Morgallion

AnyRec

Quick Guide

What does AnyRec do?

Morgallion's AnyRec is an automated reconciliation tool which will match any accounting data to any other accounting data that is contained in a CSV (comma separated value) file, the basic file for spreadsheet packages.

Then it gives you a report you can interact with and amend showing what matches what and what doesn't match at all.

It also provides a full audit trail.

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How AnyRec works

What does AnyRec do?

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When you say accounting data?

Accounting data is any data containing date, reference, value, and amount in columns, organised at one entry per row on a CSV file. AnyRec doesn't need all of these columns; it can match upany or all of them, even just two columns of numbers, if that's what you want to do.

Most accounting packages will provide data in this format as will spreadsheets

Do I get a full bank rec in my firm's format all added up nice?

No.
AnyRec will give you all that you will need to do that yourself, and AnyRec will provide answers that you can sort and categorise as well as providing suggestions and identifying duplicates.

Does AnyRec do double entry?

AnyRec is double-entry compliant, so yes, it can handle two column debit and credit data. It can match these to other double columns or to single columns with positive and negative numbers

What do I get from AnyRec?

A list of which data in one file match up with data in another, together with a list of items which don't match in an interactive report which can be edited to resolve differences, with filters, categorisations, sort commands and a full audit trail.

System requirements?

Microsoft Windows 10 and up.
Apple, well, maybe later.

Does AnyRec do foreign exchange?

Not yet

Process summary – next slide

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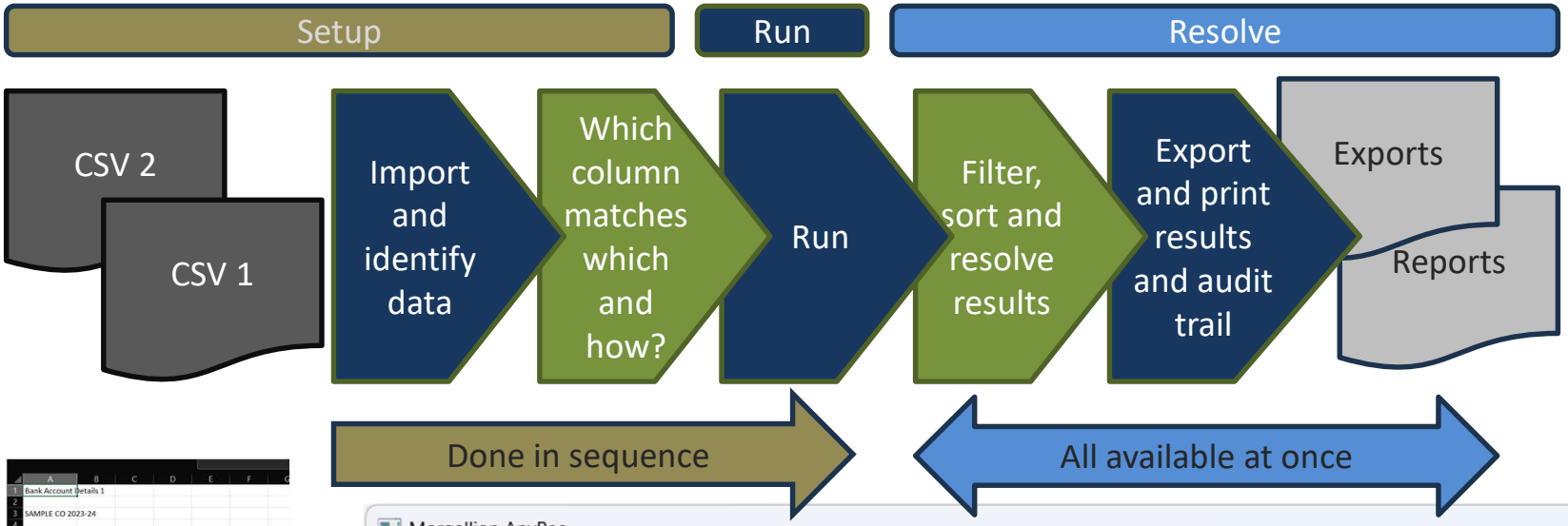
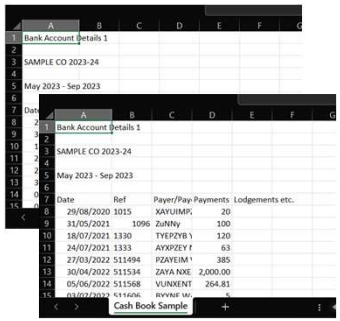
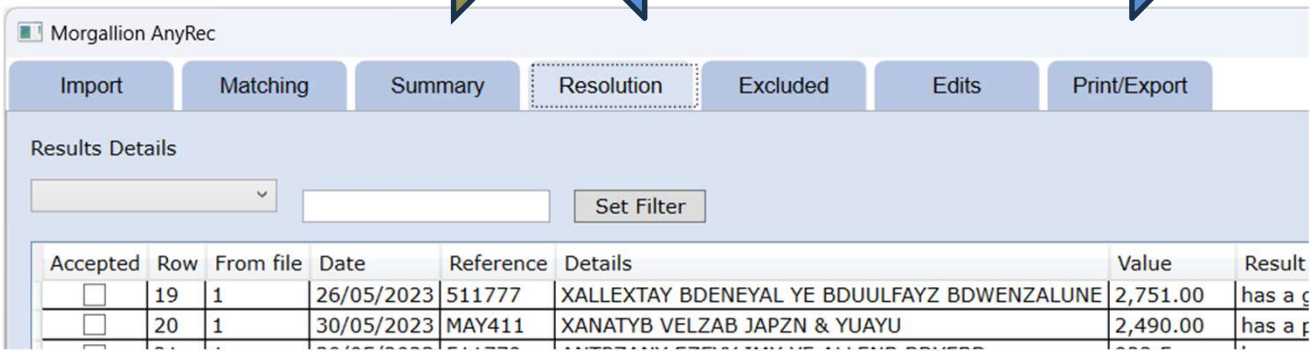
Summary overview







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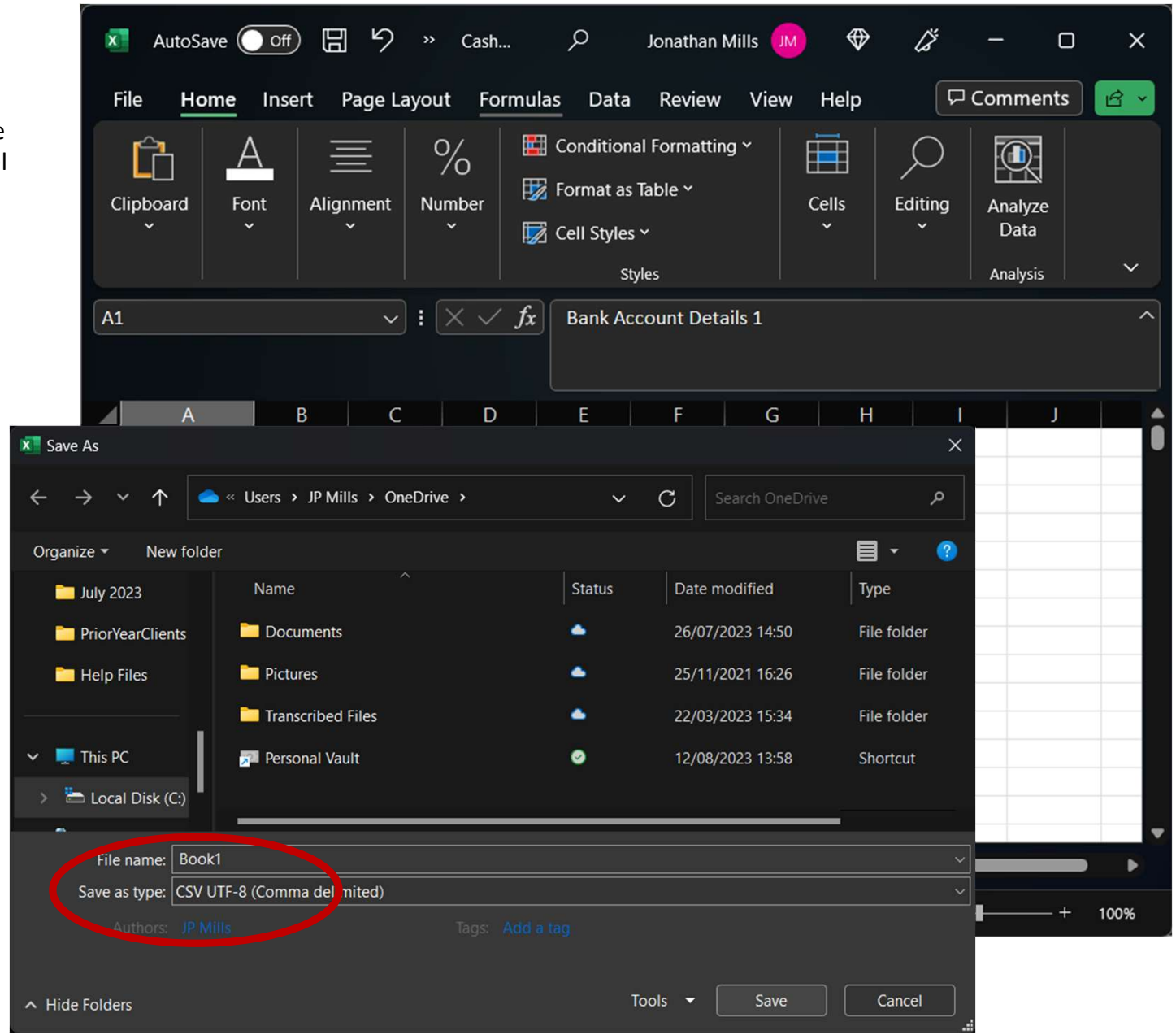
CSV Files

AnyRec works on CSV, or Comma Separated Value files. These are the basic files that Microsoft Excel uses, and nearly every accounting package exports to.

To use AnyRec you must have all data saved in that format, and ideally the CSV UTF-8 (Comma delimited) version available as part of the “Save As” routine in your Excel spreadsheet.

If you attempt to load an Excel workbook (with an .xls, ,xlsx extension) AnyRec will reject it.



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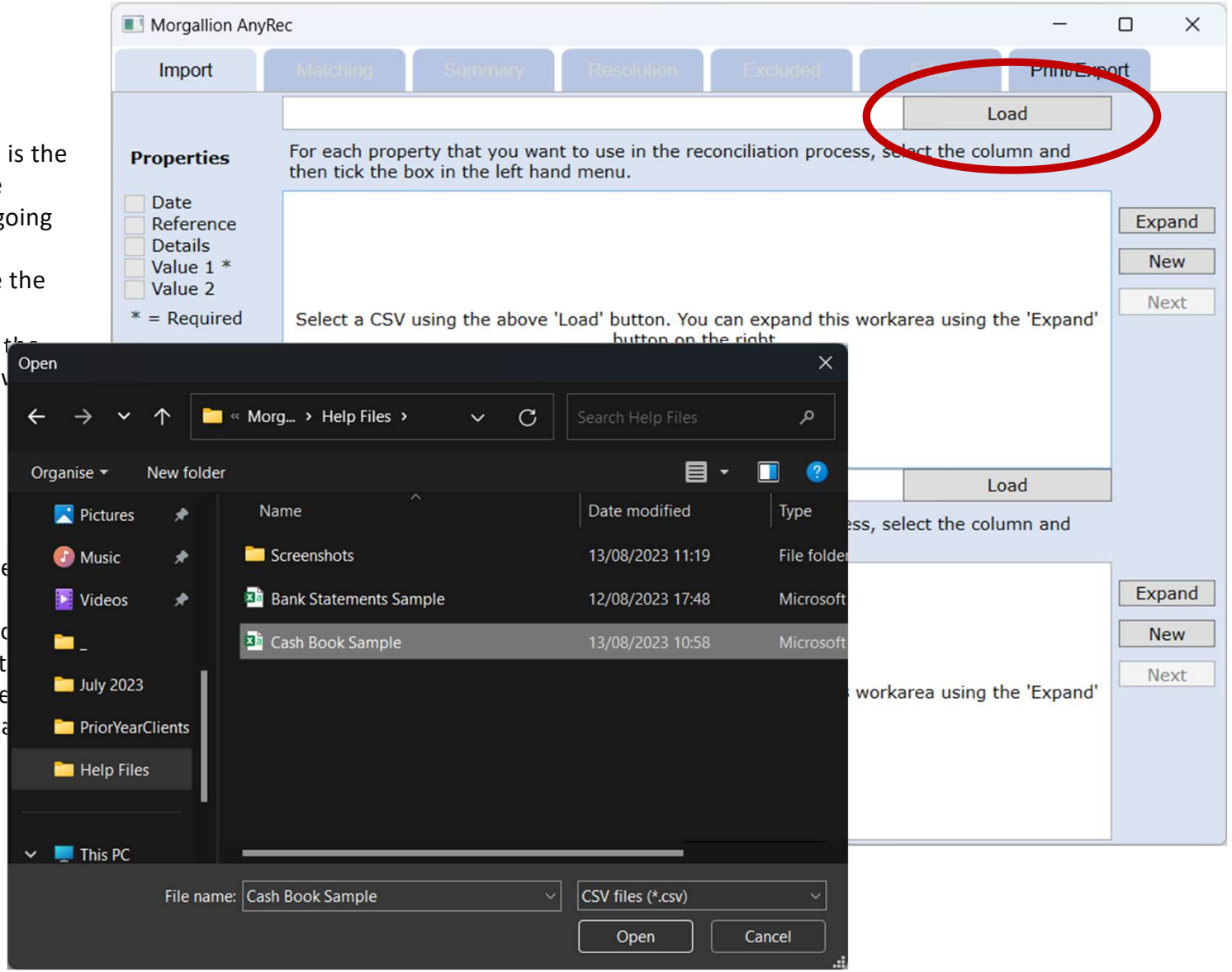
Import Tab

The first tab that you will see in front of you is the import tab. This tab allows you to select the comma separated value (CSV) files you are going to reconcile. Press Load to open the dialogue box which will allow you to choose the first file.

When you have selected a file, a preview of the first 50 lines in it will appear in the box below load button. Select a column by pressing it anywhere with your mouse.

This box enables you to identify which lines are dates, references, values or details. AnyRec works by treating each of the categories differently. It expects values and references In one file to be identical with the the other file, whereas dates are ranked by t proximity to each other and don't have to be identical. Details are not matched but compa by fuzzy logic.

Select all that apply….



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When you have selected a file, a preview of the first 50 lines in it will appear in the box below the load button. Select a column by pressing it anywhere with your mouse. Then check the box which applies.

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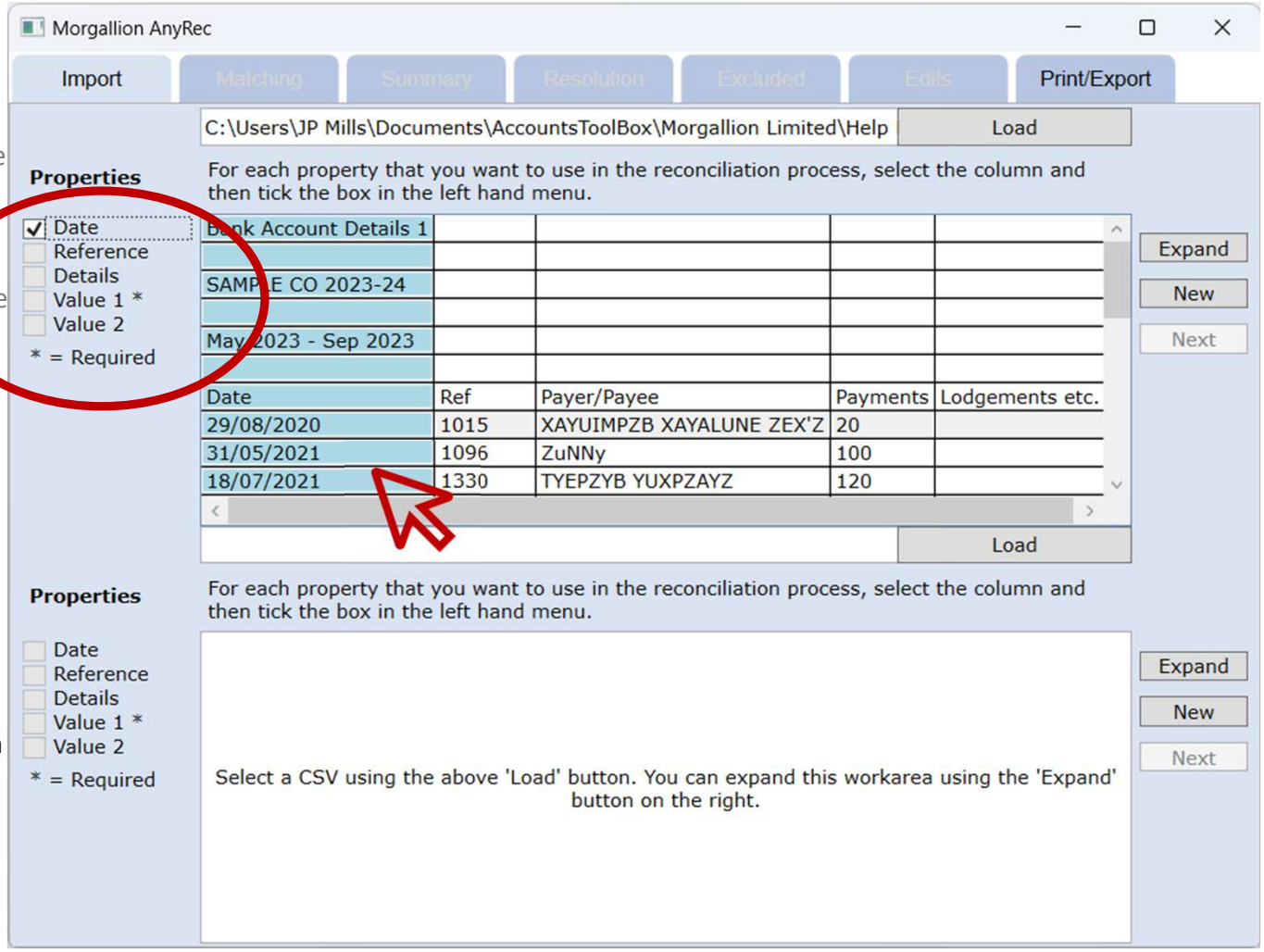
Select all that apply….



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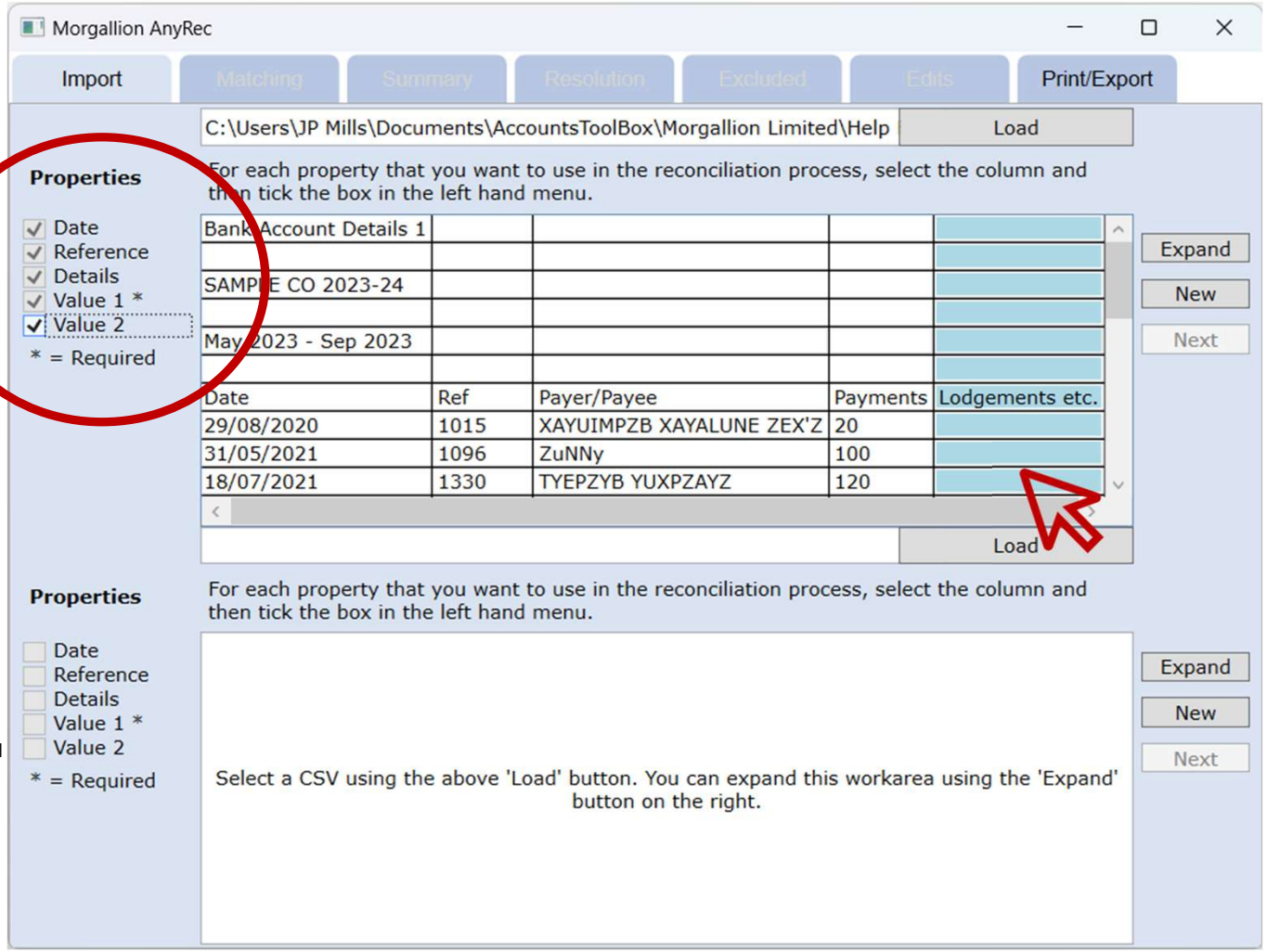
Import Tab

Select all that apply….

Only the value checkbox is required. All others are optional. If references aren't expected to match, for example, you need not include them. Similarly, dates are not necessary, as desirable as they are for bank reconciliations, AnyRec does not need them to function.

Select the second file by pressing the other load button. As before, a dialog box will appear enabling you to select a CSV file. Select the CSV file you want, and when the dialog box closes you will see a preview of the first 50 lines in the file appear in the box below the load button.



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Import Tab

Follow the same process with the second CSV file as you did with the first.

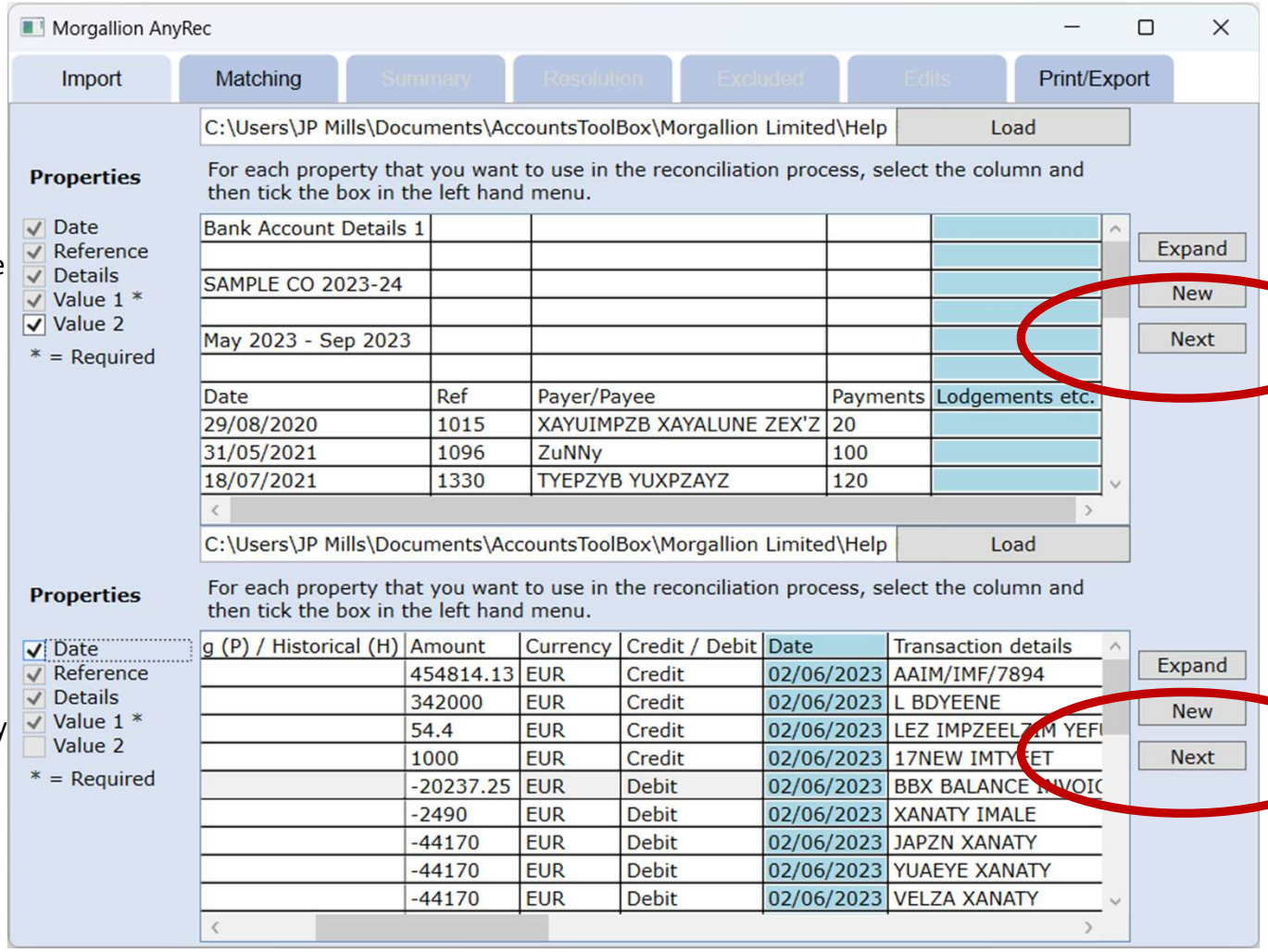
If you have selected date reference or details for the first file, you must also select the same for the second.

Value 1 must always be selected for both.

Value 2 may be selected for either or both, whether or not it has been selected for the other.

AnyRec is capable of comparing single columns to double columns, double columns to double columns or double columns to single columns as well as single columns to single columns.

When the selections match up you can proceed by pressing either of the Next buttons



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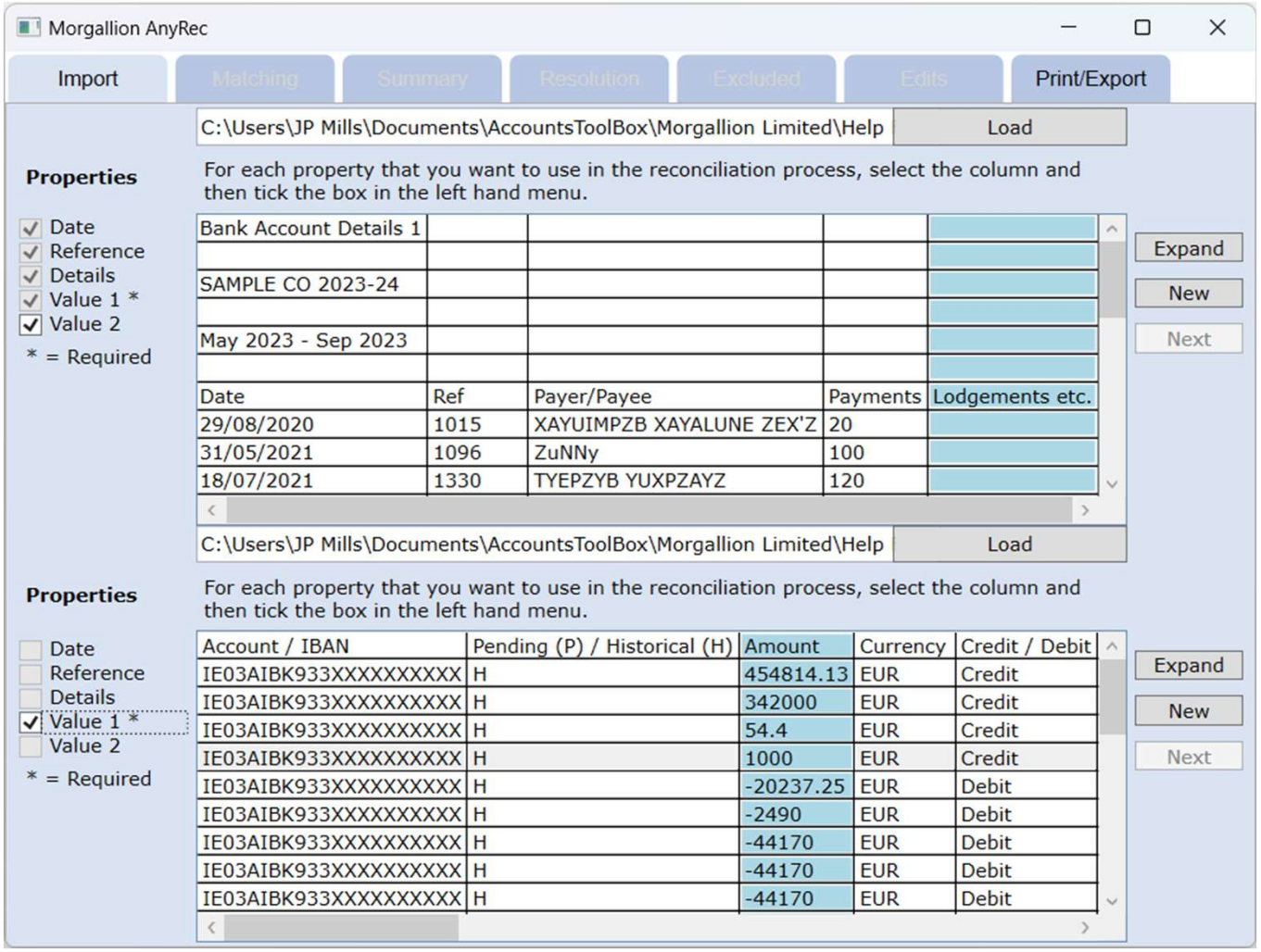

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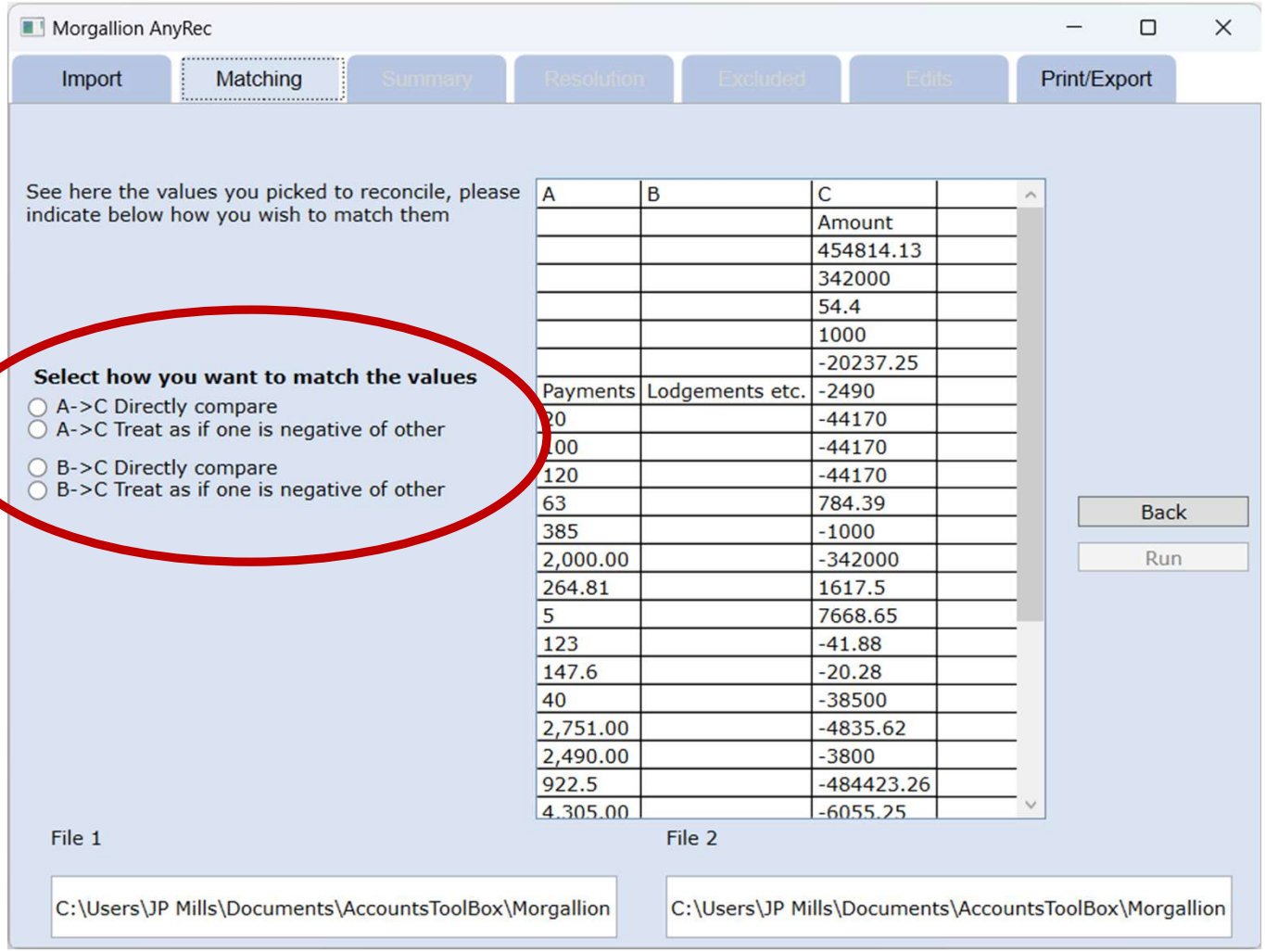
Matching Tab

In the Matching tab, you are asked to select which value columns match which, and how you wish negative and positive numbers to be matched.

AnyRec will offer you a number of options. Because the system supports double entry, there may be up to four of these, and the system will allow you to compare positive numbers to their negative counterparts.

So, in this example payments are shown as positive in column A, from the cash book CSV file and as negatives in the single column C from the bank statement file.

When you press the “Run” button AnyRec reconciles the two files. If the files are very large this may take some time, but in general it will take less than one second. Since by very large, we mean files with several hundreds of thousands of lines, the system should be perfectly adequate for most applications.



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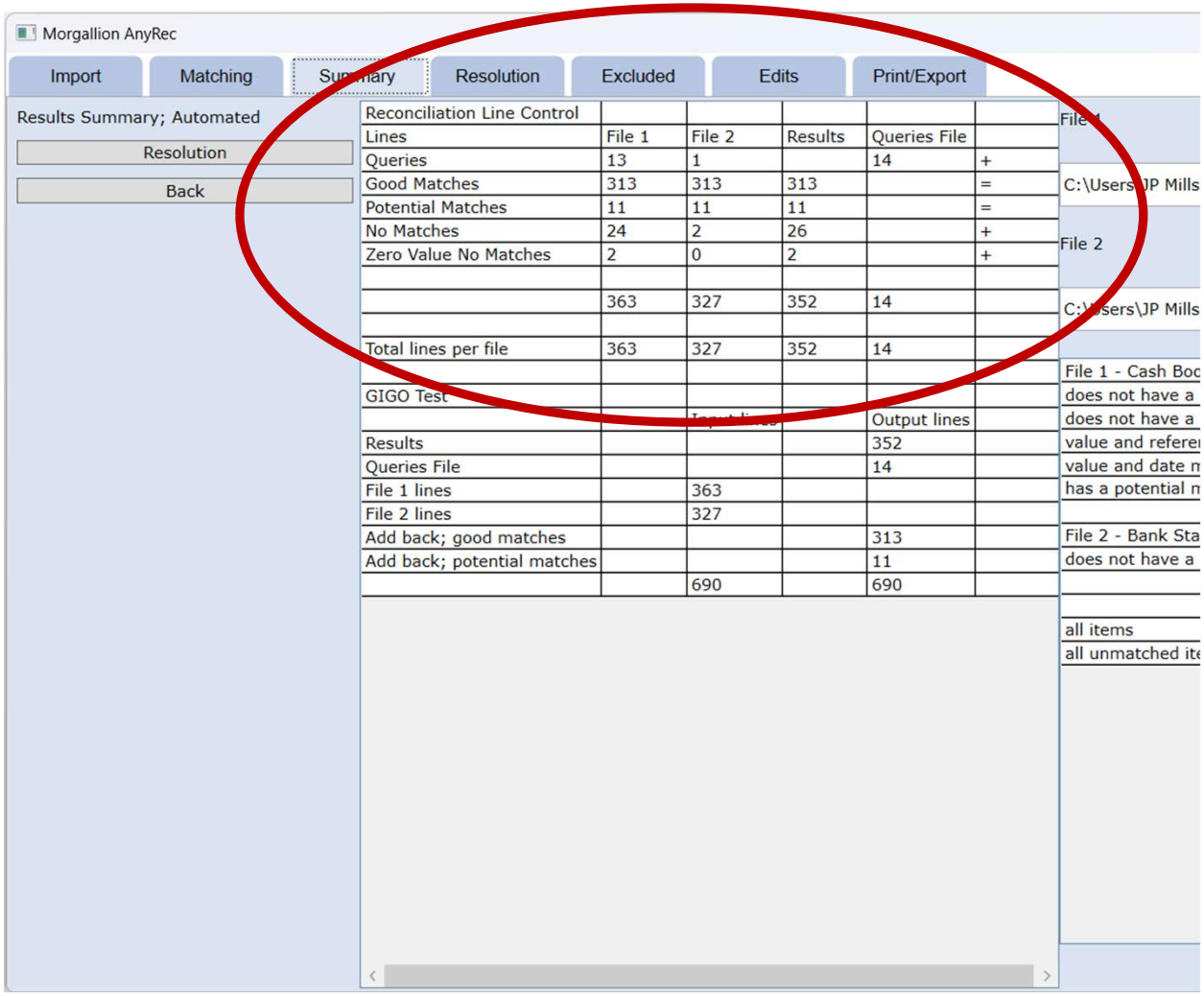
Summary tab

The Summary tab shows a control summary of the results, but not the details, which are shown on the Resolution tab. This tab shows you how successful your reconciliation has been. It may be that there are fewer matches than you expected, in which case you should go back and review the original files and your choices..

The Summary tab also reconciles the number of lines of data in the original files, to the number of lines that you will find on the resolution tab. This is a validation system which helps ensure that you have provided the right data for the process and gives you control totals to ensure proper input and results. Since AnyRec shows both matching entries on a single line, a perfectly matching pair of files would have exactly half the number of the total number of lines of data on the original two files.



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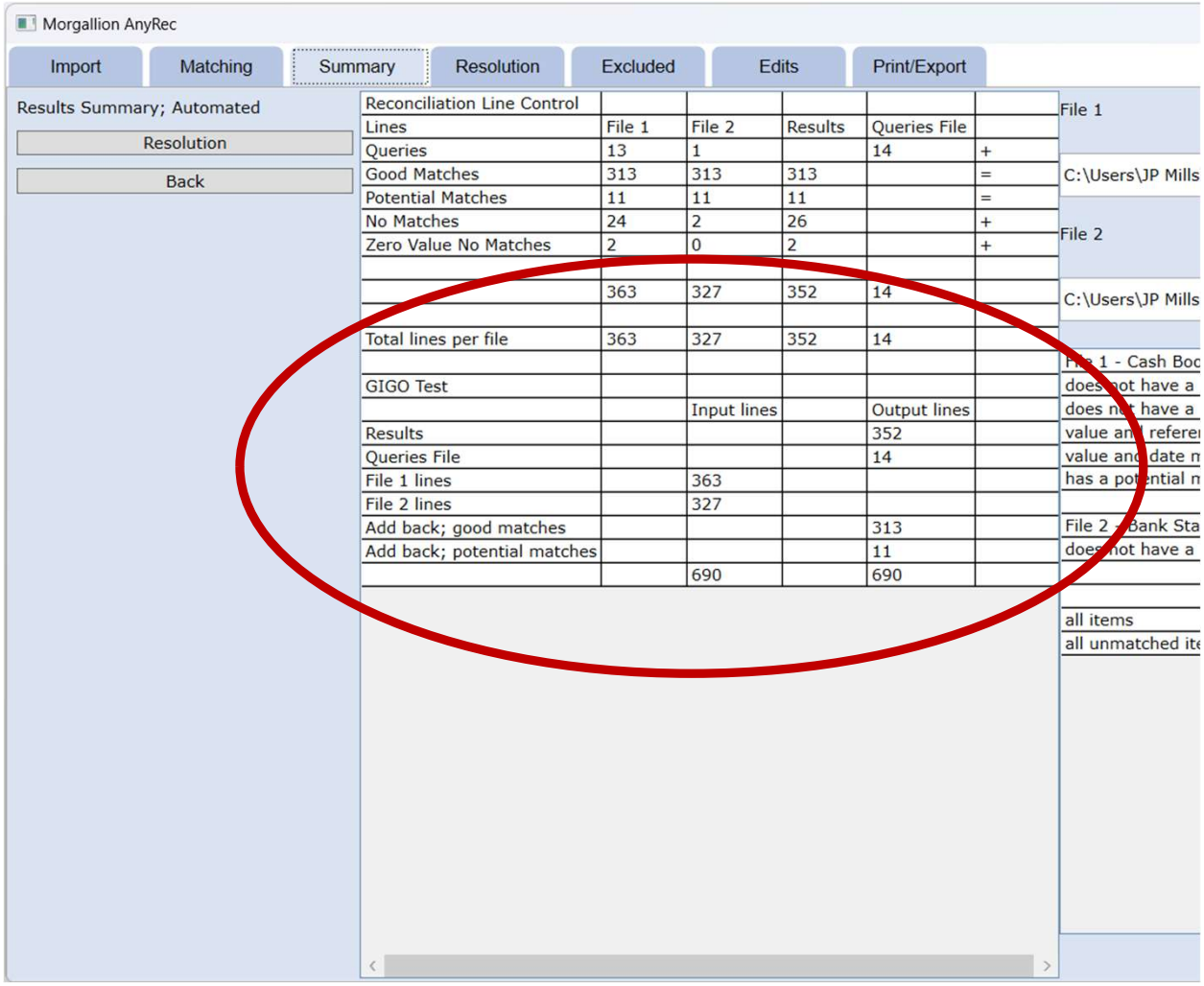

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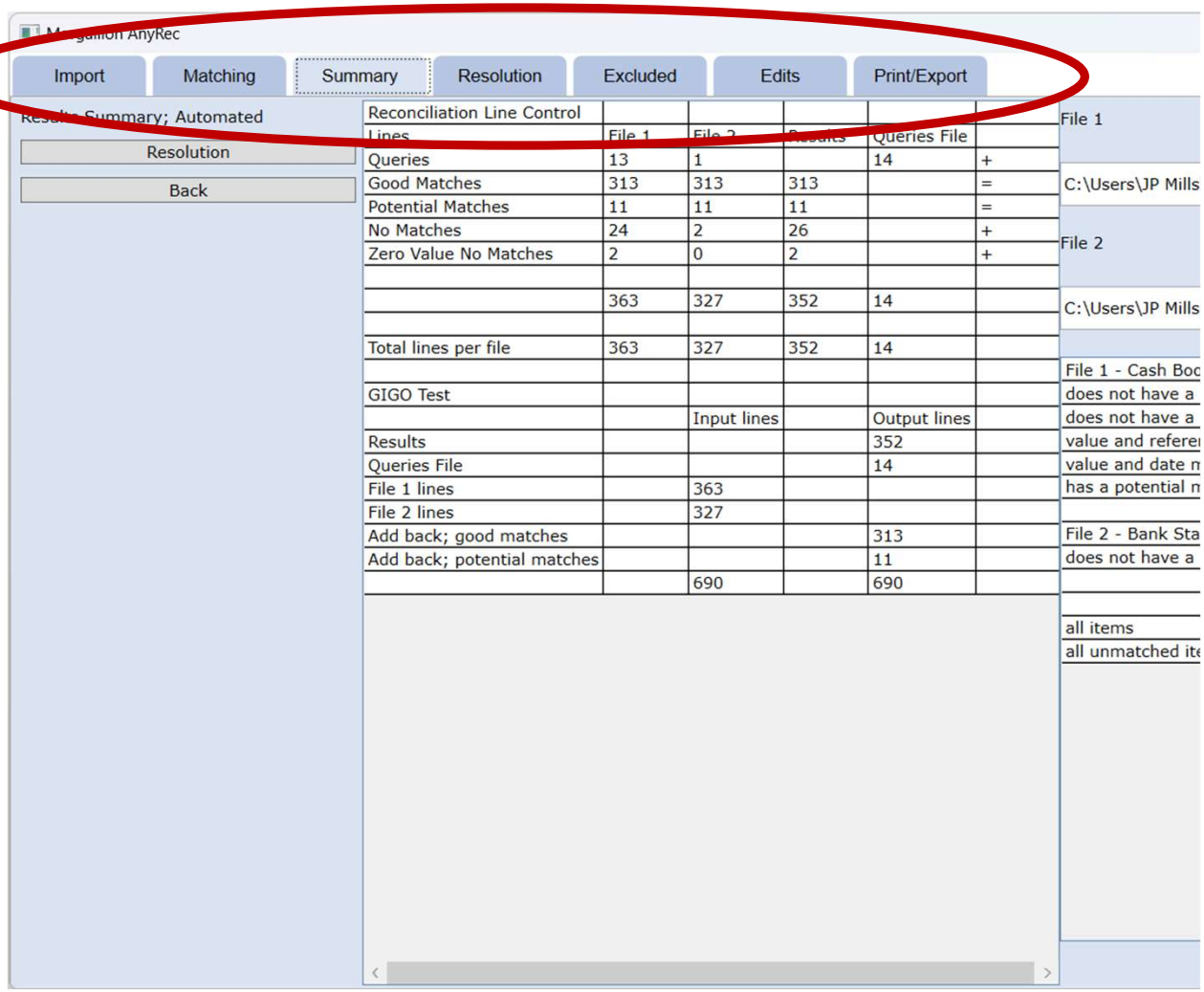
Summary tab

Pressing the “Run” button in the Matching tab will bring you to the Summary tab. Now all tabs are unlocked, so that if you need to validate your choices, or go back to the original import to see what you did, you may do so by pressing the relevant tab.

You can also proceed to resolution by just pressing the Resolution button.



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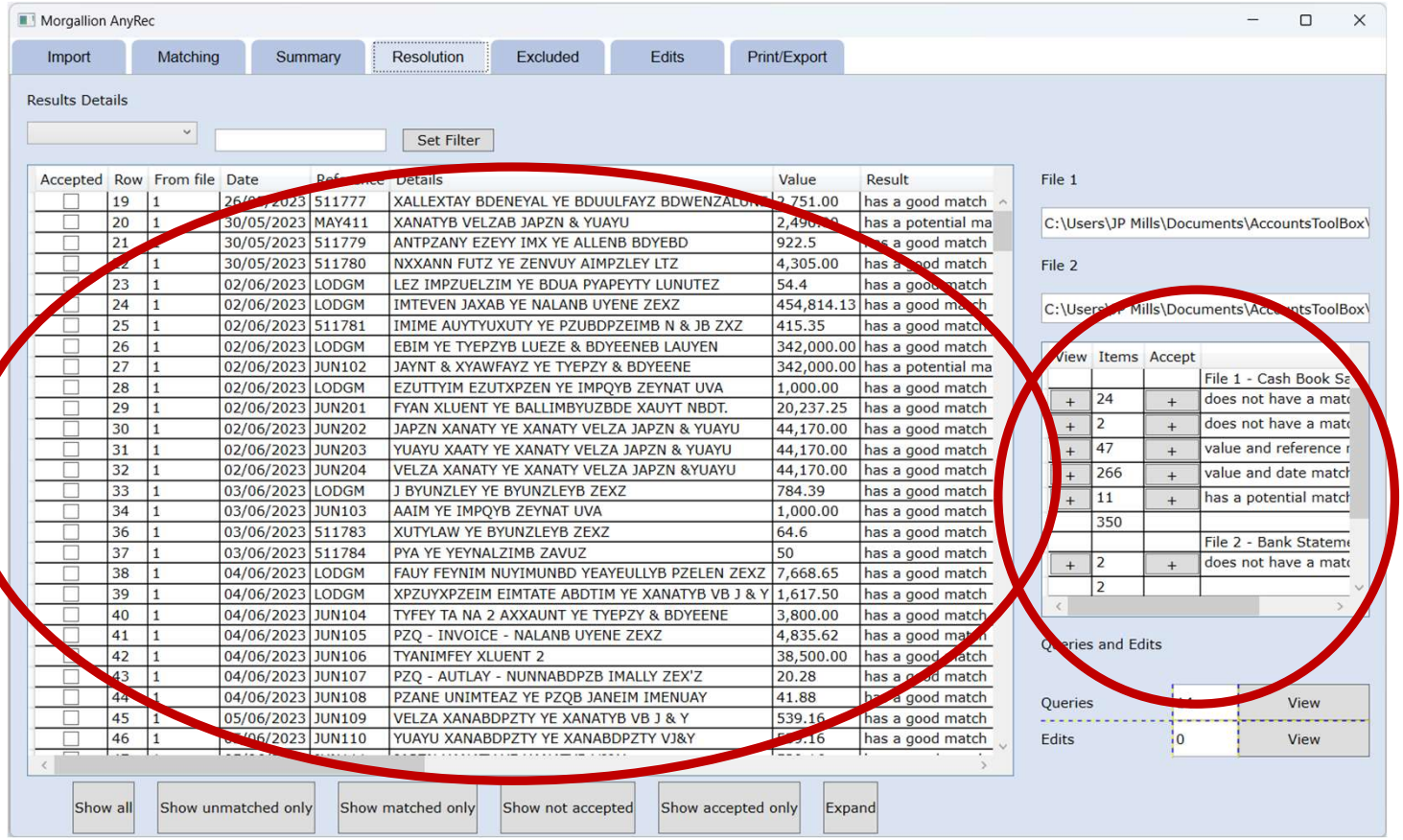
Resolution tab

The purpose of the resolution screen is to allow you to review and validate the results of the reconciliation. The resolution screen has two major components.

The first, larger box shows individual lines of the reconciliation, with the file 1 entries on the left, and their matching entry from file 2 on the right. If the width of the columns is such that you cannot see the whole press the expand button below the box which will show it as a full screen.

The second, smaller box on the right hand side show the summary of the results. On review, you accept the results of the reconciliation, either in detail, or in summary. in the left hand column of the details box you may tick individual matches to indicate your acceptance of them, or you may accept them by category in the results box on the right hand side of the screen, by clicking the accept button beside each category.



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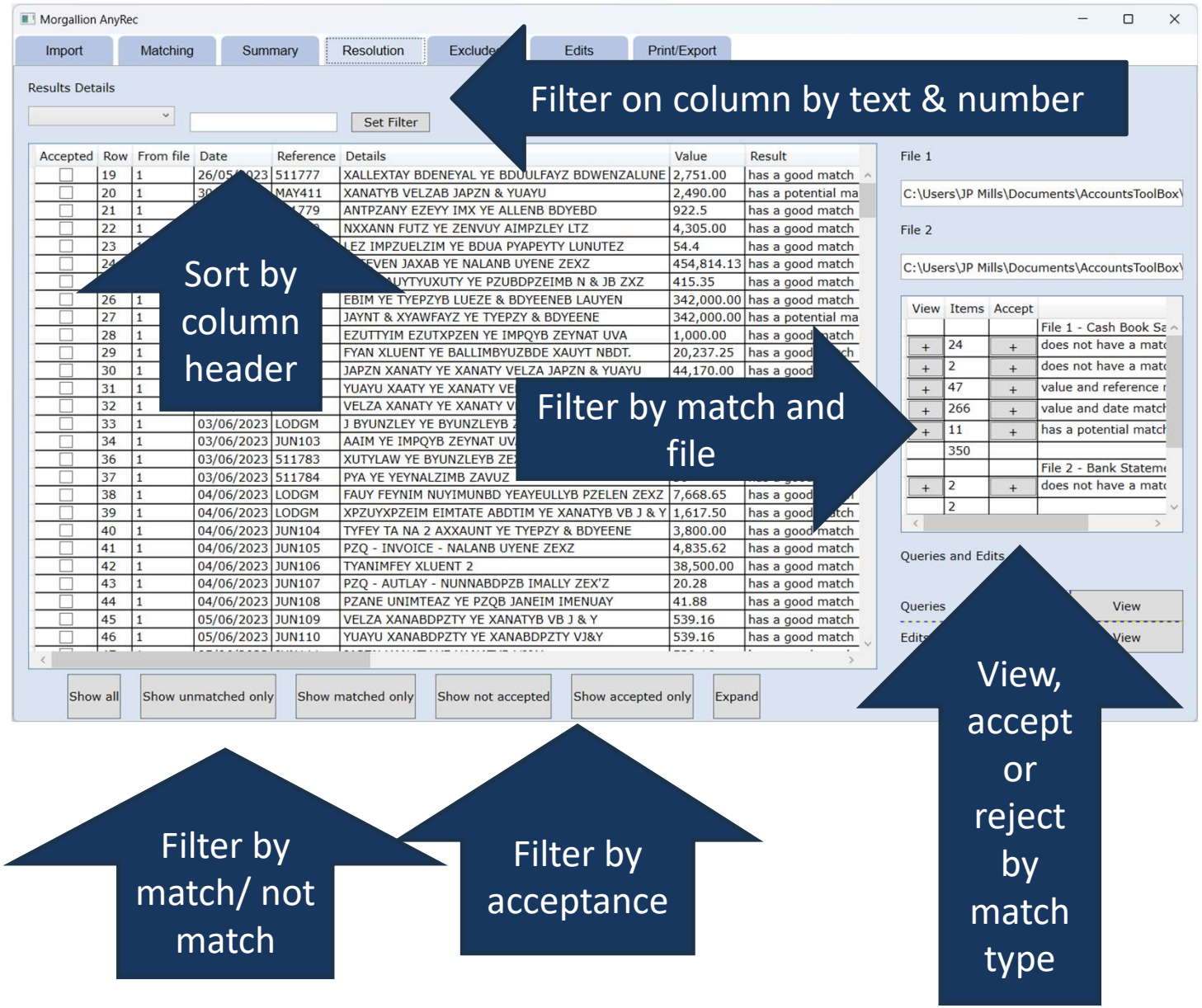
Resolution tab

Since there will probably be too much data for you to easily manage line by line, AnyRec provides several ways of breaking it down into manageable groups, as well as expanding it so that you can see all that is there.

There are several different groups of controls which will enable you sort, filter and explore the data. They are:

- Expand & shrink – this control allows you to expand the rows of the main screen to fill the whole screen and easily read lines across. You can also use the slider bar at the bottom to move left and right, too.
- The second panel contains buttons which will allow you to view only the transactions in that category.
- The buttons at the bottom allow you to do likewise.
- A filter in the top left corner allows you to filter data on specific terms in the columns.
- Pressing the top of the column allows you to sort the data.



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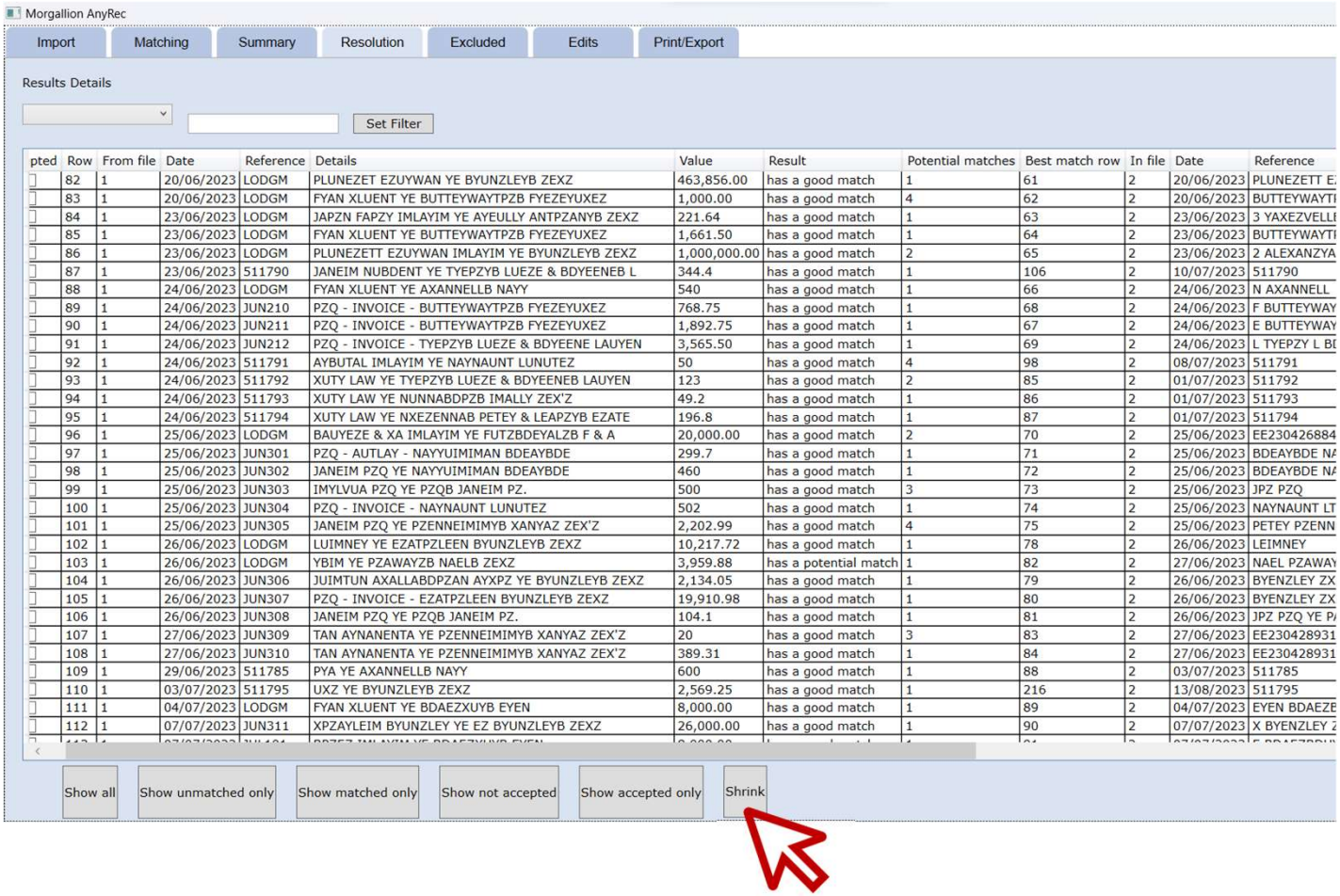

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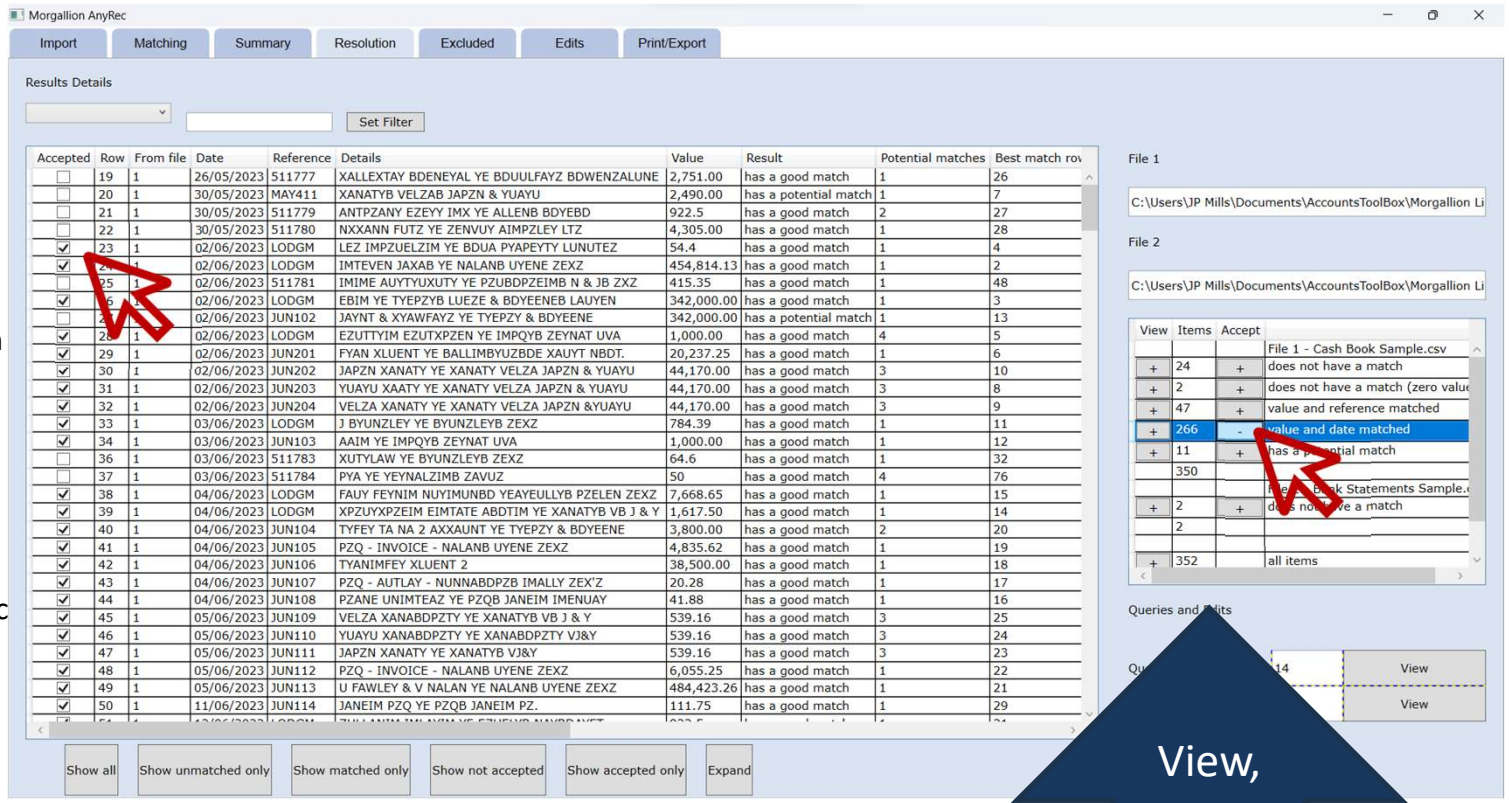
Resolution process

AnyRec is designed around a step by step process. Accepting transactions allows you to filter them out in stages, leaving you with the errors, exceptions and mismatches on which you want to concentrate.

AnyRec provides a hierarchy of matches, which you can see summarised in the small box at right of the screen.
Good matches match on at least two data points, in this case value and reference or value and date.
Potential matches match on one data point, and it will be value and the exact value. AnyRec then identifies the closest match on date or details and presents it.
Unmatched items are divided into two groups, those with a value and those with zero value.

- Step 1 - Review and accept good matches. You can accept these item by item or in summary by pressing the + in the right hand box. You can also untick matches you disagree with individually or by type.
- Step 2 – Review potential matches, and do the same.
- Step 3 – Press “Show unmatched only”. This then gives you a filtered list of potential mismatches, errors etc.
- Step 4 – investigate that list.



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Resolution - Investigate

Once you have a list of exceptional and unmatched items you can investigate them by using the filter and sort options to identify matches or items to which they should match.

Click on transaction with the right hand mouse button. This will give you a menu of options. These are;

- Show best match
- Show all matches

Which will show you the best matches for that transaction by line in a pop-up.

- Show duplicates

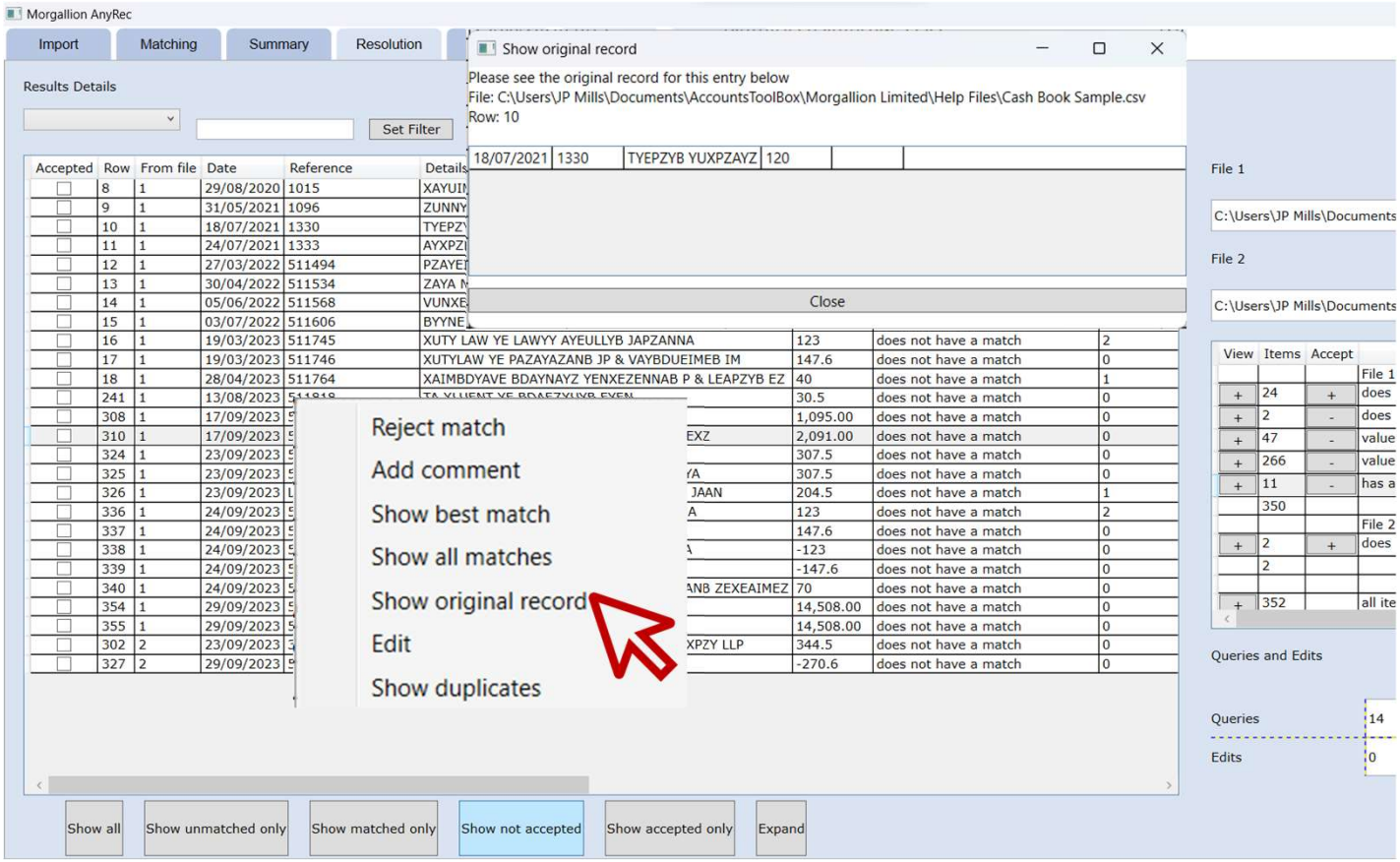
Which will show you the lines with duplicates of the value in the cell you clicked on.

- Show original record

Lets you look back at the record as it was imported into AnyRec.

- Edit
- Add comment

Allow you to conclude on your investigation and record it on system. As soon as you do either of these, the record will change on the resolution screen, and a new record will appear on the “Edits” tab, enabling you to keep track of what you’ve found, even if you accept the match.



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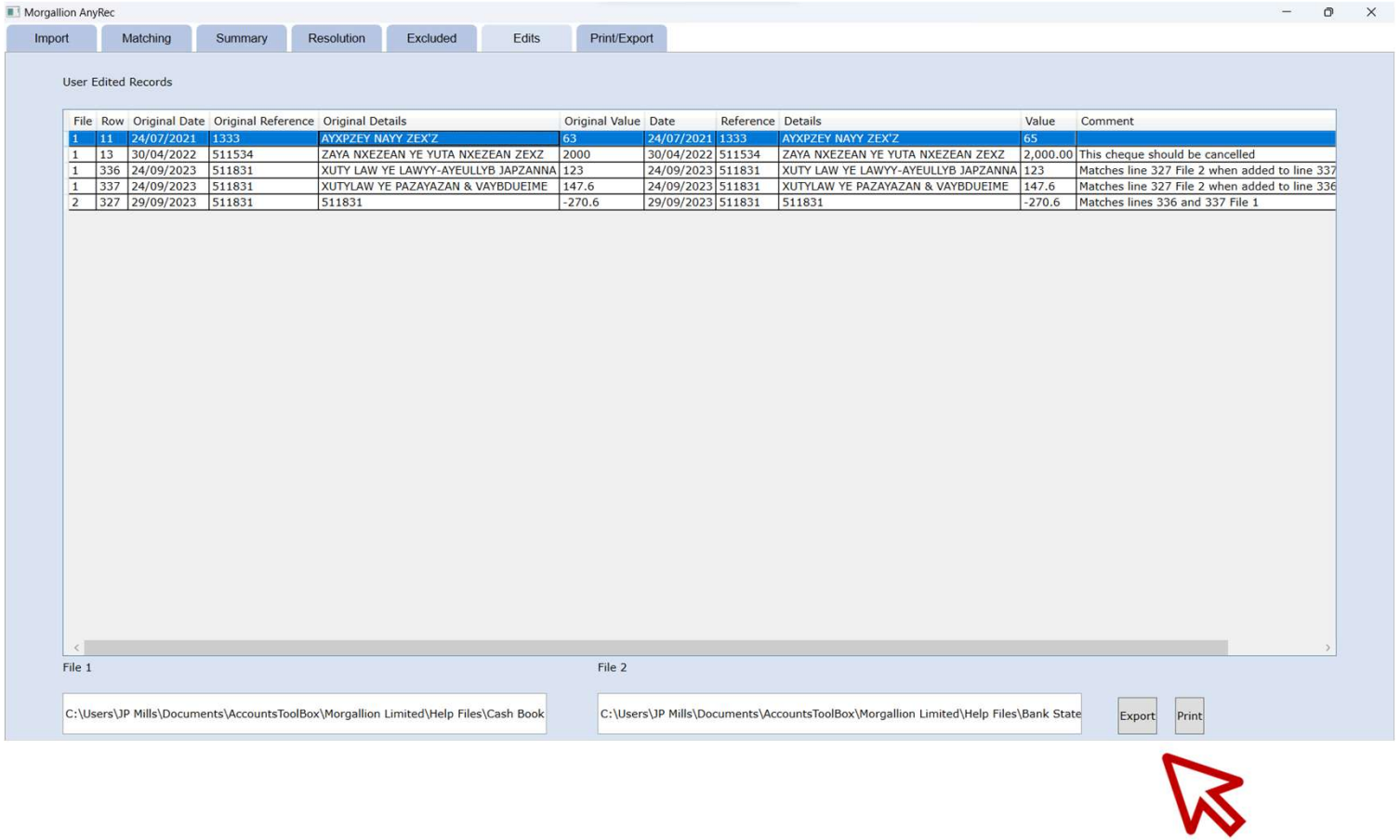
Edits tab

Any edit you make to an AnyRec record on the resolution screen appears on the Edits screen, as does any comment.

You can print this screen or export it to a CSV file to work as an action list or the outstanding items for a bank reconciliation.

You can also use Microsoft print to PDF as part of the print routine



File	Row	Original Date	Original Reference	Original Details	Original Value	Date	Reference	Details	Value	Comment
1	11	24/07/2021	1333	AYXPZEY NAYY ZEX'Z	63	24/07/2021	1333	AYXPZEY NAYY ZEX'Z	65	
1	13	30/04/2022	511534	ZAYA NXEZEAN YE YUTA NXEZEAN ZEXZ	2000	30/04/2022	511534	ZAYA NXEZEAN YE YUTA NXEZEAN ZEXZ	2,000.00	This cheque should be cancelled
1	336	24/09/2023	511831	XUTY LAW YE LAWYY-AYEULLYB JAPZANNA	123	24/09/2023	511831	XUTY LAW YE LAWYY-AYEULLYB JAPZANNA	123	Matches line 327 File 2 when added to line 337
1	337	24/09/2023	511831	XUTYLAW YE PAZAYAZAN & VAYBDUEIME	147.6	24/09/2023	511831	XUTYLAW YE PAZAYAZAN & VAYBDUEIME	147.6	Matches line 327 File 2 when added to line 336
2	327	29/09/2023	511831	511831	-270.6	29/09/2023	511831	511831	-270.6	Matches lines 336 and 337 File 1

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Excluded tab

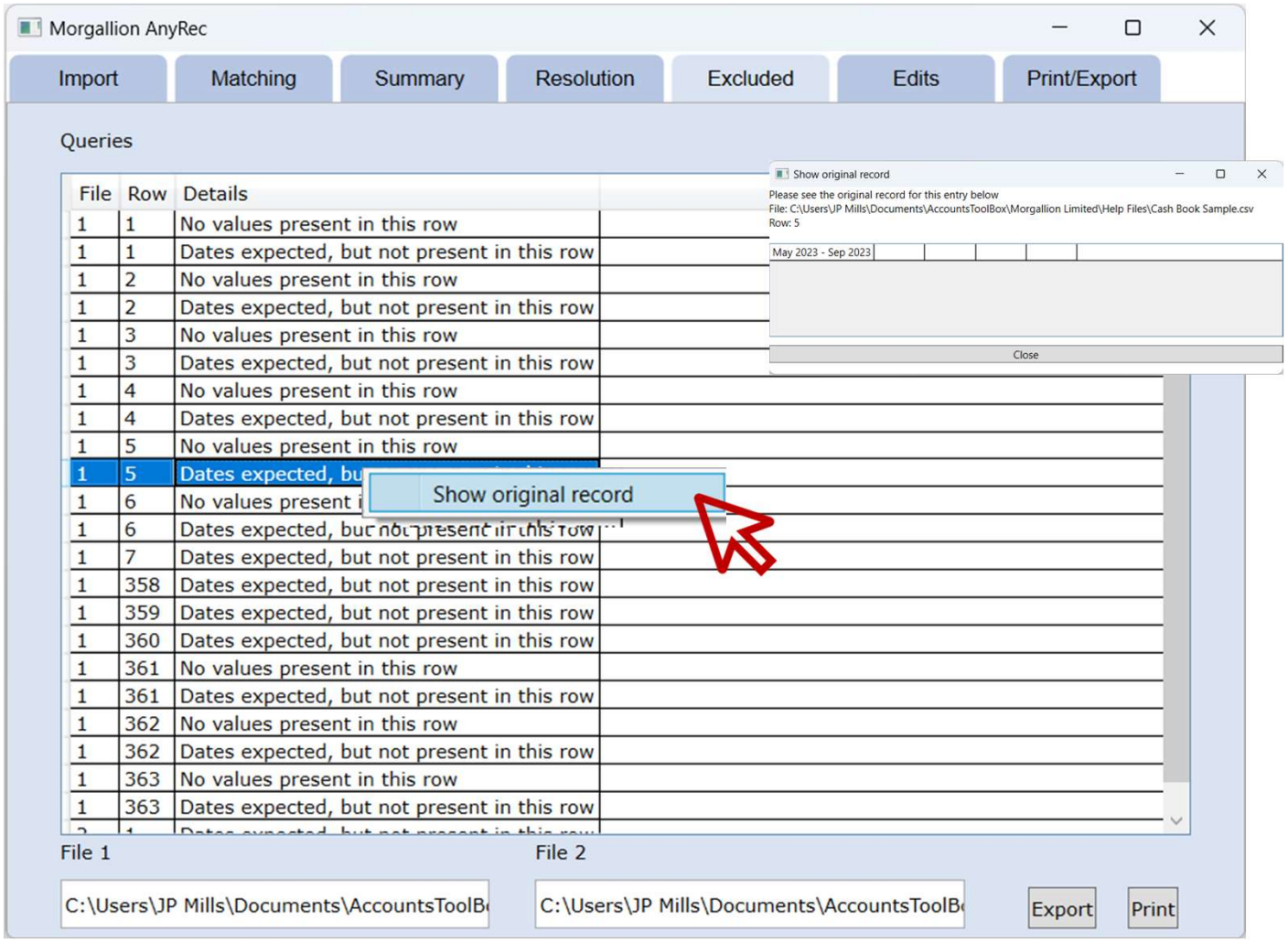
AnyRec excludes headers, empty lines, lines without values (as opposed to lines of zero value) and other random stuff from its reconciliations.

These get dumped into a separate category in the software and can be reviewed on the “Excluded” tab. What you will see is the line reference and the reason for its exclusion in the main box.

To read the original line and so check whether it should have been excluded or not, select the line and right click “Show original record”.

You can print this screen or export it to a CSV file to work as an action list or the outstanding items for a bank reconciliation.

You can also use Microsoft print to PDF as part of the print routine



Print/Export tab

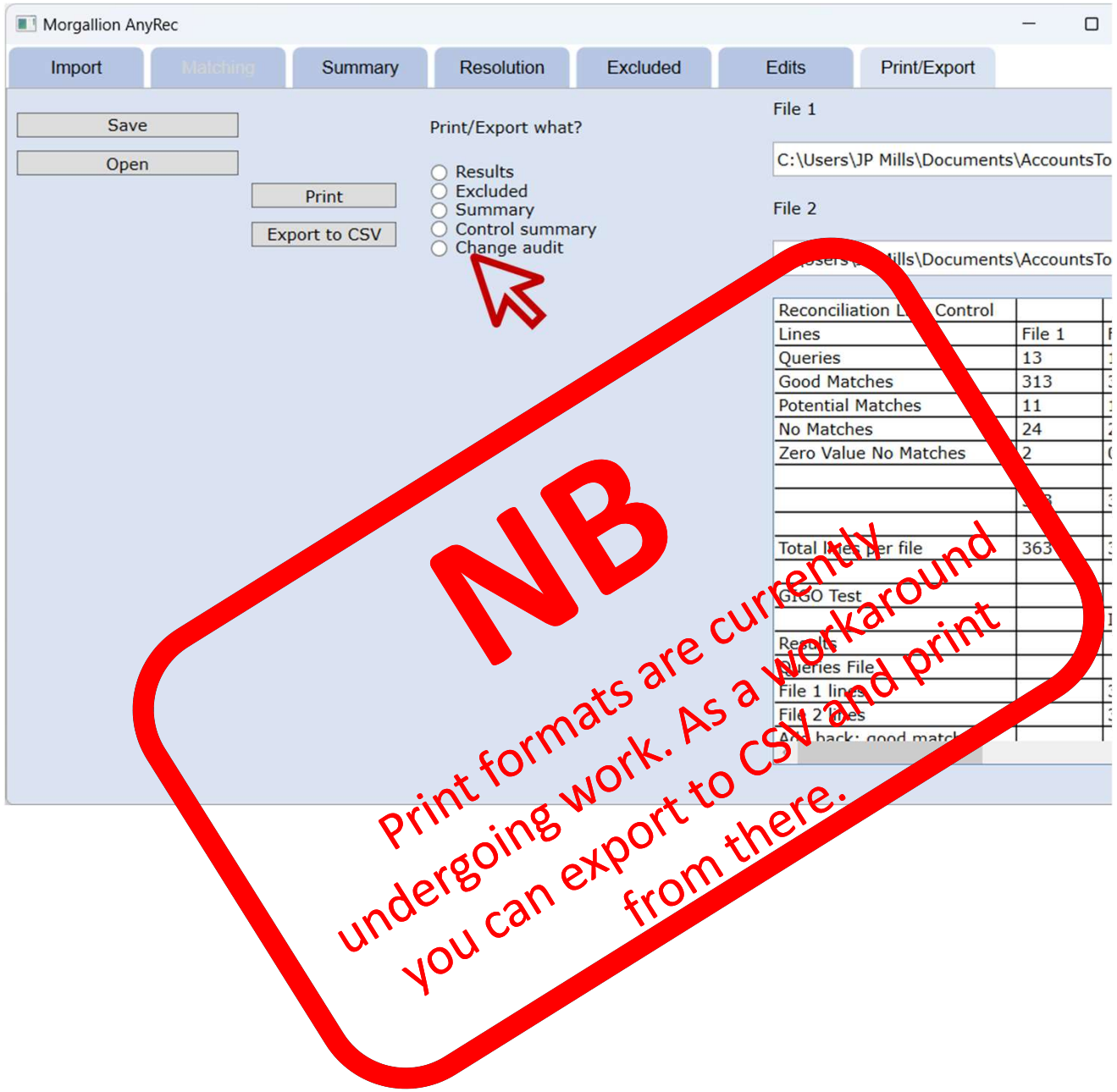
Printing, saving and exporting can be done via the Print/Export tab.

Save allows you to save the entire AnyRec file and recover it later, using the Open button.

Print and Export require you to select what you want to print or export using the appropriate radio button.

All exports are in CSV format and can therefore be used in other spreadsheet applications.

You can also use Microsoft print to PDF as part of the print routine



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More information

Thank you for considering AnyRec

Morgallion welcomes all feedback. You can get in touch with the directors on our website at www.morgallion.com.

Want a step-by-step guide to using AnyRec?

We have done our best to make AnyRec intuitive and easy to use for all users. You will find a step-by-step guide on our website at www.morgallion.com if you want to know more.

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Morgallion is a partnership of accountancy understanding and IT development expertise. Morgallion will create an organisation which provides a useful toolbox of applications to resolve accountancy and data handling problems, as well as a community to provide discussion, feedback and help development. Please visit www.morgallion.com if you want to know more.

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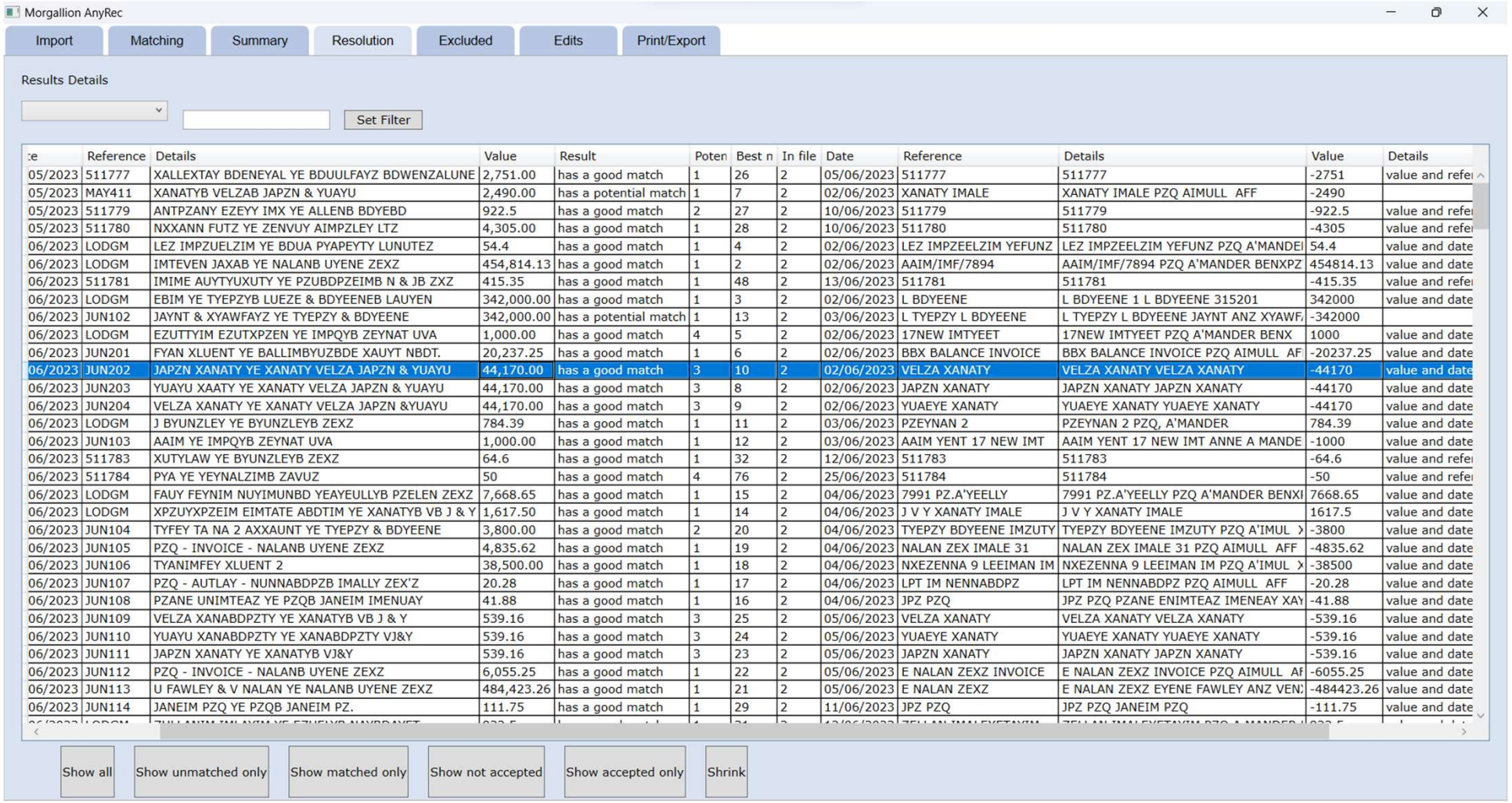
Resolution tab



:e	Reference	Details	Value	Result	Poten	Best n	In file	Date	Reference	Details	Value	Details
05/2023	511777	XALLEXTAY BDENEYAL YE BDUULFAYZ BDWENZALUNE	2,751.00	has a good match	1	26	2	05/06/2023	511777	511777	-2751	value and refe
05/2023	MAY411	XANATYB VELZAB JAPZN & YUAYU	2,490.00	has a potential match	1	7	2	02/06/2023	XANATY IMALE	XANATY IMALE PZQ AIMULL AFF	-2490	
05/2023	511779	ANTPZANY EZEYY IMX YE ALLENB BDYEBD	922.5	has a good match	2	27	2	10/06/2023	511779	511779	-922.5	value and refe
05/2023	511780	NXXANN FUTZ YE ZENVUY AIMPZLEY LTZ	4,305.00	has a good match	1	28	2	10/06/2023	511780	511780	-4305	value and refe
06/2023	LODGM	LEZ IMPZUELZIM YE BDUA PYAPEYTY LUNUTEZ	54.4	has a good match	1	4	2	02/06/2023	LEZ IMPZEELZIM YEFUNZ	LEZ IMPZEELZIM YEFUNZ PZQ A'MANDEI	54.4	value and date
06/2023	LODGM	IMTEVEN JAXAB YE NALANB UYENE ZEXZ	454,814.13	has a good match	1	2	2	02/06/2023	AAIM/IMF/7894	AAIM/IMF/7894 PZQ A'MANDER BENXPZ	454814.13	value and date
06/2023	511781	IMIME AUYTYUXUTY YE PZUBDPZEIMB N & JB ZXZ	415.35	has a good match	1	48	2	13/06/2023	511781	511781	-415.35	value and refe
06/2023	LODGM	EBIM YE TYEPZYB LUEZE & BDYEENEB LAUYEN	342,000.00	has a good match	1	3	2	02/06/2023	L BDYEENE	L BDYEENE 1 L BDYEENE 315201	342000	value and date
06/2023	JUN102	JAYNT & XYAWFAYZ YE TYEPZY & BDYEENE	342,000.00	has a potential match	1	13	2	03/06/2023	L TYEPZY L BDYEENE	L TYEPZY L BDYEENE JAYNT ANZ XYAWF	-342000	
06/2023	LODGM	EZUTTYIM EZUTXPZEN YE IMPQYB ZEYNAT UVA	1,000.00	has a good match	4	5	2	02/06/2023	17NEW IMTYEET	17NEW IMTYEET PZQ A'MANDER BENX	1000	value and date
06/2023	JUN201	FYAN XLUENT YE BALLIMBYUZBDE XAUYT NBDT.	20,237.25	has a good match	1	6	2	02/06/2023	BBX BALANCE INVOICE	BBX BALANCE INVOICE PZQ AIMULL AF	-20237.25	value and date
06/2023	JUN202	JAPZN XANATY YE XANATY VELZA JAPZN & YUAYU	44,170.00	has a good match	3	10	2	02/06/2023	VELZA XANATY	VELZA XANATY VELZA XANATY	-44170	value and date
06/2023	JUN203	YUAYU XAATY YE XANATY VELZA JAPZN & YUAYU	44,170.00	has a good match	3	8	2	02/06/2023	JAPZN XANATY	JAPZN XANATY JAPZN XANATY	-44170	value and date
06/2023	JUN204	VELZA XANATY YE XANATY VELZA JAPZN &YUAYU	44,170.00	has a good match	3	9	2	02/06/2023	YUAEYE XANATY	YUAEYE XANATY YUAEYE XANATY	-44170	value and date
06/2023	LODGM	J BYUNZLEY YE BYUNZLEYB ZEXZ	784.39	has a good match	1	11	2	03/06/2023	PZEYNAN 2	PZEYNAN 2 PZQ, A'MANDER	784.39	value and date
06/2023	JUN103	AAIM YE IMPQYB ZEYNAT UVA	1,000.00	has a good match	1	12	2	03/06/2023	AAIM YENT 17 NEW IMT	AAIM YENT 17 NEW IMT ANNE A MANDE	-1000	value and date
06/2023	511783	XUTYLAW YE BYUNZLEYB ZEXZ	64.6	has a good match	1	32	2	12/06/2023	511783	511783	-64.6	value and refe
06/2023	511784	PYA YE YEYNALZIMB ZAVUZ	50	has a good match	4	76	2	25/06/2023	511784	511784	-50	value and refe
06/2023	LODGM	FAUY FEYNIM NUYIMUNBD YEAYEULLYB PZELEN ZEXZ	7,668.65	has a good match	1	15	2	04/06/2023	7991 PZ.A'YEELLY	7991 PZ.A'YEELLY PZQ A'MANDER BENXI	7668.65	value and date
06/2023	LODGM	XPZUYXPZEIM EIMTATE ABDTIM YE XANATYB VB J & Y	1,617.50	has a good match	1	14	2	04/06/2023	J V Y XANATY IMALE	J V Y XANATY IMALE	1617.5	value and date
06/2023	JUN104	TYFEY TA NA 2 AXXAUNT YE TYEPZY & BDYEENE	3,800.00	has a good match	2	20	2	04/06/2023	TYEPZY BDYEENE IMZUTY	TYEPZY BDYEENE IMZUTY PZQ A'IMUL	-3800	value and date
06/2023	JUN105	PZQ - INVOICE - NALANB UYENE ZEXZ	4,835.62	has a good match	1	19	2	04/06/2023	NALAN ZEX IMALE 31	NALAN ZEX IMALE 31 PZQ AIMULL AFF	-4835.62	value and date
06/2023	JUN106	TYANIMFEY XLUENT 2	38,500.00	has a good match	1	18	2	04/06/2023	NXEZENNA 9 LEEIMAN IM	NXEZENNA 9 LEEIMAN IM PZQ A'IMUL	-38500	value and date
06/2023	JUN107	PZQ - AUTLAY - NUNNABDPZB IMALLY ZEX'Z	20.28	has a good match	1	17	2	04/06/2023	LPT IM NENNABDPZ	LPT IM NENNABDPZ PZQ AIMULL AFF	-20.28	value and date
06/2023	JUN108	PZANE UNIMTEAZ YE PZQB JANEIM IMENUAY	41.88	has a good match	1	16	2	04/06/2023	JPZ PZQ	JPZ PZQ PZANE ENIMTEAZ IMENEAY XAY	-41.88	value and date
06/2023	JUN109	VELZA XANABDPZTY YE XANATYB VB J & Y	539.16	has a good match	3	25	2	05/06/2023	VELZA XANATY	VELZA XANATY VELZA XANATY	-539.16	value and date
06/2023	JUN110	YUAYU XANABDPZTY YE XANABDPZTY VJ&Y	539.16	has a good match	3	24	2	05/06/2023	YUAEYE XANATY	YUAEYE XANATY YUAEYE XANATY	-539.16	value and date
06/2023	JUN111	JAPZN XANATY YE XANATYB VJ&Y	539.16	has a good match	3	23	2	05/06/2023	JAPZN XANATY	JAPZN XANATY JAPZN XANATY	-539.16	value and date
06/2023	JUN112	PZQ - INVOICE - NALANB UYENE ZEXZ	6,055.25	has a good match	1	22	2	05/06/2023	E NALAN ZEXZ INVOICE	E NALAN ZEXZ INVOICE PZQ AIMULL AF	-6055.25	value and date
06/2023	JUN113	U FAWLEY & V NALAN YE NALANB UYENE ZEXZ	484,423.26	has a good match	1	21	2	05/06/2023	E NALAN ZEXZ	E NALAN ZEXZ EYENE FAWLEY ANZ VEN	-484423.26	value and date
06/2023	JUN114	JANEIM PZQ YE PZQB JANEIM PZ.	111.75	has a good match	1	29	2	11/06/2023	JPZ PZQ	JPZ PZQ JANEIM PZQ	-111.75	value and date

AnyRec

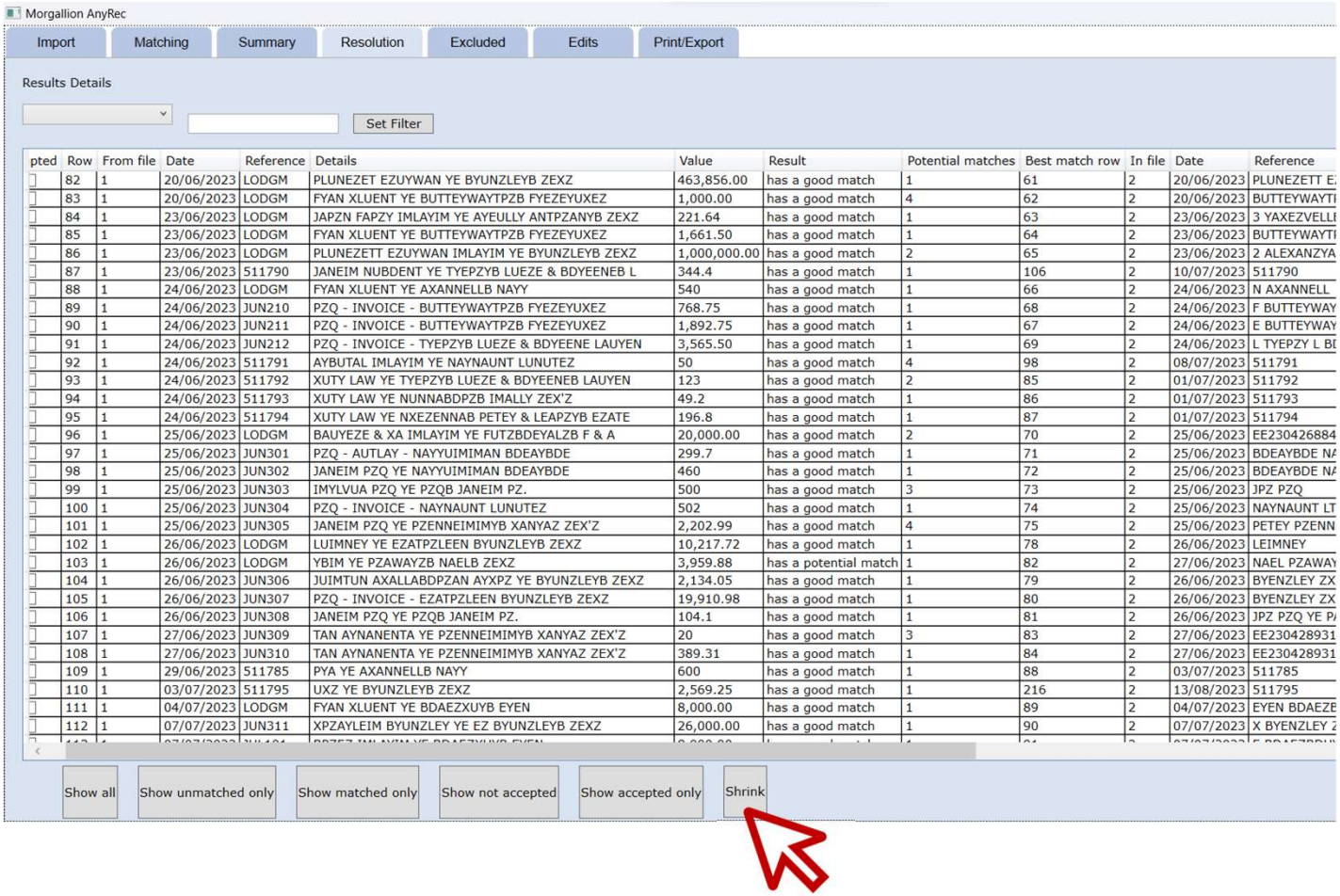
Morgallion

Resolution tab

How does this work?

There are five different groups of controls which will enable you sort, filter and explore the data. They are:

- Expand & shrink – this control allows you to expand the rows of the main screen to fill the whole screen and easily read lines across. You can also use the slider bar at the bottom to move left and right, too.
- The second panel contains buttons which will allow you to view only the transactions in that category.
- The buttons at the bottom allow you to do likewise.
- A filter in the top left corner allows you to filter data on specific terms in the columns.



AnyRec

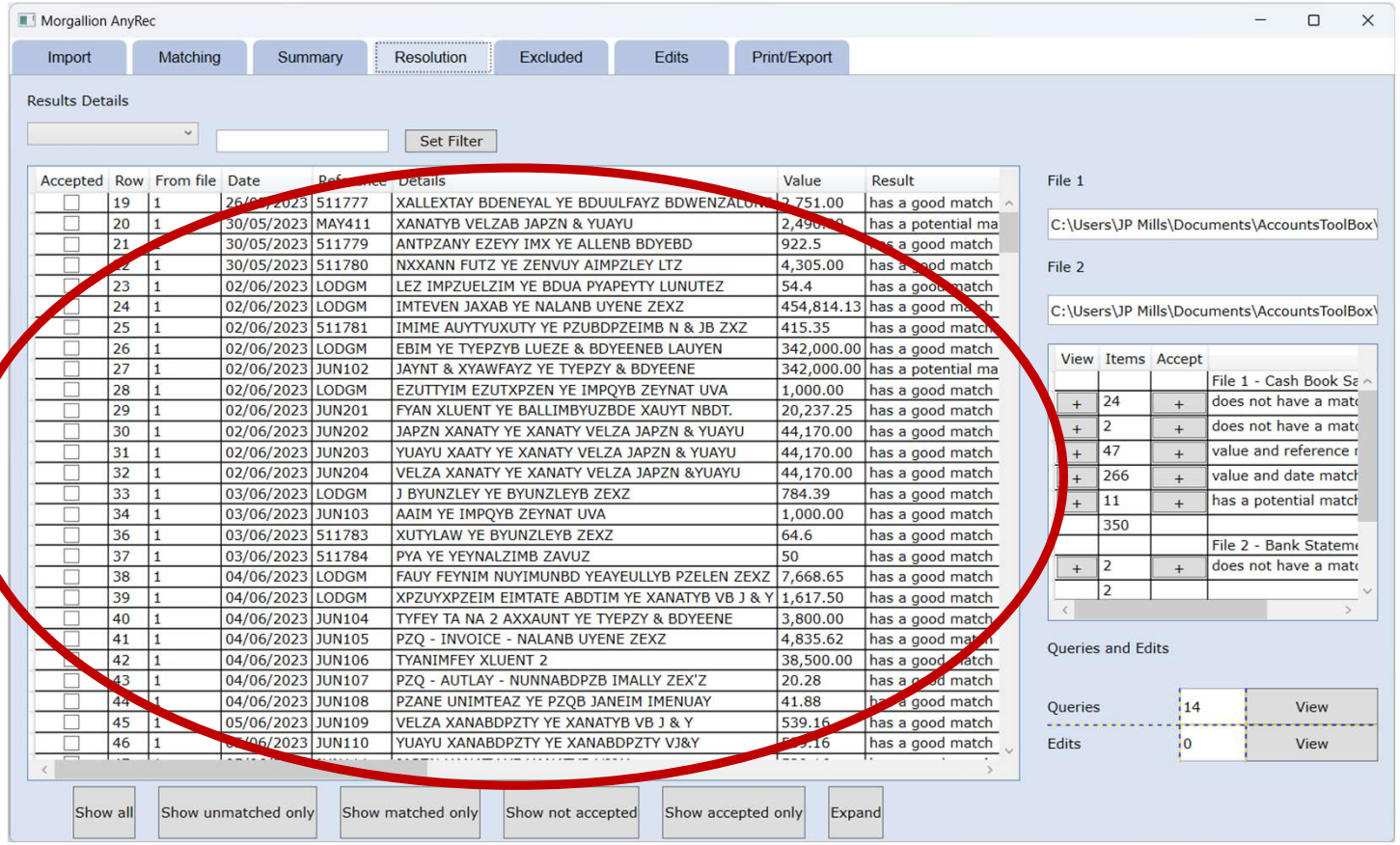
Morgallion

Resolution tab

The purpose of the resolution screen is to allow you to review and validate the results of the reconciliation. The resolution screen has two major components.

The first, larger box shows individual lines of the reconciliation, with the file one entries on the left, and their matching entry from file 2 on the right. If the width of the columns is such that you cannot see the whole press the expand button below the box which will show it as a full screen.

Since there will probably be too much data for you to easily manage line by line, AnyRec provides several ways of breaking it down into manageable groups, as well as expanding it so that you can see all that is there.



AnyRec

Morgallion

Resolution tab

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There are five different groups of controls which will enable you sort, filter and explore the data. They are:

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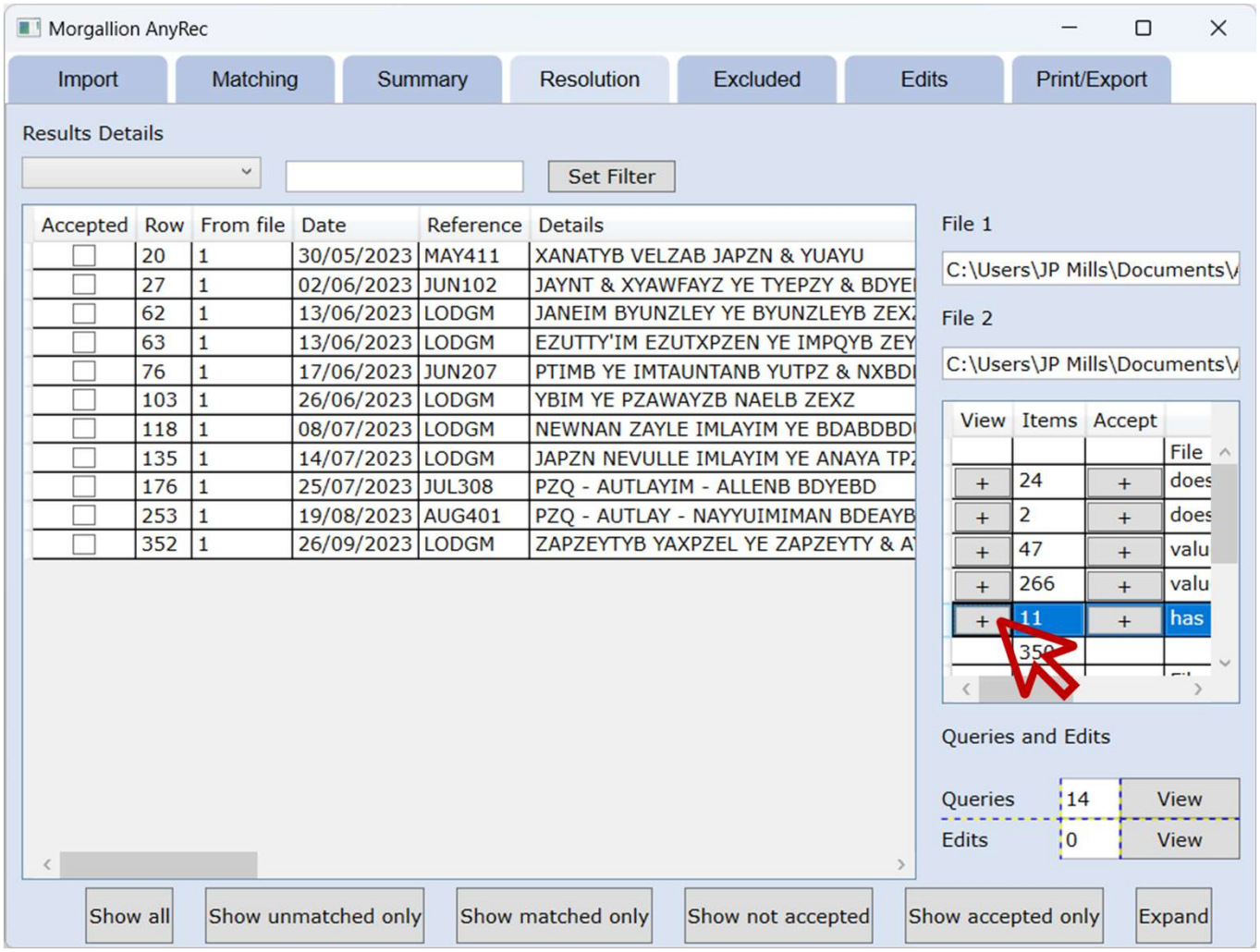
- The second panel contains buttons which will allow you to view only the transactions by category of match.
- The buttons at the bottom allow you to do likewise.
- A filter in the top left corner allows you to filter data on specific terms in the columns.



AnyRec

Morgallion

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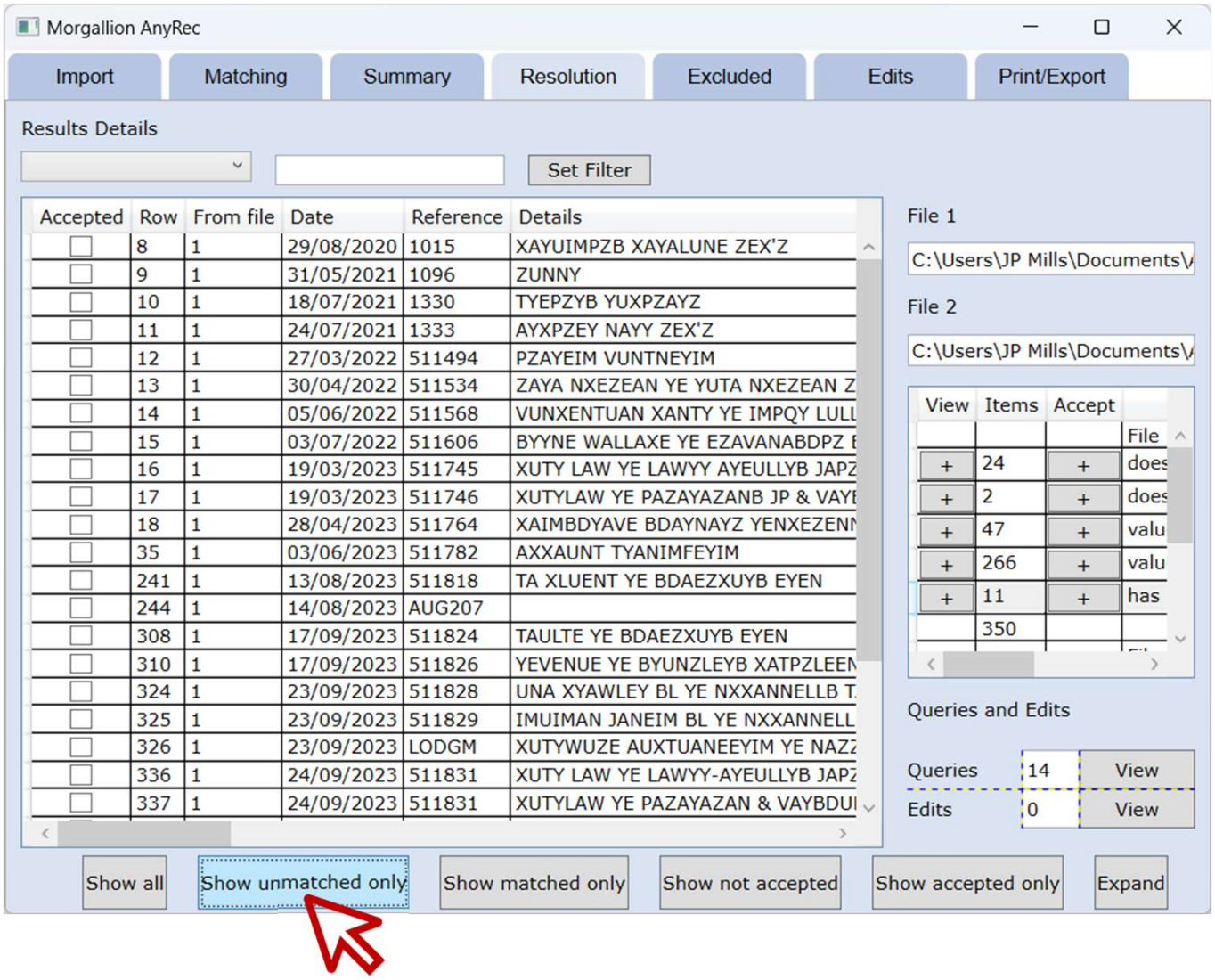

AnyRec

Morgallion

Resolution tab

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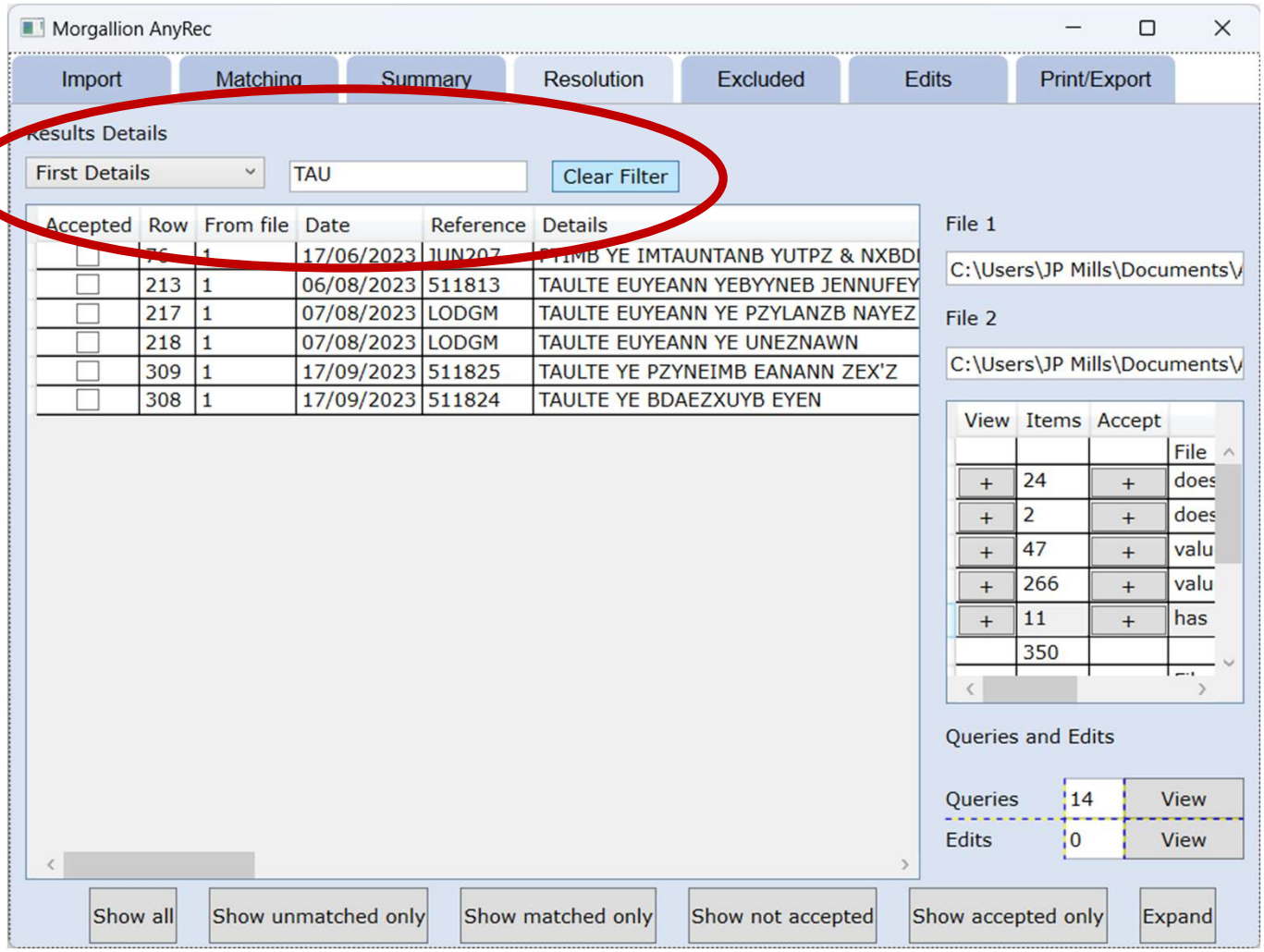


AnyRec

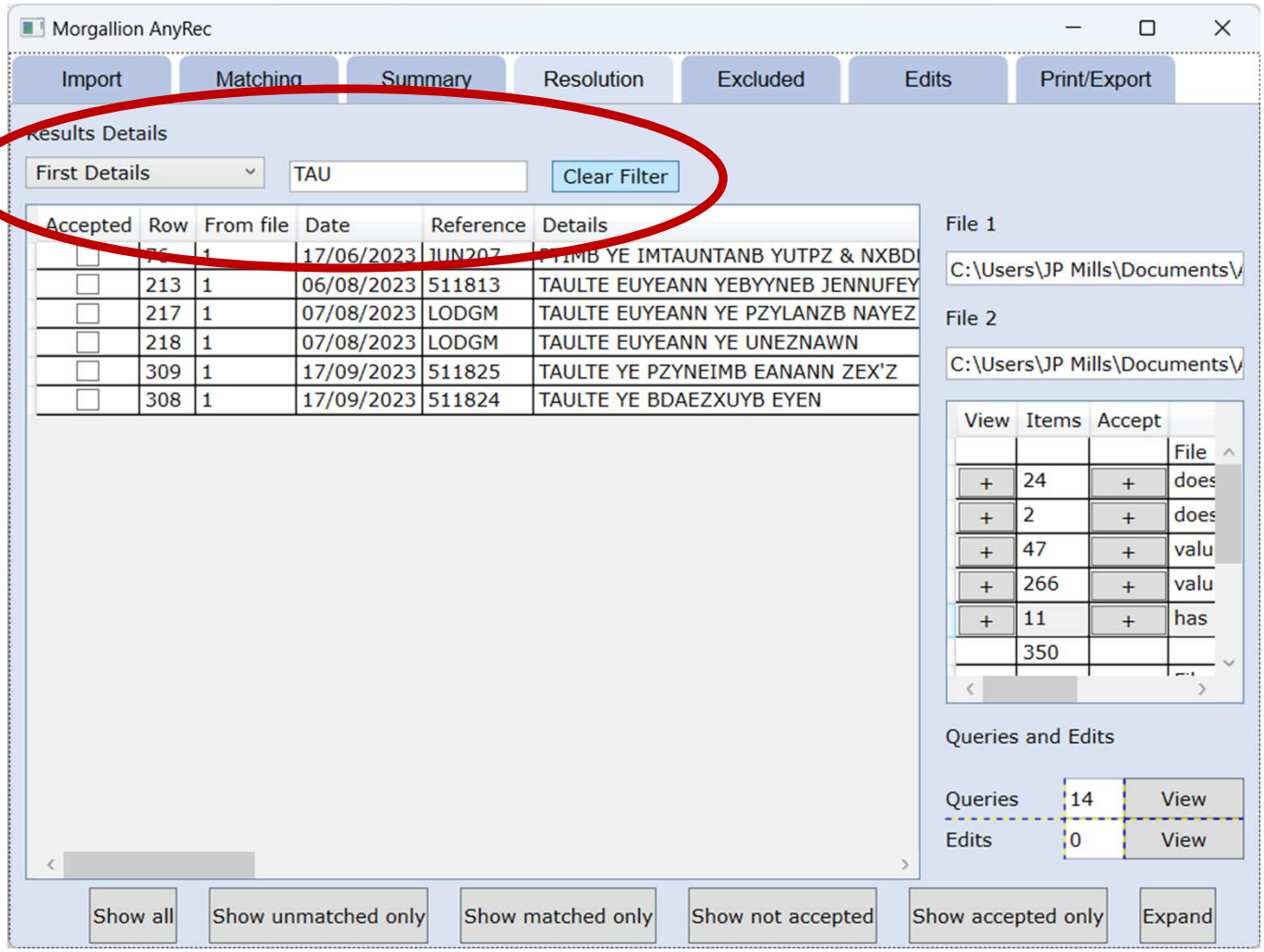
Morgallion

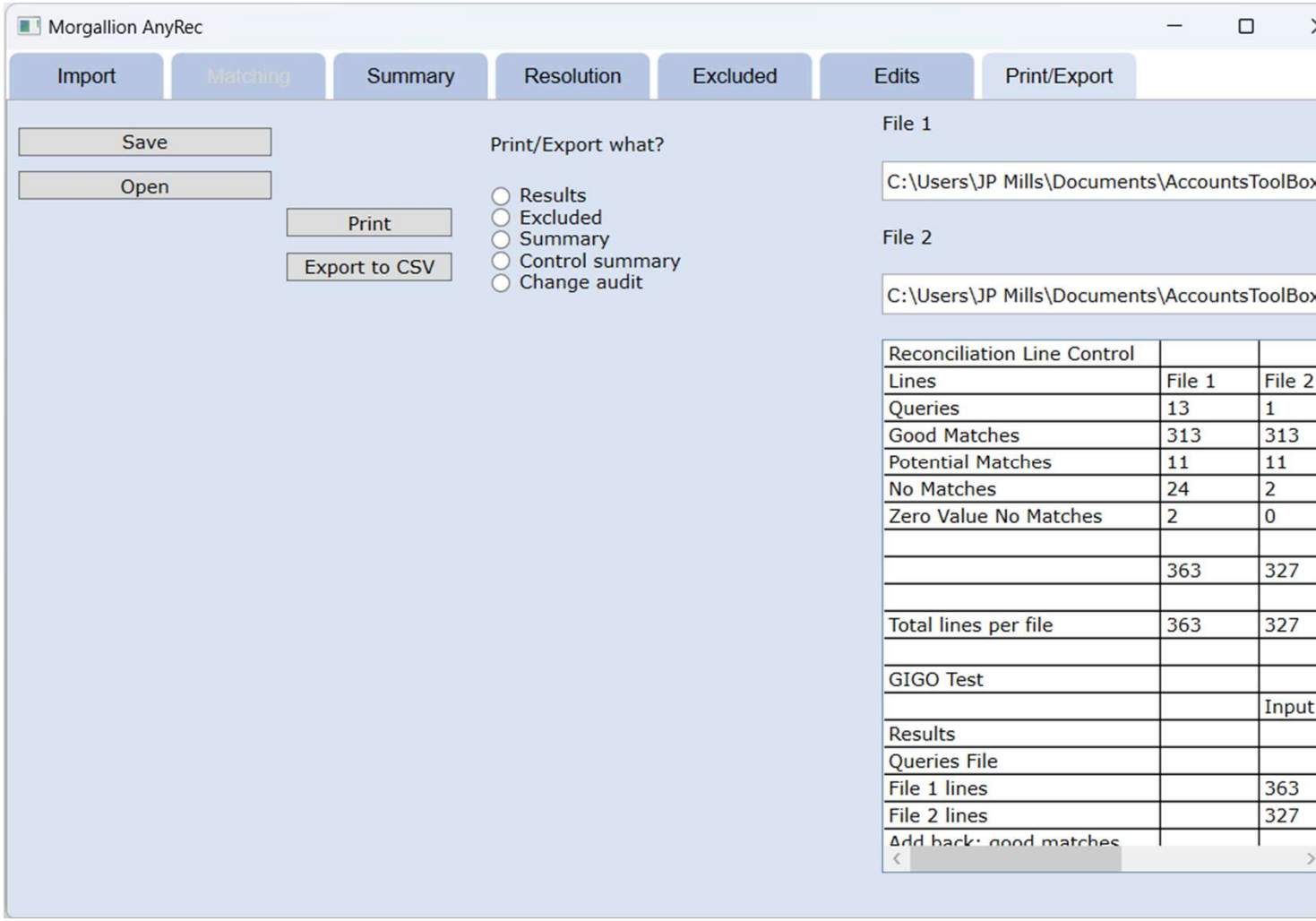
Accepting Matches

Since there will probably be too much data for you to easily manage line by line, AnyRec provides several ways of breaking it down into manageable groups, as well as expanding it so that you can see all that is there.

There are five different groups of controls which will enable you sort, filter and explore the data. They are:

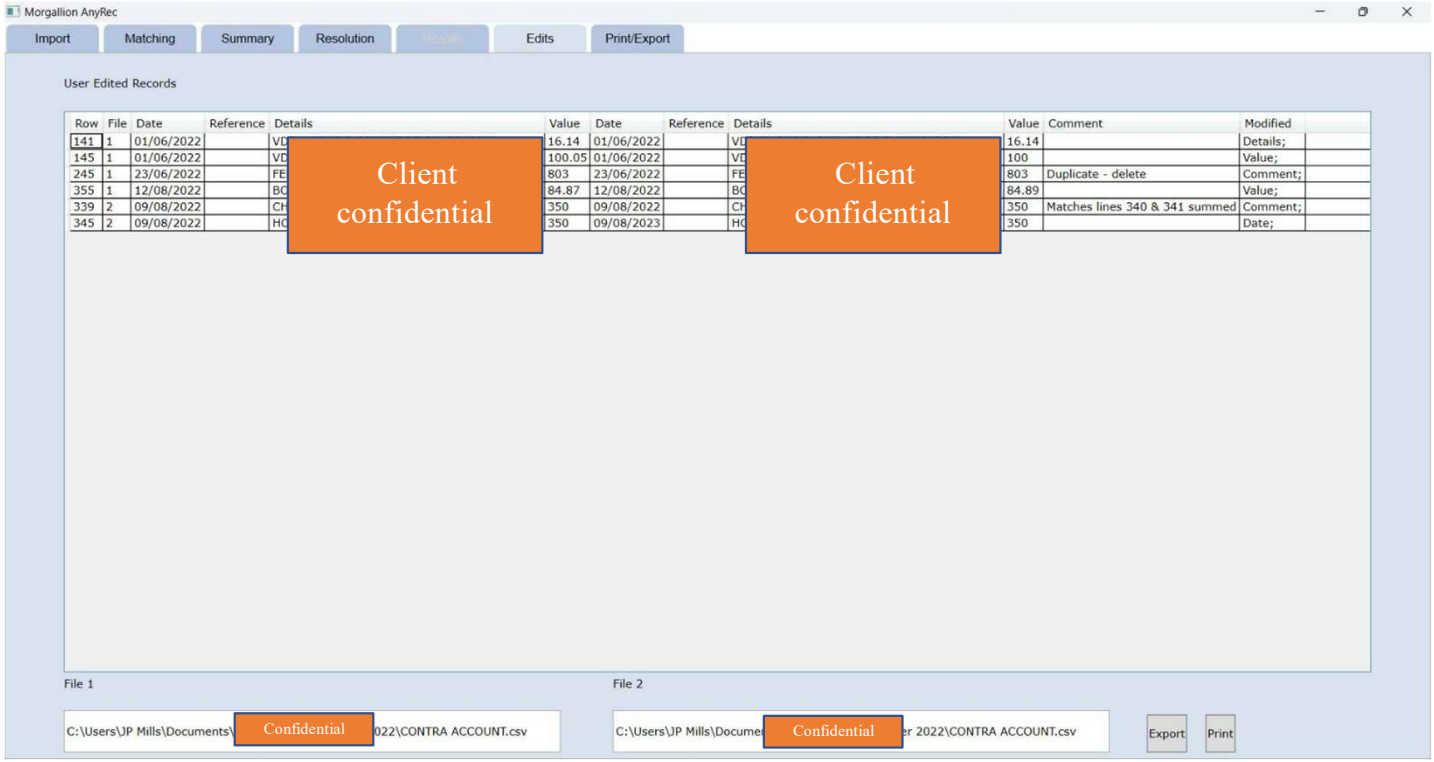
- Expand & shrink – this control allows you to expand the rows of the main screen to fill the whole screen and easily read lines across. You can also use the slider bar at the bottom to move left and right, too.
- The second panel contains buttons which will allow you to view only the transactions by category of match.
- The buttons at the bottom allow you to do likewise.
- A filter in the top left corner allows you to filter data on specific terms in the columns.




Morgallion AnyRec
Import
Matching
Summary
Resolution
Excluded
Edits
Print/Export
Save
Open
Print
Export to CSV
Print/Export what?
Results
Excluded
Summary
Control summary
Change audit
File 1
C:\Users\JP Mills\Documents\AccountsToolBox
File 2
C:\Users\JP Mills\Documents\AccountsToolBox
Reconciliation Line Control
Lines
File 1
File 2
Queries
13
1
Good Matches
313
313
Potential Matches
11
11
No Matches
24
2
Zero Value No Matches
2
0
363
327
Total lines per file
363
327
GIGO Test
Input
Results
Queries File
File 1 lines
363
File 2 lines
327

Edits tab

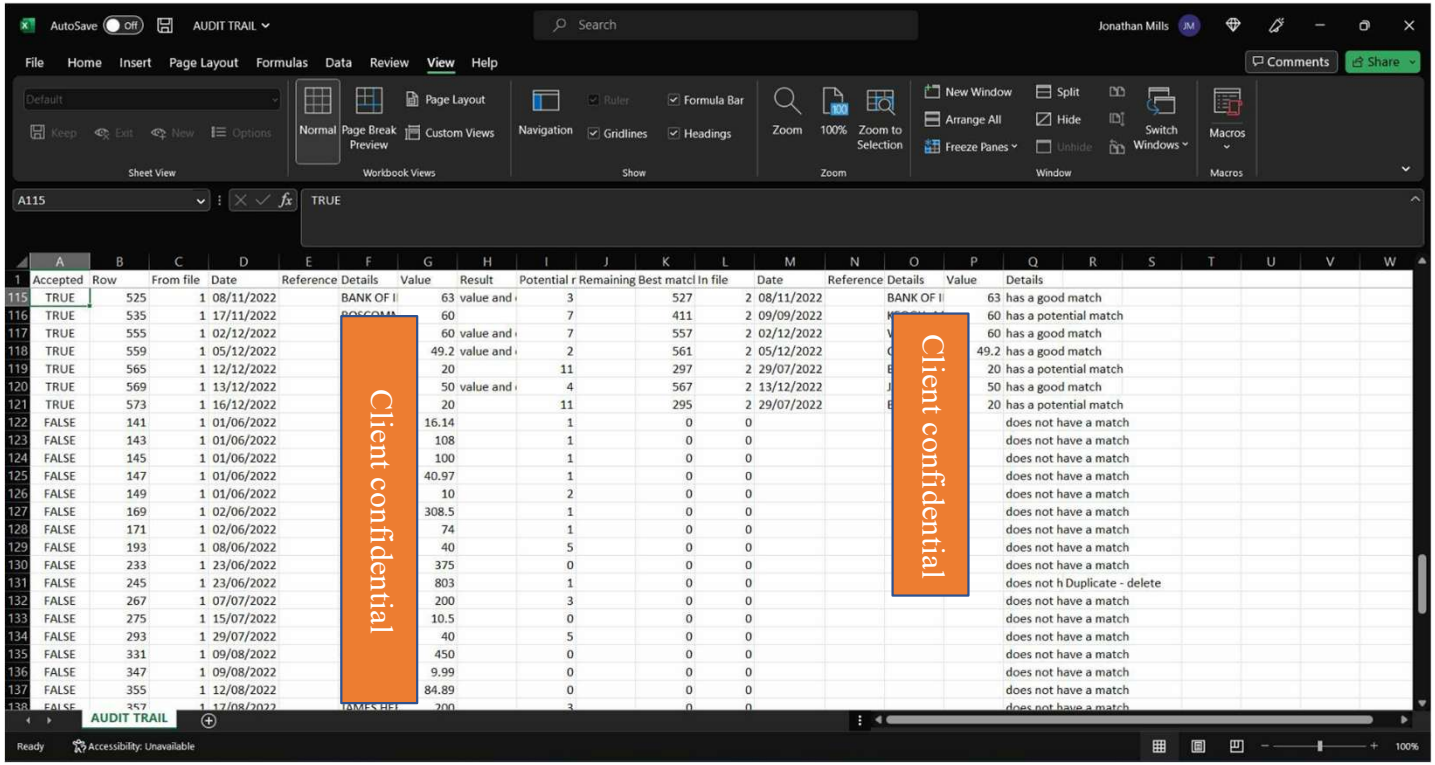
Editing the record on the Resolution tab in AnyRec will not change either the CSV file from which the reconciliation has been prepared, or the original accounting entry which was exported to the CSV file. However, edits and comments show up in a separate tab called edits. The contents of this tab may be exported as a CSV or printed as a list for action.



Full Audit trail

The system is fully data secure and all items disregarded, edited and matched may be output, providing a full audit trail for the reconciliation work.

These can all be printed or exported from the Print Export tab



Accepted	Row	From file	Date	Reference	Details	Value	Result	Potential r	Remaining	Best matcl	In file	Date	Reference	Details	Value	Details
TRUE	525	1	08/11/2022		BANK OF I	63	value and	3		527	2	08/11/2022		BANK OF I	63	has a good match
TRUE	535	1	17/11/2022			60		7		411	2	09/09/2022			60	has a potential match
TRUE	555	1	02/12/2022			60	value and	7		557	2	02/12/2022			60	has a good match
TRUE	559	1	05/12/2022			49.2	value and	2		561	2	05/12/2022			49.2	has a good match
TRUE	565	1	12/12/2022			20		11		297	2	29/07/2022			20	has a potential match
TRUE	569	1	13/12/2022			50	value and	4		567	2	13/12/2022			50	has a good match
TRUE	573	1	16/12/2022			20		11		295	2	29/07/2022			20	has a potential match
FALSE	141	1	01/06/2022			16.14		1		0	0					does not have a match
FALSE	143	1	01/06/2022			108		1		0	0					does not have a match
FALSE	145	1	01/06/2022			100		1		0	0					does not have a match
FALSE	147	1	01/06/2022			40.97		1		0	0					does not have a match
FALSE	149	1	01/06/2022			10		2		0	0					does not have a match
FALSE	169	1	02/06/2022			308.5		1		0	0					does not have a match
FALSE	171	1	02/06/2022			74		1		0	0					does not have a match
FALSE	193	1	08/06/2022			40		5		0	0					does not have a match
FALSE	233	1	23/06/2022			375		0		0	0					does not have a match
FALSE	245	1	23/06/2022			803		1		0	0					does not h Duplicate - delete
FALSE	267	1	07/07/2022			200		3		0	0					does not have a match
FALSE	275	1	15/07/2022			10.5		0		0	0					does not have a match
FALSE	293	1	29/07/2022			40		5		0	0					does not have a match
FALSE	331	1	09/08/2022			450		0		0	0					does not have a match
FALSE	347	1	09/08/2022			9.99		0		0	0					does not have a match
FALSE	355	1	12/08/2022			84.89		0		0	0					does not have a match
FALSE	357	1	17/08/2022		[NAMES RE	200		3		0	0					does not have a match