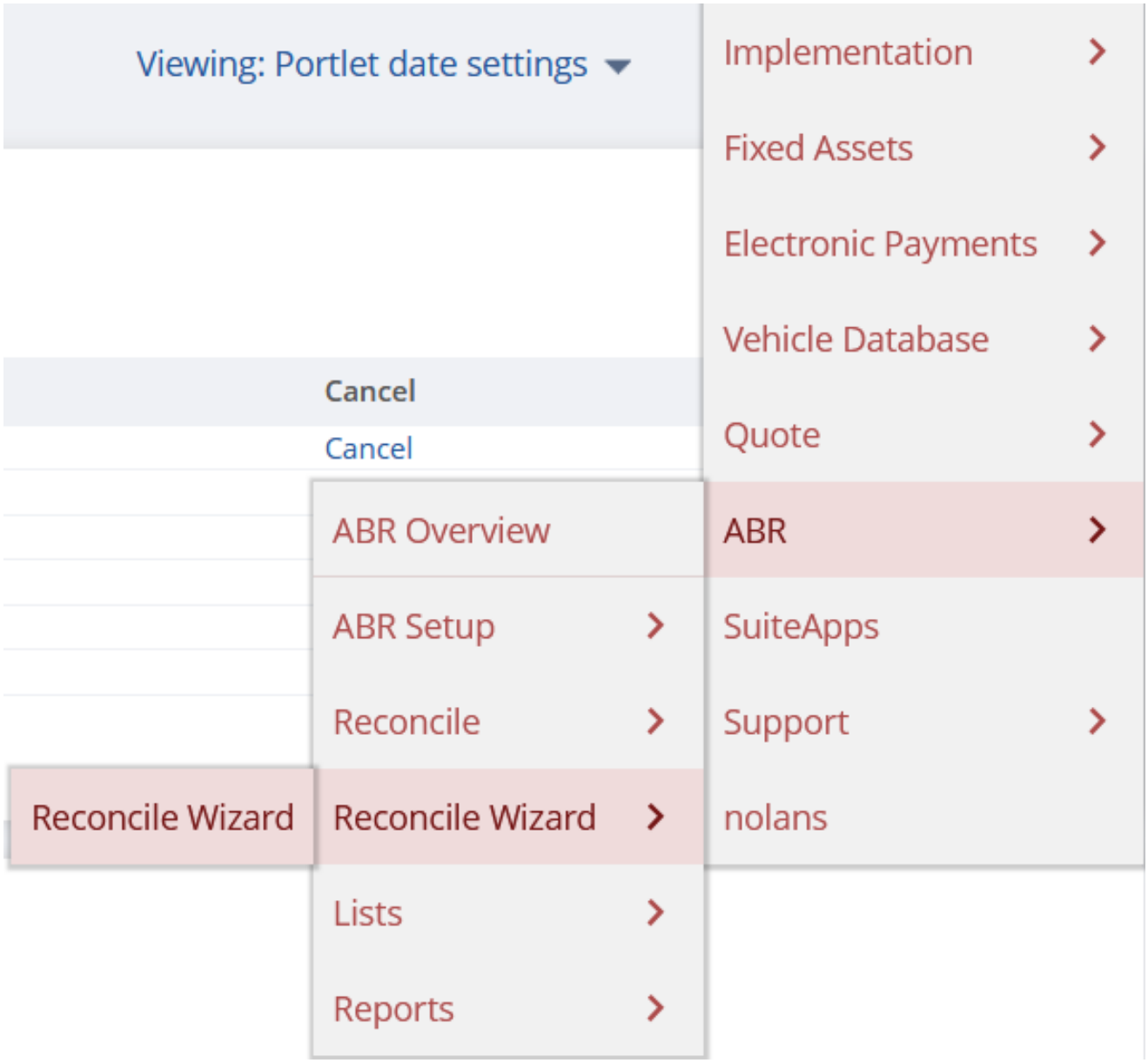
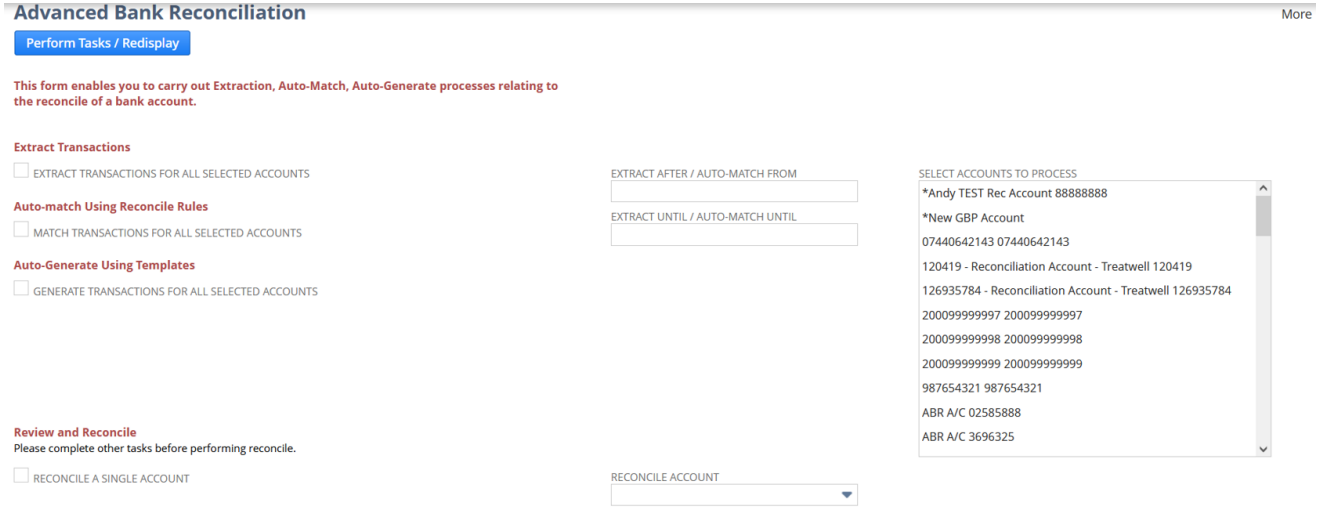
Reconcile Wizard

Last updated: July 25, 2022

Reconcile Wizard is a tool that can be used to schedule multiple **ABR** tasks **Simultaneously**. To find the **Reconcile Wizard** go to **ABR -> Reconcile Wizard -> Reconcile Wizard**.#



You will be brought to a screen with multiple optional **Fields**. These **Fields** detail the processes you want to run and for which **Account**.



We will now go through these available options.

Extract Transactions:

Select **Extract Transactions For All Selected Accounts**.

Now enter a **Date** to use in the **Extract After/Auto-Match From**. All Transactions dated **On** or **Before** this date are **Excluded** from the extract process. All **Statement Lines** dated **On** or **After** this date are **Included** in the **Auto-Match** process.

Now enter a **Date** in the **Extract Until/Auto-Match Until** box. All **Transactions** or **Statement Lines** dated **After** this date are **Excluded** from the process.

Select all the **Reconcile Accounts** you wish to process. These are found in the **Select Accounts To Process** box on the **Right** of the screen.

Auto-Match Using Reconcile Rules:

Select the **Match Transactions for all Selected Accounts** to schedule **Auto-Match** for the selected **Accounts**.

Auto-Generate Using Templates:

Select the **Generate Transactions for all Selected Accounts** to schedule **Auto-Generate** for the selected **Accounts**.

Once you have decided which processes to run and against which accounts, click the **Perform Tasks/Redisplay** button at the **Bottom** of the screen.