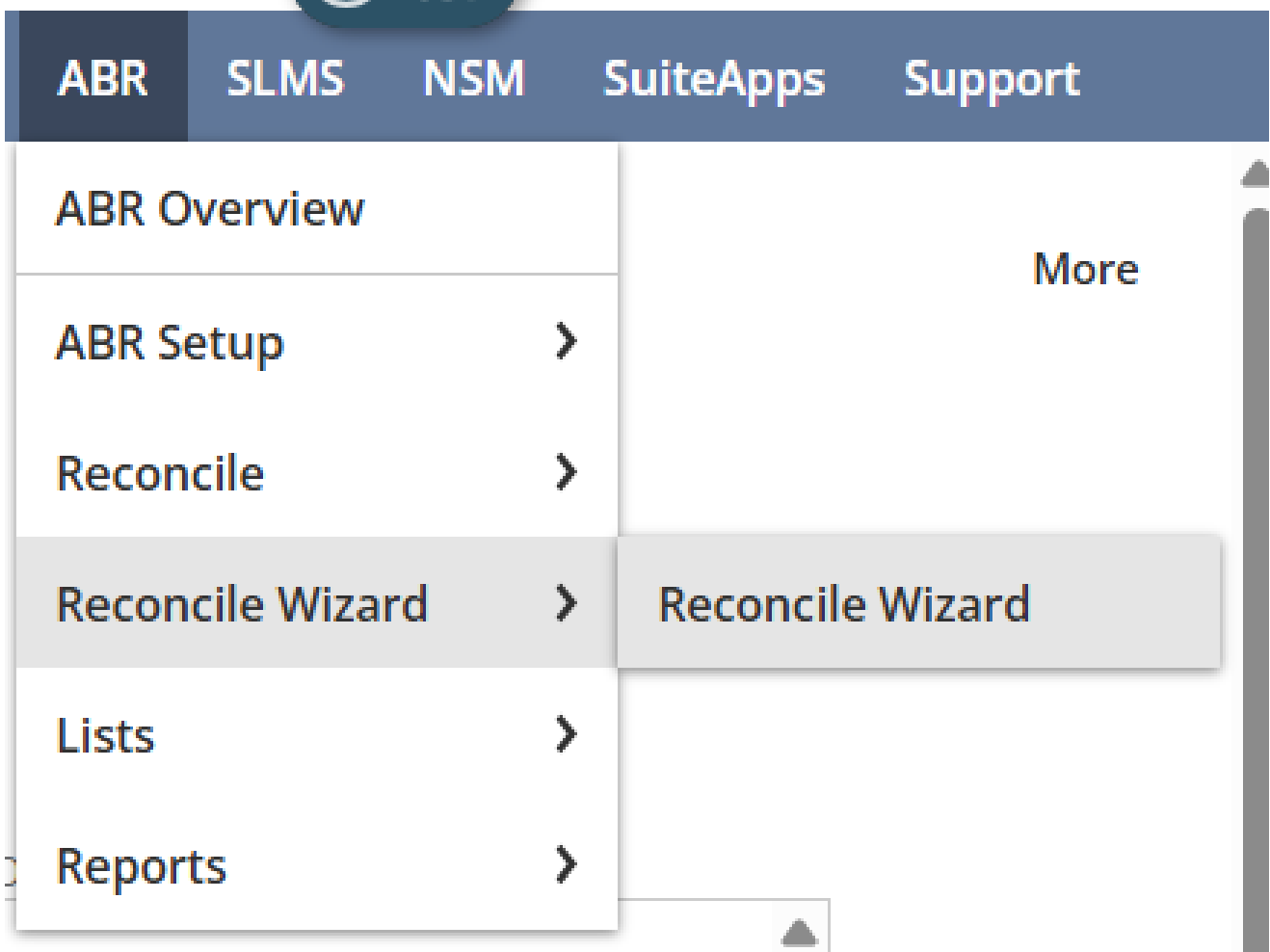


Reconcile Wizard

Last updated: June 2, 2026

Advanced Bank Reconciliation Wizard

The **Advanced Bank Reconciliation Wizard** allows for **Extracts**, **Auto-match**, and **Auto-generation** to be queued up for multiple accounts at once and allows reconciliation to be queued up for one or multiple accounts.



Extract, **Auto-match** and **Auto-gen** each have a tick box located underneath their respective headings. Located to the right of the screen is a multi-select field for accounts and from/until date fields for both auto-match and extract. To perform any of these tasks, tick the relevant boxes for the tasks you would want to start, select all accounts the processes should run on, select extract/auto-match dates if relevant and then press “Perform tasks / Redisplay”.

Advanced Bank Reconciliation

More

Perform Tasks / Redisplay

This form enables you to carry out Extraction, Auto-Match, Auto-Generate processes relating to the reconcile of a bank account.

Extract Transactions
 EXTRACT TRANSACTIONS FOR ALL SELECTED ACCOUNTS
EXTRACT AFTER / AUTO-MATCH FROM

Auto-match Using Reconcile Rules
 MATCH TRANSACTIONS FOR ALL SELECTED ACCOUNTS
EXTRACT UNTIL / AUTO-MATCH UNTIL

Auto-Generate Using Templates
 GENERATE TRANSACTIONS FOR ALL SELECTED ACCOUNTS

Review and Reconcile
Please complete other tasks before performing reconcile.
 RECONCILE A SINGLE ACCOUNT
RECONCILE ACCOUNT

Reconcile Multiple Accounts
Please complete other tasks before performing reconcile.
 RECONCILE ALL SELECTED ACCOUNTS
STATEMENT DATE

SELECT ACCOUNTS TO PROCESS

- 01020304 01020304
- ABR MT 03060912
- ABR Rules Test 06958473
- ABR ST 04081216
- ABR Volume Test 11223348
- ABR-Multiple Accounts 0102030405
- AH_ABR 012345678
- Test 12345678
- YP ABR Action 4578963245
- YP ABR Bank Feeds Account 01020304
- YP ABR Extract 36363636

On this screen, it is also possible to **Reconcile** and **Multi-Reconcile**. Under “Review and Reconcile”, selecting the tick box “reconcile a single account”, then selecting the account in the drop-down box directly to the right of “Reconcile account” will take you to the relevant reconcile account screen, where you can review and reconcile the selected account.

To **Multi-Reconcile**, make sure “reconcile all selected accounts” is selected and the statement date is filled in. Then, in the far right multi-select field called “select accounts to process”, select all accounts you want to reconcile before submitting the page, and you will be redirected to a process status screen. A reconciliation process is queued up for each of the chosen accounts. If any account has any problems during reconciliation, then the custom process status screen should show them, and if any accounts can't be reconciled for any reason, then the process won't start, and an error outlining the problematic account/accounts is shown in red.