

DataRECONCILER™

Reconciliation Step by Step Wizard Walk-Thru Guide

Step 1: Upload your data files.

Thank you for selecting DataRECONCILER for your data reconciliation application needs. You are now on the first step of the reconciliation Wizard. In this step, you will upload your two Excel or CSV data files. To upload your first file click the “Browse” button to identify the file from your PC or local file storage location. If your subscriber license includes data storage on our server, you can simply select previously uploaded files from the “or Select File” drop down list to use in a reconciliation.

Clicking the Analyze File will upload each file and analyze it to discern what type of data is in each column (text, dates, numbers, etc.). In addition, the application will determine what row your column headings are on so we can label the data appropriately. After the analysis, if we do not properly recognize your column headers, you can specify which row the column headers are on and the program will re-analyze.

If you upload a workbook that contains several worksheets, the application allows you to select a worksheet to use. Click the Worksheet drop down list to select the worksheet from the workbook.

Once both files have been uploaded and analyzed click the “Next” button to proceed.

Tip: Bolding the header row will make it easier for us to automatically recognize the column descriptions.

Advanced Options: You can also overwrite data types in this step and create your own calculated columns from the data in each row.

Figure 1.1 Prompts for uploading files or selecting one from the dropdown list.

The screenshot displays the 'New Data Reconciliation Wizard' interface. At the top, there are four tabs: 'Upload Files' (active), 'Load Database', 'Match', and 'Recon Rules'. Below these are four sub-tasks: 'Running', 'Review', 'Report Setup', and 'Create Report'. The main heading is 'Step 1: Upload your data files. [page help](#)'. The interface is divided into two sections: 'First Data File' and 'Second Data File'. Each section contains a text input field, a 'Browse...' button, and a dropdown menu with the text '---- or Select File----'. Below each section is an 'Analyze File' button. At the bottom center, there is a large 'Next' button.

Figure 1.2 Analysis results.

New Data Reconciliation Wizard

Upload Files	Load Database	Match	Recon Rules
Running	Review	Report Setup	Create Report

Step 1: Upload your data files. [page help](#)

First Data File

Analysis of "Custodian.xls" [remove file](#)

Worksheet Custodian ▼

Table Header on Row	3 edit
Data Starts on Row	4
Number of Rows of Data	489
Number of Columns of Data	6

Column(s) Found

Security ID	Text
Description	Text
BMV	Number
EMV	Number
Flow	Number
Return	Number

* Click links above to edit data types.

[Add a Calculated Column](#)

Second Data File

Analysis of "Inv Mgr.xls" [remove file](#)

Worksheet InvMgr ▼

Table Header on Row	1 edit
Data Starts on Row	2
Number of Rows of Data	275
Number of Columns of Data	5

Column(s) Found

SEDOL	Text
Asset description - long	Text
Shares/Par value	Number
Market value - base	Number
Country of risk code	Text

* Click links above to edit data types.

[Add a Calculated Column](#)

Next

Step 2: Load files into database

This is step 2. We are simply loading the raw data from your Excel or CSV files into our database. Once both files have been uploaded and analyzed and indicate 100% complete click the “Next” button to proceed.

Tip: If checked, my automatic matching process will try to match or line up columns in each data file that contain similar data. The application will do this by comparing column names and finding common data items. This could assist you in the next step of the process.

Figure 2.1 Completion of the database load

The screenshot displays the 'New Data Reconciliation Wizard' interface. At the top, there is a progress bar with four steps: 'Upload Files' (Running), 'Load Database' (Review), 'Match' (Report Setup), and 'Recon Rules' (Create Report). Below this, the current step is 'Step 2: Load files into database' with a 'page help' link. Two progress bars are shown, both at 100% completion. The first progress bar is for 'Loading Custodian.xls complete' and the second is for 'Loading Inv Mgr.xls complete'. Below the progress bars, there is a checked checkbox for 'Attempt an automatic column matching process (This may take some time)'. At the bottom, there are 'Previous' and 'Next' buttons.

Step 3: Match the columns to be reconciled and/or shown on your report

You are now at Step 3. This is an important step!

In this step, you will indicate how the columns of data in one file match up to the columns of data in the other file. This information is needed to help determine where the data is similar and where the data in each file is different from each other. Here is an example:

Source 1 has three columns of data: **last name**, **first name**, and **email address**

Source 2 has three columns of data: **clientLastName**, **clientFirstName**, and **phone number**

Based on this example, we need to match the columns like this:

Source 1:	Source 2:
last name	clientLastName
first name	clientFirstName
email address	--no match—
--no match--	phone number

Once you are satisfied that the two source file columns are correctly aligned for matching click the “Next” button to proceed.

Tips:

- 1) The “—no match—“ options are to accommodate when one data element is only in one data file and does not have a corresponding match in the other data file.
- 2) If you are unsure about what data in is a particular column label, you can select that column in the drop down list and click the “View Data” hyperlink below it. This will show you a small sample of the data in your file.

Figure 3.1 Setup the column alignment between the files

New Data Reconciliation Wizard

Upload Files	Load Database	Match	Recon Rules
Running	Review	Report Setup	Create Report

Step 3: Match the columns to be reconciled and/or shown on your report [page help](#)

Source 1 - Custodian.xls	Source 2 - Inv Mgr.xls
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Column 1
[remove](#)

[View Data](#)

SEDOL [Text]

[View Data](#)

Column 2
[remove](#)

[View Data](#)

Asset description - long [Text]

[View Data](#)

Column 3
[remove](#)

[View Data](#)

Market value - base [Number]

[View Data](#)

[Add additional column to report](#)

Previous

Next

Step 4: Determine how to compare the rows of data.

In this step, we are determining what rules to use in order to match up the two files. For example, if we were reconciling files with the names of people and their addresses in them, we would probably make a rule that the first name, last name, and address need to be the same. This would probably be our most strict rule and any matches here would be almost 100% accurate. This would make sense for Rule 1 as it is the first test. Any remaining unmatched rows would get tested in rule 2.

To take the example even further, let's assume that our first names could be abbreviated in one of the files. If this happens, rule 1 would not match these rows because the first names are not the same. In this case we could create rule 2 which would require that both the last name and address be the same. This rule may not be 100% accurate but the odds of a mismatch occurring here would be very slim.

We could take our example another step forward and create a rule 3 requiring that only the Last name be the same. As before, only the remaining unmatched rows from rule 2 would get applied here at rule 3. Depending on the size of our datasets we would almost certainly find some mismatches, however they should be relatively easy to review and discard...or at the very least, investigate further by hand.

Example

Rule 1 (Most Strict)

FirstName Match
 LastName Match
 Address Match

Rule 2

FirstName
 LastName Match
 Address Match

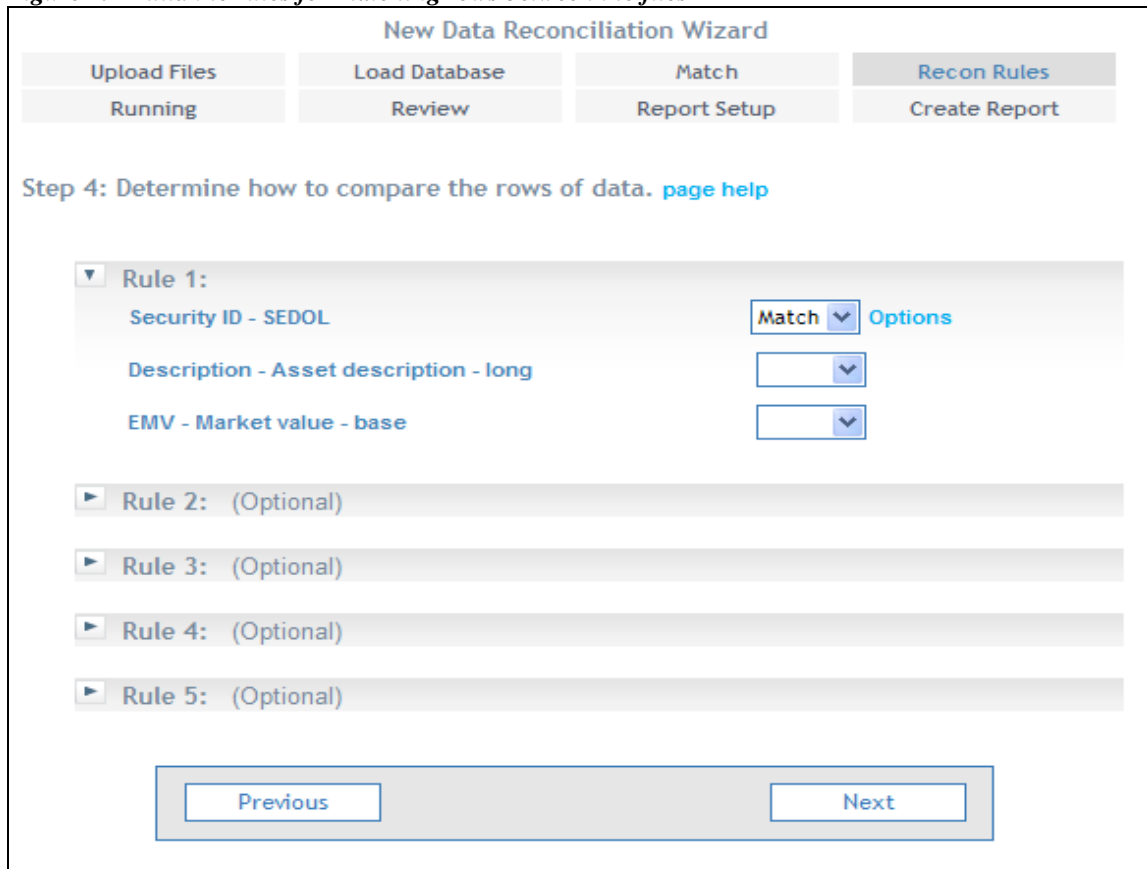
Rule 3 (Least Strict)

FirstName
 LastName Match
 Address

Select which items to “match” and click “Next” to proceed.

Tip: The options link provides some flexibility when the system tries to make matches. These options are helpful when the data is not very clean or somewhat distorted.

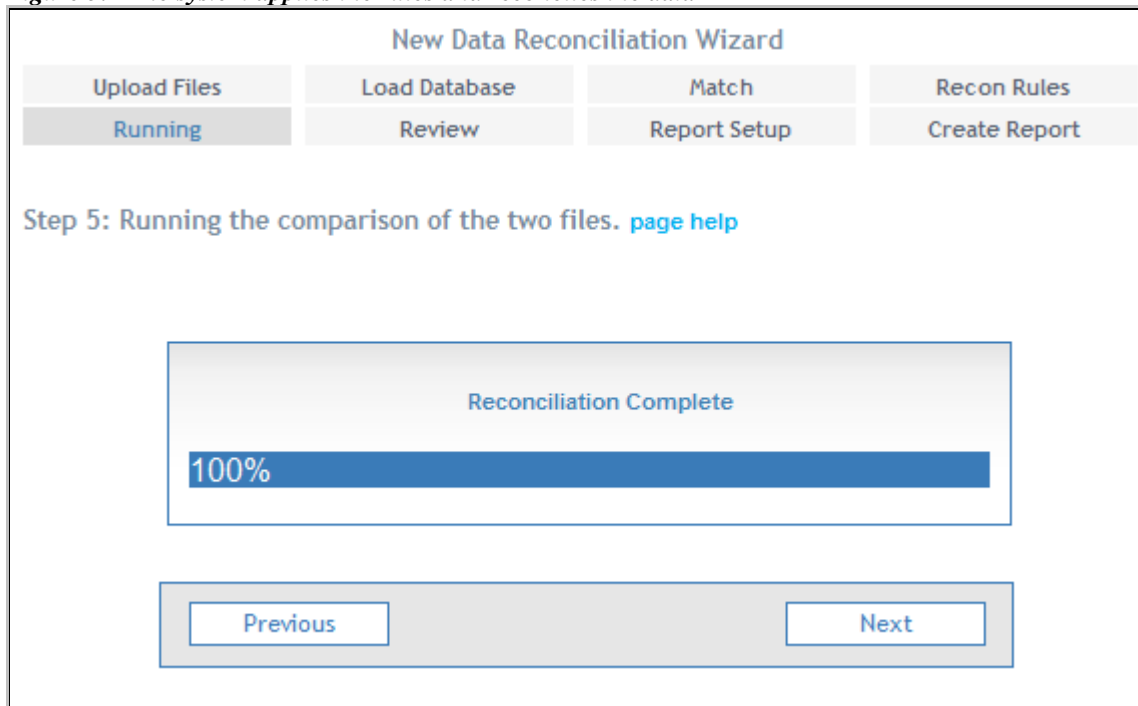
Figure 4.1 Build the rules for matching rows between the files



Step 5: Running the comparison of the two files.

In this step we are running the database queries necessary to match the data sources on the specifications we setup in prior steps. When the process is 100% complete click the “Next” button to review your results.

Figure 5.1 The system applies the rules and reconciles the data



Step 6: Review the results of the analysis.

Now you can begin to see the fruits of your labor!

Review Matches:

This is the part where we can review the row matches that were found. If you open any of the “view/edit” links in the rule matches section, you can see all of the matches. You may use the “remove match” hyperlink to delete the match and move its constituents back into the unmatched section.

Multiple Matches:

These matches occur when a single row in one data file matches more than one row in the other file. If nothing is done to fix this problem, that single row will be matched up with each of those rows. You can do some manual work here and indicate how this should be handled. Your options are to select a single row to match to and ignore the others, aggregate all of the rows into one row and match to it, or delete some of the inaccurate matches.

Create New Matches:

On this step you can also manually match items together based on your own judgment of the worthiness of the match. You can do this by opening the “Manual Match” window from the “view/edit” links in the unmatched section. From here you can select one data row in each unmatched table. After these are selected, you can click the “Create Match” button on the “Manual Match” window. This will create the match and remove these two items from the unmatched table.

Figure 6.1 Review the results of the reconciliation and make necessary modifications

New Data Reconciliation Wizard

Upload Files	Load Database	Match	Recon Rules
Running	Review	Report Setup	Create Report

Step 6: Review the results of the analysis. [page help](#)

Summary

Rule 1 Matches:	235 Matches	View/Edit
Rule 2 Matches:	0 Matches	View/Edit
Rule 3 Matches:	0 Matches	View/Edit
Rule 4 Matches:	0 Matches	View/Edit
Rule 5 Matches:	0 Matches	View/Edit
Manual Matches:	0 Matches	View/Edit

Custodian.xls Multiple Matches:	0 Matches	View/Edit
Inv Mgr.xls Multiple Matches:	0 Matches	View/Edit

Custodian.xls Unmatched:	255 Unmatched	View/Edit
Inv Mgr.xls Unmatched:	41 Unmatched	View/Edit

[reload summary](#)

Previous	Next
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Tip: You can create an association for your manual matches. This will be useful later if you want to run new or revised files through this same file configuration. This association table works like a mapping table and once built can automate many of your matches that are all manual. For example you can associate the name “Mathew” to “Matt” so that the system will always match these data.

Figure 6.2 Review the matches that were found

Rule 1 Matches: 235 Found						
Custodian.xls VS Inv Mgr.xls						
	Security ID	Description	EMV	SEDOL	Asset description - long	Market value - base
remove match	7108899	ABB LTD CHF2.02	448506.4	7108899	ABB LTD CHF2.02 (REGD)	448506.4
remove match	5852842	ACCOR EUR3	212981.14	5852842	ACCOR EUR3	212981.16
remove match	6049784	ACOM CO NPV	5856.63	6049784	ACOM CO NPV	0
remove match	4031976	ADIDAS AG NPV	108716.6	4031976	ADIDAS AG NPV	110278.85
remove match	5927375	AEGON NV EUR0.12	125513.79	5927375	AEGON NV COM STK EUR0.12	125513.8
remove match	B08F437	AEROPORTO DI VENEZIA MARCO POLO SPA E	100185.8	B08F437	AEROPORTO VENEZIA EUR0.65	100185.81
remove match	B164FY1	ADP PROMESSES EUR3	1097714.23	B164FY1	AEROPORTS DE PARIS EUR3	1097714.29

Step 7: Create the report layout.

Now we are ready to create the report.

In this step you can indicate what content you would like in this report; such as only the matches or both the matches and unmatched data.

For the matched data, you can select which column pairs you would like on the report. For numeric and date fields, you can request the system calculate a difference from the two files and highlight any differences greater than your specified tolerance in the report for easy identification. Your “difference” parameter can be specified in a % format, such as a 10% tolerance; or as a numeric value of a difference, such as greater than 10.

Figure 7.1 Report options

New Data Reconciliation Wizard

Upload Files	Load Database	Match	Recon Rules
Running	Review	Report Setup	Create Report

Step 7: Create the report layout. [page help](#)

Select which data to include in report

Show 'Matched' data

Show 'Un-matched' data

Matched data options: Select which column pairs to include in report

Security ID - SEDOL

Description - Asset description - long

EMV - Market value - base

Calculate difference between columns

Highlight differences greater than

Un-Matched data options:

Show 'Un-Matched' data from file "Custodian.xls" (255 Unmatched rows)

Show 'Un-Matched' data from file "Inv Mgr.xls" (41 Unmatched rows)

Report output format

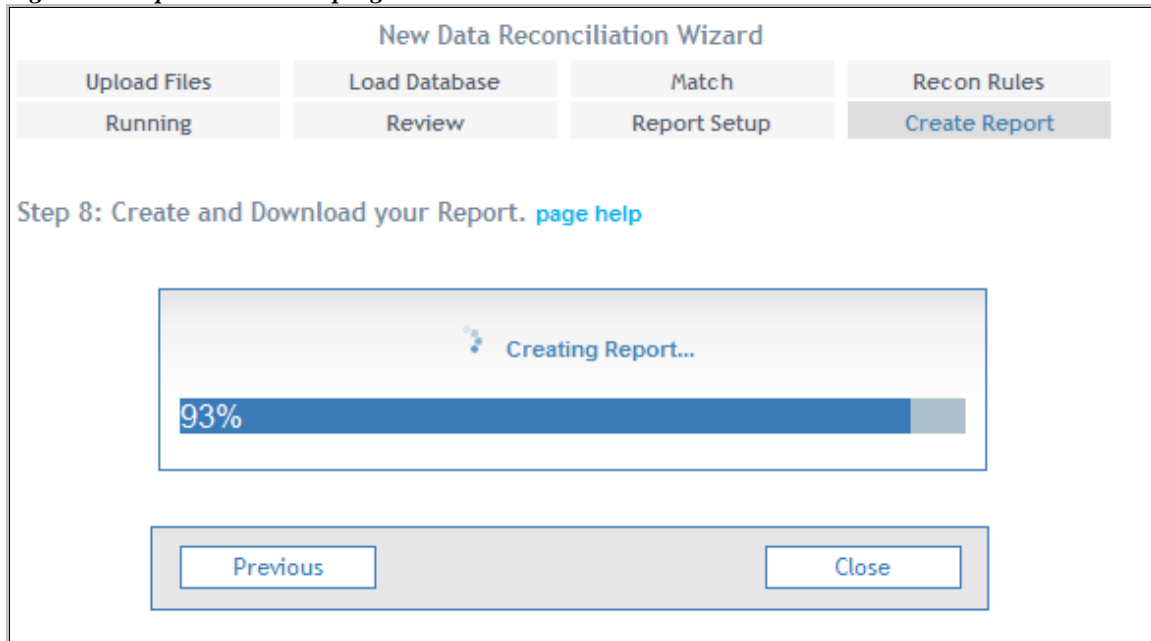
Excel PDF

Previous
Finish

Step 8: Create and download your report.

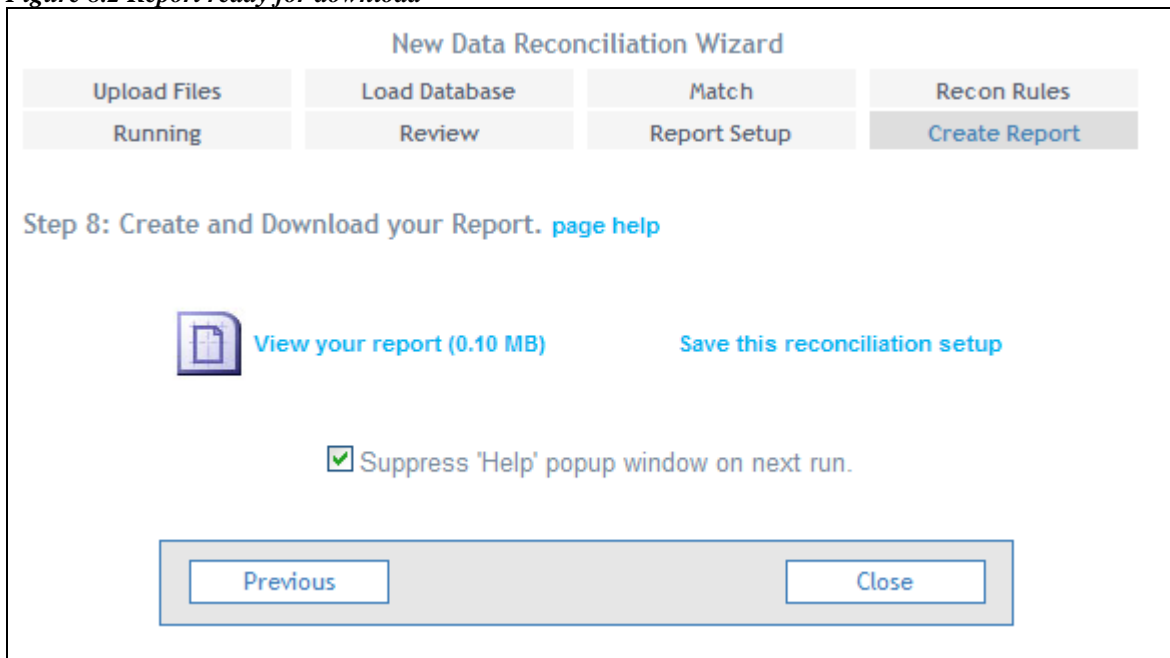
You can now view and then download the report to your PC or local storage location once the creation process is complete!

Figure 8.1 Report creation in progress



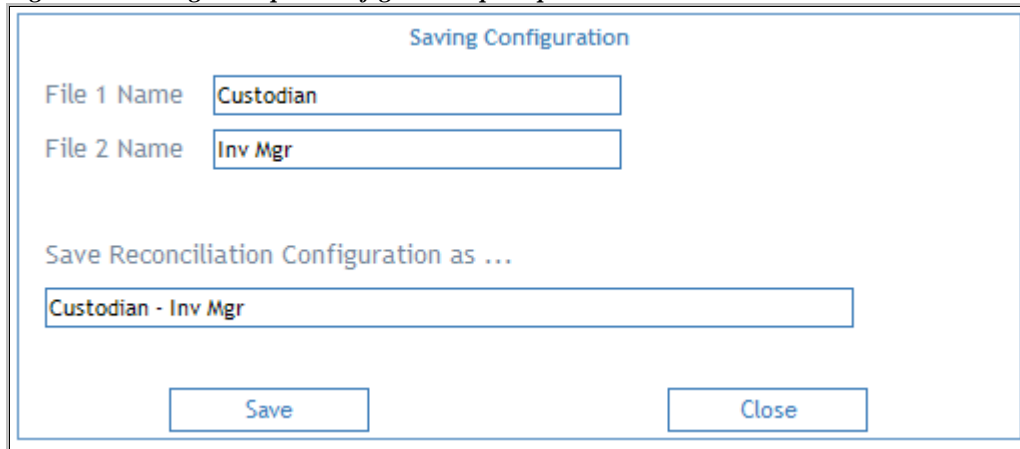
Click the “**View your report**” link to see the results. Click the magnifying glass icon in the upper left corner of the page to increase or decrease the viewing size of the report. It is defaulted to 80%. To save the report on your PC or local storage location click the disk save icon in the upper left corner of the page. A drop down list will provide you several formats in which to save the report. Click on the appropriate format from the list and then small window with your PC directory will appear. Select the location to store the report, name the file and click the “Save” button. The process is complete. The application does not store the final report on our hosted sever.

Figure 8.2 Report ready for download



Click the “**Save this reconciliation setup**” link to save this configuration into our database. It will not save the actual report data, however if you are going to upload similar files again, you can reference this saved configuration and not have to go through each of the set up steps. This can be a huge time saver if you perform a similar reconciliation on a regular basis. In addition, this feature allows you to make use of the association table when manually matching items together!

Figure 8.3 Saving the report configuration prompt



The screenshot shows a dialog box titled "Saving Configuration". It has two input fields: "File 1 Name" with the text "Custodian" and "File 2 Name" with the text "Inv Mgr". Below these is a label "Save Reconciliation Configuration as ..." followed by a text box containing "Custodian - Inv Mgr". At the bottom are two buttons: "Save" and "Close".

To run another reconciliation click the “**Create New Report (Wizard)**” link in the left hand column to begin the process.

Note: After your first reconciliation run through the “**Suppress the Help popup window on next run**” is automatically enabled. If you wish to retain the Help popup window on each step of your next reconciliation uncheck the box. See Figure 8.2 above. The information contained in each Help popup window at each step can also be accessed by clicking on the “**page help**” link on that page.

Additional Resources:

In addition to this application Walk-Thru Guide, other resources are available to assist you in working with DataRECONCILER. In the left hand column of the application you can also click on the following links to access:

- 1) **FAQs** -- Frequently Asked Questions
- 2) **Video Demo** --A short 16 minute video demonstration
- 3) **Home Page** – check out the DataRECONCILER product page for additional information
- 4) **Contact Us** – If you cannot find the answer to your question from the available resources or if you have difficulty running a reconciliation process click the Contact Us link and send us your question. We’ll contact you within one business day with an answer.