364	31 May, 2020	£ 25,000.00	1	Sales	£ 25,000.00	
JRN	21 May, 2020	BR25678	644	9885	31 May, 2020	£ -8,100.00	1	Nominal	£ -8,100.00	
JRN	21 May, 2020	BR25678	644	9887	31 May, 2020	£ -12,800.00	1	Nominal	£ -12,800.00	
CSH	31 May, 2020	may & June invs	202	3318	31 May, 2020	£ -340.75	1	Purchase	£ -340.75	
CSH	31 May, 2020	Jun & Aug invoices	203	3320	31 May, 2020	£ -8,088.24	1	Purchase	£ -8,088.24	
CSH	31 May, 2020	120	209	3365	31 May, 2020	£ 50,000.00	1	Sales	£ 50,000.00	

Discard Reconcile to Date Reconcile all Un-reconcile all < Back Next >

The *Ledgers* filter (highlighted below in green) filters the grid by the chosen ledgers.

The screenshot shows the 'Dataflow Clarity [Reconcile Accounts]' interface. The 'Nominal Ledger' is selected in the top navigation bar. The 'Parameters and Filters' panel on the right shows the 'Date Range' set from 01 May, 2020 to 31 May, 2020. The 'Ledgers' section is highlighted with a green box, showing 'Sales', 'Purchase', and 'Nominal' all checked. The main grid displays a list of transactions with columns for Status, Type, Date, Reference, Batch Number, Audit Number, Period Date, Amount, Banking Number, Source Ledger, and Currency. The 'Source Ledger' column is highlighted in yellow, showing values like 'Sales', 'Nominal', and 'Purchase'.

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Currency
●	CSH	20 May, 2020	2006	209	3361	31 May, 2020	£ 12,925.00	1	Sales	
●	CSH	20 May, 2020	209	209	3364	31 May, 2020	£ 25,000.00	1	Sales	
●	JRN	21 May, 2020	BR25678	644	9885	31 May, 2020	£ -8,100.00		Nominal	
●	JRN	21 May, 2020	BR25678	644	9887	31 May, 2020	£ -12,800.00		Nominal	
●	CSH	31 May, 2020	may & June invs	202	3318	31 May, 2020	£ -340.75	1	Purchase	
●	CSH	31 May, 2020	Jun & Aug invoices	203	3320	31 May, 2020	£ -8,088.24	1	Purchase	
●	CSH	31 May, 2020	120	209	3365	31 May, 2020	£ 50,000.00	1	Sales	
●	CSH	01 June, 2020	Cash	523	9512	30 June, 2020	£ 3,513.25		Sales	
●	CSH	01 June, 2020	CHQ 78678	528	9530	30 June, 2020	£ -5,875.00		Purchase	
●	CSH	06 June, 2020	C567045	398	3956	30 June, 2020	£ 1,000.00	1	Sales	
●	CSH	06 June, 2020	C3456/9	398	3957	30 June, 2020	£ 560.00	1	Sales	
●	CSH	10 June, 2020	DM456	584	9676	30 June, 2020	£ -23,500.00		Purchase	
●	CSH	12 June, 2020	Cash17	387	3822	30 June, 2020	£ 1,840.00		Sales	
●	CSH	12 June, 2020	Cash17	388	3855	30 June, 2020	£ 232.00		Sales	

Below shows an example of the same information above but filtered to only show transactions with Nominal Ledger as the source ledger. The source ledger information is displayed within the grid and is highlighted in yellow in both images above and below.

The image below shows an example of how the information in the above image appears when the grid is filtered by the Nominal Ledger.

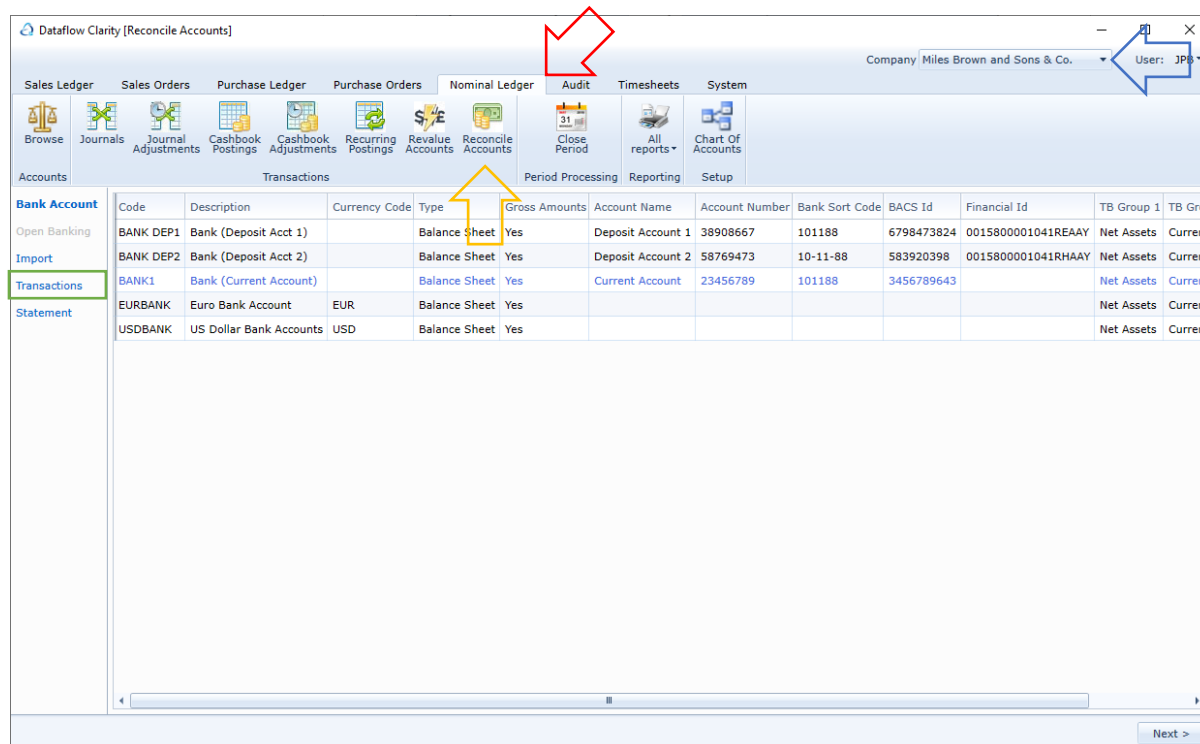
The screenshot shows the 'Dataflow Clarity [Reconcile Accounts]' interface with the 'Nominal Ledger' selected. The 'Parameters and Filters' panel on the right shows the 'Date Range' set from 01 May, 2020 to 31 May, 2020. The 'Ledgers' section is highlighted with a green box, showing 'Sales', 'Purchase', and 'Nominal' all checked. The main grid displays a list of transactions with columns for Status, Type, Date, Reference, Batch Number, Audit Number, Period Date, Amount, Banking Number, Source Ledger, and Currency. The 'Source Ledger' column is highlighted in yellow, showing values like 'Nominal' and 'Purchase'.

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Currency
●	JRN	21 May, 2020	BR25678	644	9885	31 May, 2020	£ -8,100.00		Nominal	
●	JRN	21 May, 2020	BR25678	644	9887	31 May, 2020	£ -12,800.00		Nominal	
●	JRN	20 June, 2020	Nov Payments	374	3766	30 June, 2020	£ -2,500.00		Nominal	
●	JRN	20 June, 2020	dssd	375	3772	30 June, 2020	£ -100.00		Nominal	
●	JRN	25 June, 2020	asa	392	3944	30 June, 2020	£ -100.00		Nominal	
●	JRN	30 June, 2020	ref1	391	3941	30 June, 2020	£ 100.00		Nominal	

Reconciling without importing

You are also able to reconcile manually without using the Open Banking or Import routines.

To do so navigate to the Bank Reconciliation. As before the **blue** arrow identifies the company currently in use, the **red** arrow identifies the Nominal Ledger and the **yellow** arrow identifies the Bank Reconciliation option.



Select the account you wish to reconcile in the *Bank Account* stage and click on the *Transactions* stage highlighted in **green** in the image above.

From this point the process is almost identical to what was explained previously. In the transaction stage the first thing to do is check that the correct date range is selected (highlighted in **red** below). In this example I am reconciling May's statement so I have chosen 1st May – 31st May as my date range. Once you have reconciled an account for the first time Clarity will automatically pre-select the date range when you next reconcile that account, the dates Clarity chooses will be based upon the previous reconciliation e.g. daily, weekly or monthly etc.

Because I have chosen 1st May – 31st May you will notice that only the transactions dated May are active in the grid, the remainder are greyed.

The next action would be to enter the statement balance into the *Balance* field and statement reference into the *Reference* field (highlighted in **green**). Once you have input the statement balance will calculate the *Difference* (highlighted in **yellow**)

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Bank Account

Open Banking

Import

Transactions

Statement

Account

Code: BANK1

Description: Bank (Current)

Ledger Balances

Opening: £ 1,437,895.80

Closing: £ 1,496,491.81

Reconciled Balances

Opening: £ 1,437,895.80

Closing: £ 1,437,895.80

Reconciled Items

Credits: £ 0.00

Debits: £ 0.00

Statement

Reference: May 2020

Balance: £ 1,496,491.8

Difference: £ -58,596.01

Parameters and Filters

Date Range

Start: 01 May, 2020

End: 31 May 2020

Statements

By statement

Statements: Statement No 29

Grouping

Group by banking number

Periods

By Period: 30 June, 2020

Ledgers

☒ Sales

☒ Purchase

☒ Nominal

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Notes
●	CSH	20 May, 2020	2006	209	3361	31 May, 2020	£ 12,925.00	1	Sales	
●	CSH	20 May, 2020	209	209	3364	31 May, 2020	£ 25,000.00	1	Sales	
●	JRN	21 May, 2020	BR25678	644	9885	31 May, 2020	£ -8,100.00		Nominal	Transfer to
●	JRN	21 May, 2020	BR25678	644	9887	31 May, 2020	£ -12,800.00		Nominal	Transfer to
●	CSH	31 May, 2020	may & June invs	202	3318	31 May, 2020	£ -340.75	1	Purchase	
●	CSH	31 May, 2020	Jun & Aug invoices	203	3320	31 May, 2020	£ -8,088.24	1	Purchase	
●	CSH	31 May, 2020	120	209	3365	31 May, 2020	£ 50,000.00	1	Sales	
●	CSH	01 June, 2020	Cash	523	9512	30 June, 2020	£ 3,513.25		Sales	
●	CSH	01 June, 2020	CHQ 78678	528	9530	30 June, 2020	£ -5,875.00		Purchase	
●	CSH	06 June, 2020	C567045	398	3956	30 June, 2020	£ 1,000.00	1	Sales	Payment o
●	CSH	06 June, 2020	C3456/9	398	3957	30 June, 2020	£ 560.00	1	Sales	Paid 3456/
●	CSH	10 June, 2020	DM456	584	9676	30 June, 2020	£ -23,500.00		Purchase	Cash Paym
●	CSH	12 June, 2020	Cash17	387	3822	30 June, 2020	£ 1,840.00		Sales	
●	CSH	12 June, 2020	Cash17	388	3855	30 June, 2020	£ 232.00		Sales	

Discard Reconcile to Date Reconcile all Un-reconcile all < Back Next >

Note the *Status* is currently red in the image above (highlighted in blue).

By clicking the **Reconcile all** button on the footer of the window Clarity will look at the date range (highlighted in yellow below) and flag all items within the specified date range as reconciled.

Having clicked on the **Reconcile all** button the *Status* of those items has now changed to green (highlighted in blue below). The sum of those items is £-58,596.01. Also note that the *Difference* is now 0.00 (highlighted in green below).

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Bank Account

Open Banking

Import

Transactions

Statement

Account

Code: BANK1

Description: Bank (Current)

Ledger Balances

Opening: £ 1,437,895.80

Closing: £ 1,496,491.81

Reconciled Balances

Opening: £ 1,437,895.80

Closing: £ 1,496,491.81

Reconciled Items

Credits: £ 29,328.99

Debits: £ 87,925.00

Statement

Reference: May 2020

Balance: £ 1,496,491.8

Difference: £ 0.00

Parameters and Filters

Date Range

Start: 01 May, 2020

End: 31 May 2020

Statements

By statement

Statements: Statement No 29

Grouping

Group by banking number

Periods

By Period: 30 June, 2020

Ledgers

☒ Sales

☒ Purchase

☒ Nominal

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Notes
●	CSH	20 May, 2020	2006	209	3361	31 May, 2020	£ 12,925.00	1	Sales	
●	CSH	20 May, 2020	209	209	3364	31 May, 2020	£ 25,000.00	1	Sales	
●	JRN	21 May, 2020	BR25678	644	9885	31 May, 2020	£ -8,100.00		Nominal	Transfer to
●	JRN	21 May, 2020	BR25678	644	9887	31 May, 2020	£ -12,800.00		Nominal	Transfer to
●	CSH	31 May, 2020	may & June invs	202	3318	31 May, 2020	£ -340.75	1	Purchase	
●	CSH	31 May, 2020	Jun & Aug invoices	203	3320	31 May, 2020	£ -8,088.24	1	Purchase	
●	CSH	31 May, 2020	120	209	3365	31 May, 2020	£ 50,000.00	1	Sales	
●	CSH	01 June, 2020	Cash	523	9512	30 June, 2020	£ 3,513.25		Sales	
●	CSH	01 June, 2020	CHQ 78678	528	9530	30 June, 2020	£ -5,875.00		Purchase	
●	CSH	06 June, 2020	C567045	398	3956	30 June, 2020	£ 1,000.00	1	Sales	Payment o
●	CSH	06 June, 2020	C3456/9	398	3957	30 June, 2020	£ 560.00	1	Sales	Paid 3456/
●	CSH	10 June, 2020	DM456	584	9676	30 June, 2020	£ -23,500.00		Purchase	Cash Paym
●	CSH	12 June, 2020	Cash17	387	3822	30 June, 2020	£ 1,840.00		Sales	
●	CSH	12 June, 2020	Cash17	388	3855	30 June, 2020	£ 232.00		Sales	

Discard Reconcile to Date Reconcile all Un-reconcile all < Back Next >

Should you not wish to reconcile all entries with the chosen date range you can flag individual entries by using the right click menu.

The image below shows an example of your starting point. The date range has been selected (highlighted in red below). Entered my statement *Balance* and statement *Reference* (highlighted in green). Clarity has calculated calculate the *Difference* (highlighted in yellow).

Note the *Status* is currently red in the image (highlighted in blue).

Dataflow Clarity [Reconcile Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Reconcile Accounts

Statement

Reference	Balance	Difference
May 2020	£ 1,496,491.8	£ -58,596.01

Parameters and Filters

Date Range

Start: 01 May, 2020
End: 31 May 2020

Statements

By statement
Statements: Statement No 29

Grouping

Group by banking number

Periods

By Period: 30 June, 2020

Ledgers

☒ Sales
☒ Purchase
☒ Nominal

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Notes
●	CSH	20 May, 2020	2006	209	3361	31 May, 2020	£ 12,925.00	1	Sales	
●	CSH	20 May, 2020	209	209	3364	31 May, 2020	£ 25,000.00	1	Sales	
●	JRN	21 May, 2020	BR25678	644	9885	31 May, 2020	£ -8,100.00		Nominal	Transfer to
●	JRN	21 May, 2020	BR25678	644	9887	31 May, 2020	£ -12,800.00		Nominal	Transfer to
●	CSH	31 May, 2020	may & June invs	202	3318	31 May, 2020	£ -340.75	1	Purchase	
●	CSH	31 May, 2020	Jun & Aug invoices	203	3320	31 May, 2020	£ -8,088.24	1	Purchase	
●	CSH	31 May, 2020	120	209	3365	31 May, 2020	£ 50,000.00	1	Sales	
●	CSH	01 June, 2020	Cash	523	9512	30 June, 2020	£ 3,513.25		Sales	
●	CSH	01 June, 2020	CHQ 78678	528	9530	30 June, 2020	£ -5,875.00		Purchase	
●	CSH	06 June, 2020	C567045	398	3956	30 June, 2020	£ 1,000.00	1	Sales	Payment o
●	CSH	06 June, 2020	C3456/9	398	3957	30 June, 2020	£ 560.00	1	Sales	Paid 3456/
●	CSH	10 June, 2020	DM456	584	9676	30 June, 2020	£ -23,500.00		Purchase	Cash Paym
●	CSH	12 June, 2020	Cash17	387	3822	30 June, 2020	£ 1,840.00		Sales	
●	CSH	12 June, 2020	Cash17	388	3855	30 June, 2020	£ 232.00		Sales	

Discard Reconcile to Date Reconcile all Un-reconcile all < Back Next >

Once you have flagged the required entries as un-reconciled you need to proceed to the *Statement* stage and **Update** to commit the changes.

To mark an individual entry as reconciled left click on the entry then right click to open the right click menu. Chose *Reconcile* from the menu (highlighted in green below). Note that the *Status* changes from red to green (highlighted in blue below). Also note that the calculated *Difference* has now been reduced by the value of the selected entry (highlighted in yellow below).

The screenshot shows the 'Dataflow Clarity [Reconcile Accounts]' window. The top menu bar includes options like Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Audit, Timesheets, and System. The left sidebar has sections for Bank Account, Open Banking, Import, Transactions, and Statement. The main workspace displays a table of transactions with columns for Status, Type, Date, Reference, Batch Number, Audit Number, Period Date, Amount, Banking Number, Source Ledger, and Notes. A right-click context menu is open over the entry dated 21 May, 2020, with the 'Reconcile' option highlighted in green. The 'Reconciled Balances' panel shows the difference has been updated to £ -66,696.01. The 'Parameters and Filters' panel on the right shows the date range from 01 May, 2020 to 31 May, 2020.

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Notes
●	CSH	20 May, 2020	2006	209	3361	31 May, 2020	£ 12,925.00	1	Sales	
●	CSH	20 May, 2020	209	209	3364	31 May, 2020	£ 25,000.00	1	Sales	
●	JRN	21 May, 2020	BR25678	644	9885	31 May, 2020	£ -8,100.00		Nominal	Transfer to
●	JRN	21 May, 2020	BR25678	644	9887	31 May, 2020			Nominal	Transfer to
●	CSH	31 May, 2020	may & June invs	202	3318	31 May, 2020			Purchase	
●	CSH	31 May, 2020	Jun& Aug invoices	203	3320	31 May, 2020			Purchase	
●	CSH	31 May, 2020	120	209	3365	31 May, 2020			Sales	
●	CSH	01 June, 2020	Cash	523	9512	30 June, 2020			Sales	
●	CSH	01 June, 2020	CHQ 78678	528	9530	30 June, 2020			Purchase	
●	CSH	06 June, 2020	C567045	398	3956	30 June, 2020			Sales	Payment o
●	CSH	06 June, 2020	C3456/9	398	3957	30 June, 2020	£ 560.00	1	Sales	Paid 3456
●	CSH	10 June, 2020	DM456	584	9676	30 June, 2020	£ -23,500.00		Purchase	Cash Paym
●	CSH	12 June, 2020	Cash17	387	3822	30 June, 2020	£ 1,840.00		Sales	
●	CSH	12 June, 2020	Cash17	388	3855	30 June, 2020	£ 232.00		Sales	

Once you have flagged the required entries as reconciled you need to proceed to the *Statement* stage and **Update** to commit the changes.

To un-reconcile an individual entry left click on the entry then right click to open the right click menu. Chose *Un-reconcile* from the menu (highlighted in green below). Note that the *Status* changes from green to red (highlighted in blue below). Also note that the calculated *Difference* has now been increased by the value of the selected entry (highlighted in yellow below).

Should you wish to un-reconcile all entries use the **Un-reconcile all** button.

Once you have flagged the required entries as un-reconciled you need to proceed to the *Statement* stage and **Update** to commit the changes.

In addition to marking individual entries as reconciled you can reconcile multiple items up to a specific date simultaneously. The *Date Range* highlighted in blue in the image below controls which items are eligible for reconciliation. Instead of marking each item individually you can use the **Reconcile to Date** button on the footer of the window, or use the right-click option (Both are highlighted in green below).

To use either of these options first left click on an entry that has the date you wish to reconcile up to, then either use the *Reconcile to Date* button or right-click option. By doing so Clarity will mark all items dated up to and including the selected entries date.

The image below shows an example of this my selected entry is highlighted in red below. The date of this entry is the 21st May. Using the *Reconcile to Date* option Clarity has flagged all entries up to and including this date. Note that the *Status* of these entries has changed from red to green. Also note that the calculated *Difference* has been reduced by the sum of the flagged entries (highlighted in yellow).

Dataflow Clarity [Reconcile Accounts]

Company Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Bank Account
Open Banking
Import
Transactions
Statement

Account
Code BANK1
Description Bank (Current)

Ledger Balances
Opening £ 1,437,895.80
Closing £ 1,496,491.81

Reconciled Balances
Opening £ 1,437,895.80
Closing £ 1,454,920.80

Reconciled Items
Credits £ 20,900.00
Debits £ 37,925.00

Statement
Reference May 2020
Balance £ 1,496,491.8
Difference £ -41,571.01

Parameters and Filters
Date Range
Start 01 May, 2020
End 31 May 2020

Statements
By statement
Statements Statement No 29

Grouping
Group by banking number

Periods
By Period 30 June, 2020

Ledgers
Sales
Purchase
Nominal

Status	Type	Date	Reference	Batch Number	Audit Number	Period Date	Amount	Banking Number	Source Ledger	Notes
●	CSH	20 May, 2020	2006	209	3361	31 May, 2020	£ 12,925.00	1	Sales	
●	CSH	20 May, 2020	209	209	3364	31 May, 2020	£ 25,000.00	1	Sales	
●	JRN	21 May, 2020	BR25678	644	9885	31 May, 2020	£ -8,100.00		Nominal	Transfer to
●	JRN	21 May, 2020	BR25678	644	9887	31 May, 2020	£ -12,800.00		Nominal	Transfer to
●	CSH	31 May, 2020	may & June invs	202	3318	31 May, 2020			Purchase	
●	CSH	31 May, 2020	Jun & Aug invoices	203	3320	31 May, 2020			Purchase	
●	CSH	31 May, 2020	120	209	3365	31 May, 2020			Sales	
●	CSH	01 June, 2020	Cash	523	9512	30 June, 2020			Sales	
●	CSH	01 June, 2020	CHQ 78678	528	9530	30 June, 2020			Purchase	
●	CSH	06 June, 2020	C567045	398	3956	30 June, 2020			Sales	Payment o
●	CSH	06 June, 2020	C3456/9	398	3957	30 June, 2020			Sales	Paid 3456/
●	CSH	10 June, 2020	DM456	584	9676	30 June, 2020	£ -23,500.00		Purchase	Cash Paym
●	CSH	12 June, 2020	Cash17	387	3822	30 June, 2020	£ 1,840.00		Sales	
●	CSH	12 June, 2020	Cash17	388	3855	30 June, 2020	£ 232.00		Sales	

Refresh
Reconcile
Un-reconcile
Reconcile to date
Sum selected cells
Copy to Clipboard

Discard Reconcile to Date Reconcile all Un-reconcile all < Back Next >

Once you have flagged the required entries as reconciled you need to proceed to the *Statement* stage and **Update** to commit the changes.