

# Suspense Accounts

Morgallion AnyRec

File Help

ImportMatchingSummaryResolutionExcludedEditsPrint/Export

Results Summary; Automated

ResolutionBack

AnyRec

File 1

March Client Cash book YTD.csv

File 2

transactions (25).csv

Reconciliation Control										
	File 1 Lines	File 2 Lines	Results Lines	Queries File Lines		Sum of File 1 Net	Sum of File 1 Gross	Sum of File 2 Net	Sum of File 2 Gross	
Queries	13	1		14	+					
Good Matches	1190	1190	1190		=	80,847,362.16	80,847,362.16	3,078,143.12	80,847,362.16	
Potential Matches	48	48	48		=	2,412,134.03	2,412,380.03	-1,002,806.95	2,412,380.03	
No Matches	32	305	337		+	49,223.39	49,518.59	1,685,837.44	17,526,770.12	
Zero Value No Matches	7	0	7		+	0.00	0.00	0.00	0.00	
	1290	1544	1582	14		83,308,719.58	83,309,260.78	3,761,173.61	100,786,512.31	
al per	1290	1544	1582	14		83,308,719.58	83,309,260.78	3,761,173.61	100,786,512.31	
SO										
Results		Input lines		Output lines						
				1582						
Queries File				14						
File 1 Lines		1290								
File 2 Lines		1544								
Add back; good matches				1190						
Add back; potential matches				48						
		2834		2834						
File Summary										
File 1 - March Client Cash book YTD.csv										
does not have a match	32									
does not have a match (zero value)	7									
value and date matched	1032									
value and reference matched	158									
has a potential match	48									
	1277									
File 2 - transactions (25).csv										
does not have a match	305									
	305									
all items	1582									
all unmatched items	344									

MORGALLION

The Accounts Masters

# AnyRec

# Morgallion

## How AnyRec works

### 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.

### 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 up any 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

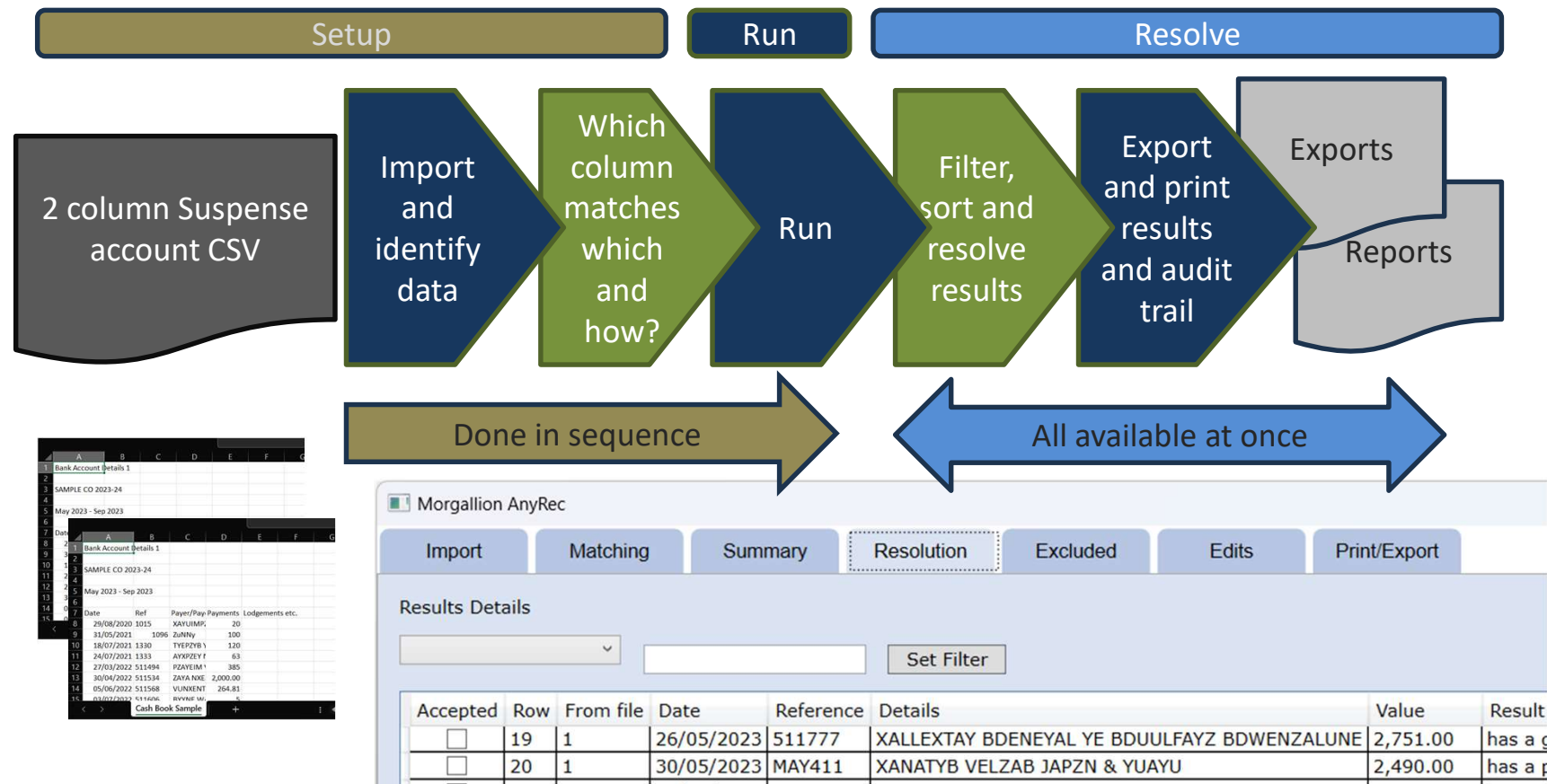
Process summary – next slide

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## Summary overview

## How it works for suspense accounts



# Suspense Accounts

# AnyRec

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## Suspense Accounts

Suspense accounts are the most common work-around that people use to resolve the limitations of an accounting system.

That's particularly true when agents, such as solicitors or estate agents, as well as finance companies, use off-the shelf accounting systems, or new processes are introduced in large companies and controls on the main activities mean it's not easy to adapt existing systems to handle the task simply.

Nearly all accounting systems will export to CSV, the main type of file AnyRec can read.

AnyRec is the ideal tool for clearing a suspense account – making sure that the process has been properly completed and the records are up to date. It allows you to match transactions on the debit side of a two-column account to the credit side of the same account, for example.

AutoSaveOff

Suspense Account • Saved to this PC

Search

FileHomeInsertPage LayoutFormulasDataReviewViewHelp

Paste

Clipboard

Aptos Narrow

11

A<sup>+</sup>

A<sup>-</sup>

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U

Font

Alignment

General

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Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Insert

Delete

Format

D8

## Import Tab (cont)

The procedure is the same as for a bank reconciliation, except that you load the suspense account file twice, identifying the debits on one side as Value 1 and the credits on the other as Value 2.

So, on the Import Screen you load the suspense account into the top box, and then again in the bottom box. You identify date and details in both as usual.

References may not be useful, unless the journals out have the same reference as the journals into the account. If they do it will be very useful. If they don't you can just leave references out; they won't add anything.

**Import Tab (cont)**

The screenshot shows the Morgallion AnyRec software interface. The main window has a menu bar with 'File' and 'Help'. Below the menu bar is a tab bar with 'Import', 'Matching', 'Summary', 'Resolution', 'Excluded', 'Edits', and 'Print/Export'. The 'Import' tab is selected.

The interface is divided into two identical sections for loading a suspense account file. Each section has a file path input field, a 'Load' button, and a 'Properties' section with checkboxes for 'Date', 'Reference', 'Details', 'Value 1', and 'Value 2'. Below the properties is a table with columns: 'Date', 'Ref', 'Book', 'Details', 'Debit', and 'Credit'. The table contains data for a suspense account, including an opening balance and several transactions. On the right side of each section are buttons for 'Expand', 'New', and 'Next'.

**Section 1 (Top):**

File path: C:\Users\JP Mills\Documents\AccountsToolBox\Morgallion Limited\Help Files\Suspense Account.csv

Load button: Load

Properties:

- ☒ Date
- ☐ Reference
- ☒ Details
- ☒ Value 1 \*
- ☐ Value 2

\* = Required

Date	Ref	Book	Details	Debit	Credit
Nominal Ledger Listing					
2024-25					
April 2024 - March 2025 (EURO)					
Apr-24	02/04/2024	MAR408	CJ3	VDA TORMENS	120
Acc Code: 1050				SUSPENSE - OUTLAY	
Apr-24				OPENING BALANCE	5298.14
02/04/2024				MAR408	CJ3
04/04/2024				1254	CJ3

**Section 2 (Bottom):**

File path: C:\Users\JP Mills\Documents\AccountsToolBox\Morgallion Limited\Help Files\Suspense Account.csv

Load button: Load

Properties:

- ☒ Date
- ☐ Reference
- ☒ Details
- ☒ Value 1 \*
- ☐ Value 2

\* = Required

Date	Ref	Book	Details	Debit	Credit
Nominal Ledger Listing					
2024-25					
April 2024 - March 2025 (EURO)					
Apr-24	02/04/2024	MAR408	CJ3	VDA TORMENS	120
Acc Code: 1050				SUSPENSE - OUTLAY	
Apr-24				OPENING BALANCE	5298.14
02/04/2024				MAR408	CJ3
04/04/2024				1254	CJ3



## Import Tab

When it comes to identifying value columns, you identify the debit values in one file as Value 1, and the credits in the other file also as Value 1.

Once you've done that you can proceed to the next screen.

You might be tempted to identify debits as Value 1 in one box and credits as value 2, but don't do that; it will just double the work of resolution, as each transaction will appear twice in AnyRec's Resolution screen.

Morgallion AnyRec

File Help

Import Matching Summary Resolution Excluded Edits Print/Export

C:\Users\JP Mills\Documents\AccountsToolBox\Morgallion Limited\Help Files\Suspense Account.csv Load

**Properties** For each property that you want to use in the reconciliation process, select the column and then tick the box in the left hand menu.

- ☒ Date
- ☐ Reference
- ☒ Details
- ☒ Value 1 \*
- ☐ Value 2

\* = Required

Date	Ref	Book	Details	Debit	Credit
Nominal Ledger Listing					
2024-25					
April 2024 - March 2025 (EURO)					
Apr-24	OPENING BALANCE		OPENING BALANCE	5298.14	
02/04/2024	MAR408	CJ3	VDA TORMENS	120	
04/04/2024	1254	CJ	BCH CASH		120

C:\Users\JP Mills\Documents\AccountsToolBox\Morgallion Limited\Help Files\Suspense Account.csv Load

**Properties** For each property that you want to use in the reconciliation process, select the column and then tick the box in the left hand menu.

- ☒ Date
- ☐ Reference
- ☒ Details
- ☒ Value 1 \*
- ☐ Value 2

\* = Required

Date	Ref	Book	Details	Debit	Credit
Nominal Ledger Listing					
2024-25					
April 2024 - March 2025 (EURO)					
Apr-24	OPENING BALANCE		OPENING BALANCE		5298.14
02/04/2024	MAR408	CJ3	VDA TORMENS	120	
04/04/2024	1254	CJ	BCH CASH		120

C:\Users\JP Mills\Documents\AccountsToolBox\Morgallion Limited\Help Files\Suspense Account.csv Load

Expand New Next

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Then, on the matching screen, you directly compare the debit column to the credit column.

What if you have a single column suspense account with debits and credits as positive and negative or vice versa?

This is beyond the scope of AnyRec as it currently stands, however, we suggest that you filter your account into two CSV files. Import them separately and then follow the usual process.

Once you have selected how you want to match the values, press Run.

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File Help

ImportMatchingSummaryResolutionExcludedEditsPrint/Export

See here the values you picked to reconcile, please indicate below how you wish to match them

Select how you want to match the values

☒ A->B Directly compare

☐ A->B Treat as if one is negative of other

A	B	
Debit	Credit	
	5298.14	
120		
	20	
20		
	430.5	
430.5		
	120	
	105.7	
105.7		

Back

Run

File 1

File 2

C:\Users\JP Mills\Documents\AccountsToolBox\Morgallion Limited\Help File

C:\Users\JP Mills\Documents\AccountsToolBox\Morgallion Limited\Help File

# Summary tab

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Morgallion AnyRec

File Help

Import

Matching

Summary

Resolution

Excluded

Edits

Print/Export

Results Summary; Automated

Resolution

Back

File 1

Suspense Account.csv

File 2

Suspense Account.csv

Reconciliation Control										
	File 1 Lines	File 2 Lines	Results Lines	Queries File Lines		Sum of File 1 Net	Sum of File 1 Gross	Sum of File 2 Net	Sum of File 2 Gross	
Queries	195	201		396	+					
Good Matches	47	47	47		=	7,201.89	7,201.89	7,201.89	7,201.89	
Potential Matches	6	6	6		=	523.00	523.00	523.00	523.00	
No Matches	11	5	16		+	2,262.00	2,262.00	5,918.14	5,918.14	
Zero Value No Matches	0	0	0		+	0.00	0.00	0.00	0.00	
	259	259	69	396		9,986.89	9,986.89	13,643.03	13,643.03	
Total per file	259	259	69	396		9,986.89	9,986.89	13,643.03	13,643.03	
GIGO Test										
		Input lines		Output lines						
Results				69						
Queries File				396						
File 1 Lines		259								
File 2 Lines		259								
Add back; good matches				47						
Add back; potential matches				6						
		518		518						
File Summary										
File 1 - Suspense Account.csv										
does not have a match	11									
value and date matched	47									
has a potential match	6									
	64									
File 2 - Suspense Account.csv										
does not have a match	5									
	5									
all items	69									
all unmatched items	16									

Now review the Results Summary; Automated on the Summary tab.

The only thing that will be different from the normal process here is that both File 1 and File 2 shown in the boxes at the bottom left will be the same file, but don't be alarmed by this. That's what is supposed to happen



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## Summary tab

Morgallion AnyRec
File Help

Import Matching Summary Resolution Excluded Edits Print/Export

Results Summary; Automated
Resolution
Back

Reconciliation Control	File 1 Lines	File 2 Lines	Results Lines	Queries File Lines		Sum of File 1 Net	Sum of File 1 Gross	Sum of File 2 Net	Sum of File 2 Gross
Queries	195	201		396	+				
Good Matches	47	47	47		=	7,201.89	7,201.89	7,201.89	7,201.89
Potential Matches	6	6	6		=	523.00	523.00	523.00	523.00
No Matches	11	5	16		+	2,262.00	2,262.00	5,918.14	5,918.14
Zero Value No Matches	0	0	0		+	0.00	0.00	0.00	0.00
	259	259	69	396		9,986.89	9,986.89	13,643.03	13,643.03
Total per file	259	259	69	396		9,986.89	9,986.89	13,643.03	13,643.03
GIGO Test									
		Input lines		Output lines					
Results				69					
Queries File				396					
File 1 Lines		259							
File 2 Lines		259							
Add back; good matches				47					
Add back; potential matches				6					
		518		518					
File Summary									
File 1 - Suspense Account.csv									
does not have a match	11								
value and date matched	47								
has a potential match	6								
	64								
File 2 - Suspense Account.csv									
does not have a match	5								
	5								
all items	69								
all unmatched items	16								

File 1
Suspense Account.csv
File 2
Suspense Account.csv

The totals in the top right should match the debit and credit totals on your suspense account.

If they do not, then go to the Excluded tab and ensure that no entries have been so excluded (if there wasn't a date on the line, for example). Otherwise, you probably have a problem with the input file and you should review it.

## Excluded tab

On the Excluded tab you'll find that a lot more lines than you might expect have been excluded. This is normal.

It is because for the debit listing it uses to match the records up, AnyRec will have excluded all of the credit lines and for the credit listing it will have excluded all of the debit lines.

Run down through the list and ensure that one value column in each file box is completely empty (and that this is a different value column from the other box below it).

Excluded Entries - File 1

Row							
1	Nominal Ledger Listing						
2							
3	2024-25						
4							
5	April 2024 - March 2025 (EURO)						
6							
7	Date	Ref	Book	Details	Debit	Credit	Balance
8							
9	Acc Code: 1050	SUSPENSE - OUTLAY					
10							
11	Apr-24	OPENING BALANCE		OPENING BALANCE		5298.14	-5298.14
13				BCH CASH			
14	04/04/2024	1354	SJ	MAURICE PATRICK & MARY	20		-5198.14

Excluded Entries - File 2

227				ROADS AND SERVICES LETTER			
229				SEARCHES ETC RE SALE 173 RATHMINES RD			
230	10/06/2024	JUN112	CJ3	DEPT FOREIGN AFFAIRS REMCARTHUR	40		-3616.14
231				APOSTILE			
233				DEPT FOREIGN AFFAIRS RE MCARTHUR			
234	10/06/2024	JUN113	CJ3	VDA NOWHERE GARAGE RE BCH	120		-3536.14
235				CASH FOR BCH SENIOR			
236	10/06/2024	JUN114	CJ3	VDA NOWHERE GARAGE RE BCH	120		-3416.14
237				CASH FOR BCH			
239				VDA NOWHERE GARAGE CASH FOR BCH			
241				VDA NOWHERE GARAGE CASH FOR BCH			
242	11/06/2024	JUN118	CJ3	JAMES MORAN RE PAUL MORAN	229.35		-3426.79
243				PAUL'S MEDS 2 WEEKS SUPPLY			
245				PAUL'S MEDS 2 WEEKS SUPPLY			

File 1

C:\Users\JP Mills\Documents\AccountsToolBox\Morgal

File 2

C:\Users\JP Mills\Documents\AccountsToolBox\Morgal

Export Print

## Resolution tab

Resolution works as usual.

If there's a single opening balance which is composed of numerous transactions, consider replacing that opening balance with its component transactions in the source CSV file as this will assist with the reconciliation.

Results Details													
<div>Set Filter</div>													
Accepted	Row	From File	Date	Details	Value	Result	Potential matches	Best match row	In file	Date	Details	Val	
<input checked="" type="checkbox"/>	11	2	01/04/2024	OPENING BALANCE	5298.14	does not have a match	0	0	0				
<input type="checkbox"/>	12	1	02/04/2024	VDA TORMENS	120	has a potential match	3	22	2	05/04/2024	MORAN, JAMES	120	
<input type="checkbox"/>	32	1	05/04/2024	CIE GHANDI ATM RE JAMESON	50	has a potential match	2	106	2	29/04/2024	ATM 83 CAVAN TOWN MORAN, JAMES	50	
<input type="checkbox"/>	30	1	05/04/2024	CIE GHANDI ATM RE JAMESON	200	does not have a match	0	0	0				
<input type="checkbox"/>	34	2	05/04/2024	ATM CASH FOR JAMESON	250	does not have a match	0	0	0				
<input type="checkbox"/>	38	1	10/04/2024	TOURNEY CHIROPODY RE TBD	25	does not have a match	1	0	0				
<input type="checkbox"/>	40	1	10/04/2024	TRANSFER TO CLIENT 2 RE MORTICIA	322.5	does not have a match	0	0	0				
<input type="checkbox"/>	50	1	11/04/2024	MR JOSEPH JECKYL RE AVA BAGGINS	950	does not have a match	1	0	0				
<input type="checkbox"/>	60	2	17/04/2024	ATM CASH FOR JAMESON	250	does not have a match	0	0	0				
<input type="checkbox"/>	66	1	18/04/2024	GHANDI ATM RE JAMESON & ORS	60	does not have a match	2	0	0				
<input type="checkbox"/>	64	1	18/04/2024	GHANDI ATM RE JAMESON	190	does not have a match	1	0	0				
<input type="checkbox"/>	62	1	18/04/2024	HENRY BENNET RE TBD	184.5	does not have a match	0	0	0				
<input type="checkbox"/>	68	1	19/04/2024	AIMAL MOHAMMED TBD	20	does not have a match	3	0	0				
<input type="checkbox"/>	70	1	22/04/2024	ATM D16	140	does not have a match	0	0	0				
<input type="checkbox"/>	72	1	22/04/2024	ATM D18	80	has a potential match	4	134	2	10/05/2024	ROBINSON DECD	80	
<input type="checkbox"/>	104	1	26/04/2024	ATM CASH RE BCH	50	does not have a match	2	0	0				
<input type="checkbox"/>	132	1	10/05/2024	CHIEF CLERK RE ROBINSON & MANDINKA	120	does not have a match	3	0	0				
<input type="checkbox"/>	130	2	10/05/2024	CROYDON DECD	80	does not have a match	3	0	0				
<input type="checkbox"/>	136	2	10/05/2024	MANDIKA DECD	40	does not have a match	3	0	0				

Show all

Show unmatched only

Show matched only

Show not accepted

Show accepted only

Shrink

# Print/Export tab

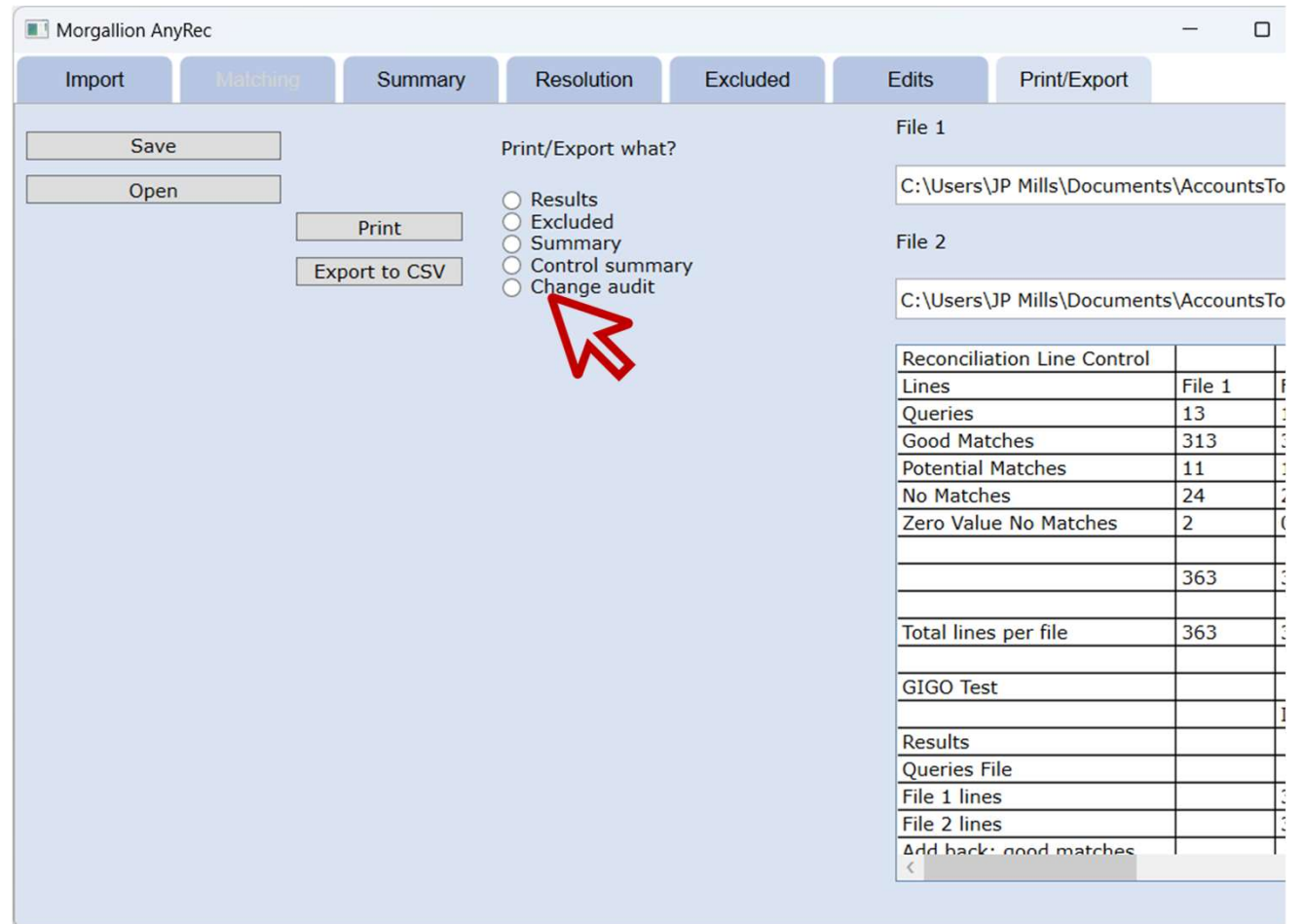
Printing, saving and exporting can be done via the Print/Export tab.

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



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\AccountsTo

File 2

C:\Users\JP Mills\Documents\AccountsTo

Reconciliation Line Control		
Lines	File 1	
Queries	13	
Good Matches	313	
Potential Matches	11	
No Matches	24	
Zero Value No Matches	2	
	363	
Total lines per file	363	
GIGO Test		
Results		
Queries File		
File 1 lines		
File 2 lines		
Add back: good matches		

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File Help

More information

ImportMatchingSummaryResolutionExcludedEditsPrint/Export

Results Summary; Automated

ResolutionBack

Reconciliation Control	File 1 Lines	File 2 Lines	Results Lines	Queries File Lines	Sum of File
Queries	13	1		14	+
Good Matches	1190	1190	1190		= 80,847,36
Potential Matches	48	48	48		= 2,412,13
No Matches	32	305	337		+ 49,22
Zero Value No Matches	7	0	7		+
	1290	1544	1582	14	83,308,71
Total per file	1290	1544	1582	14	83,308,71
GIGO Test					
Results				1582	
Queries File				14	
File 1 Lines					
File 2 Lines					
Add back; good matches				1190	
Add back; potential matches				48	
				2834	
ent Cas					
match					
match (zero value)	7				
atched	1032				
ice matched	158				
atch	48				
	1277				
ns (25).csv					
match	305				
	305				
all items	1582				
all unmatched items	344				

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](http://www.morgallion.com) if you want to know more.

Thank you for considering AnyRec  
  
Morgallion welcomes all feedback. You can get in touch with the directors on our website at [www.morgallion.com](http://www.morgallion.com).

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