



SoloRec Demonstration Guide

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1. Introduction

This SoloRec Demonstration Guide is intended to take the user through a sequence of events from loading bank and cashbook data through to reconciliation, enquiring, viewing and reporting, in order to demonstrate the functionality of SoloRec.

While the Guide is split into sections, it is designed to be worked through in sequence.

The demonstration starts by guiding you to view the Reconciliation Statement. The process returns to this at various stages so that you can observe the effect that actions such as loading and reconciling transactions have on account balances.

The demonstration also takes you through some of the functions for viewing and enquiring on both reconciled and unreconciled transactions as well as showing you how to unreconcile transactions that have previously been reconciled.

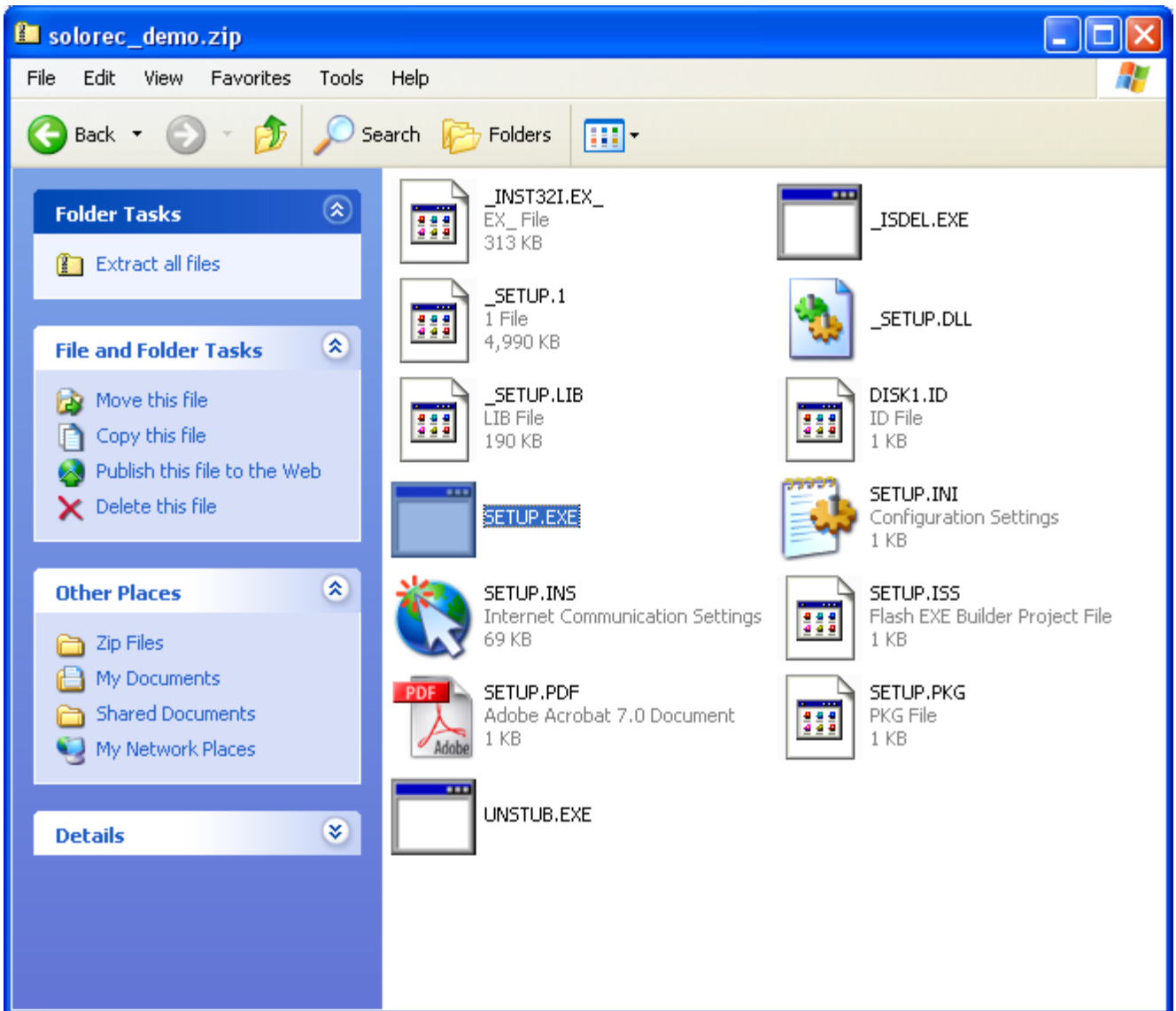
The demonstration is not intended to cover all the functions and features of SoloRec. It is however, intended to provide an environment within which you can familiarise themselves with the core functions of SoloRec and verify whether it will suit your organisation's requirements for an automated bank reconciliation system. It is hoped that you will explore all the avenues shown and look at others that may not be covered in detail within this guide.

You are free to access any aspect of SoloRec you choose; you can freely navigate any aspect of the application free in the knowledge that you cannot come to or cause any harm. In the event that you get "lost", all that is required is to shut the application down and SoloRec will automatically reset itself.

Each time the demonstration is closed down it will reset the database and data files. This cycle can be run as often as required.

2. Installing the Demonstration

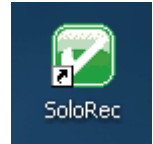
A zip file can be downloaded from the SoloRec website – <http://www.solorec.com>. This zip file contains an installation script that will install SoloRec, a demonstration database, some sample files and a licence that allows SoloRec to be used for demonstration purposes only. The installation script should be “unzipped” into a folder on your PC, and then setup.exe should be run.



This will install SoloRec as well as creating a C:\SoloRec folder that contains the demonstration data.

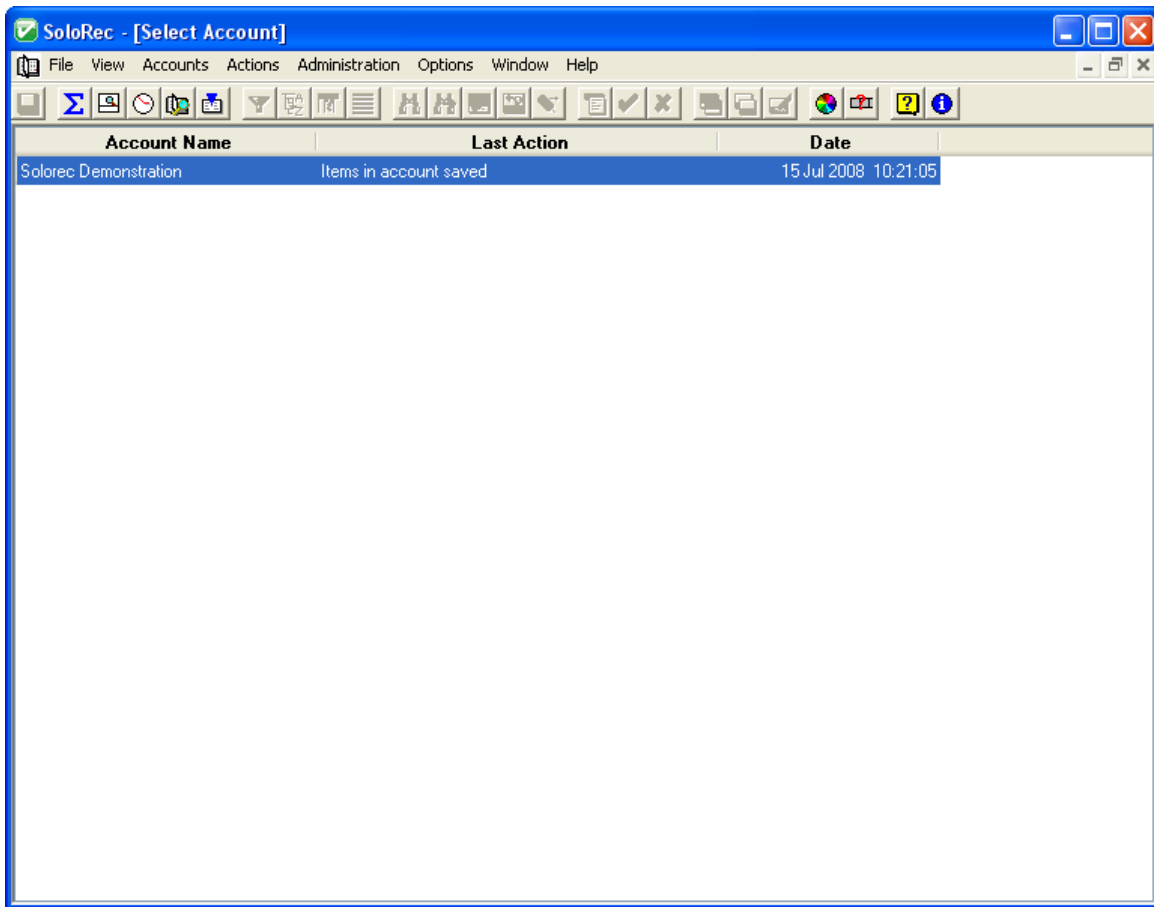
3. Starting SoloRec

To start SoloRec, you simply double-click on the SoloRec icon that should have been installed on your Microsoft Windows Desktop.



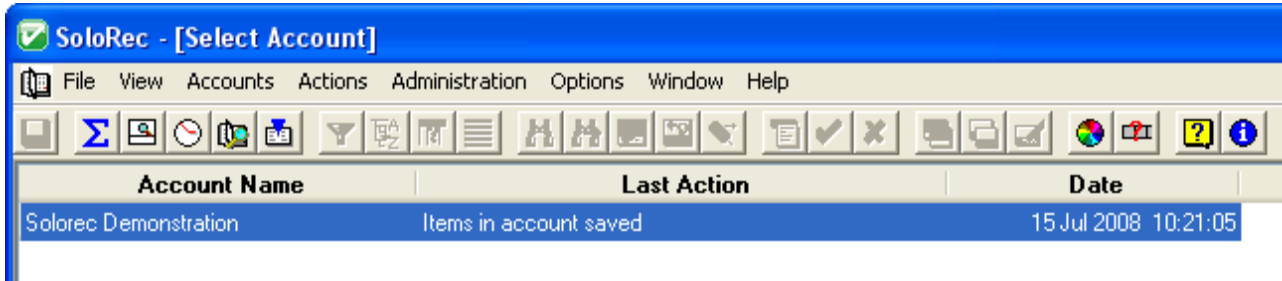
Alternatively you can choose SoloRec from the Start button.

SoloRec will verify that it has a valid licence and database, and then display the Select Account screen.



4. Finding Your Way Around

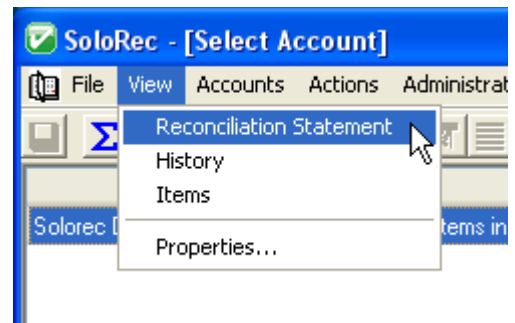
The Select Account screen displays all of the accounts that have been defined in your SoloRec System. For each account, information about the last action performed is also displayed.



The menu bar at the top of the screen contains various commands. For this demonstration we will be focusing on some but not all of these options.

The convention used in this guide is that things you click, such as buttons and menu options, are displayed in **this typeface**.

To start we will inspect the current Reconciliation Statement for the SoloRec Demonstration account. To do this, choose **View / Reconciliation Statement**.



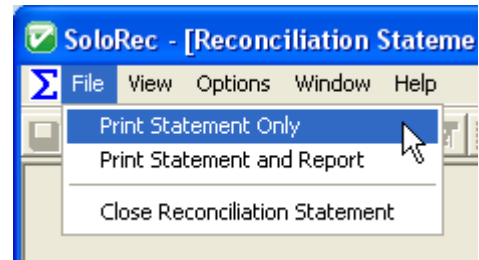
Most menu options have a corresponding toolbar button. The Reconciliation Statement can also be shown by clicking the View Reconciliation Statement toolbar button.



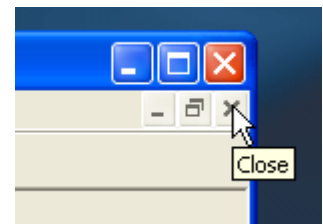
The Reconciliation Statement for the selected account is then shown.

Closing Statement Balance at 30 Apr 2008	-31,581.35
Outstanding Items	
Statement	
2 receipts	2,410.09
1 payment	-548.04
Cashbook	
6 receipts	2,410.69
5 payments	-619.38
Reconciliation Cashbook Balance	-31,652.09
Closing Cashbook Balance at 30 Apr 2008	-31,652.09
Variance	0.00

The Reconciliation Statement has its own subset of menu options. You can choose to print the Reconciliation Statement either with or without the corresponding list of unreconciled transactions. These options are available under the **File** menu option.



Closing the Reconciliation Statement, either by clicking on the grey x button or by choosing **File / Close Reconciliation Statement**, takes you back to the Select Account screen.

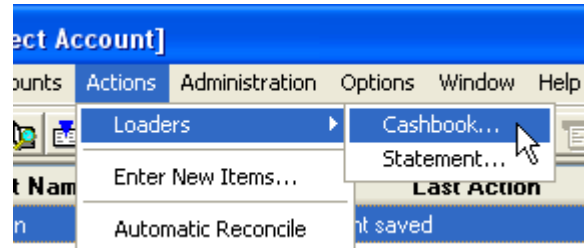


5. Loading Data

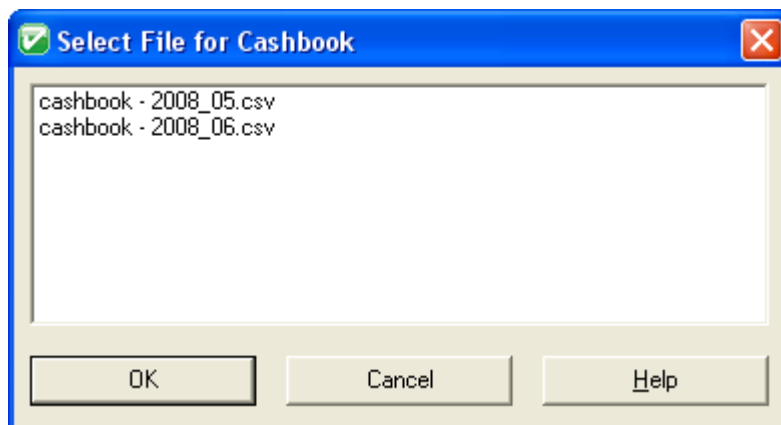
When the Select Account screen is displayed, the Actions menu gives you the different options you can do to affect the highlighted account.

One important action is to be able to bring data into SoloRec. This is done using loaders. These loaders are set up when the account is created, and may be either pre-defined within SoloRec or use a set of mapping rules. The creation of accounts and definition of loaders are outside the scope of this guide.

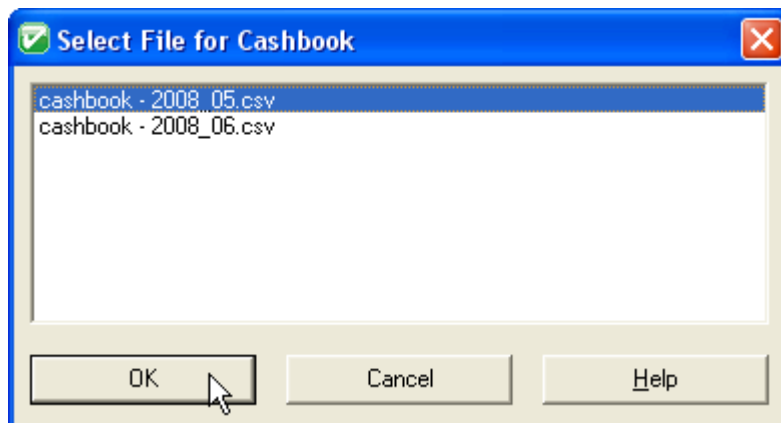
We will start by importing items from a file created by a cashbook system. Choose **Actions / Loaders / Cashbook...**



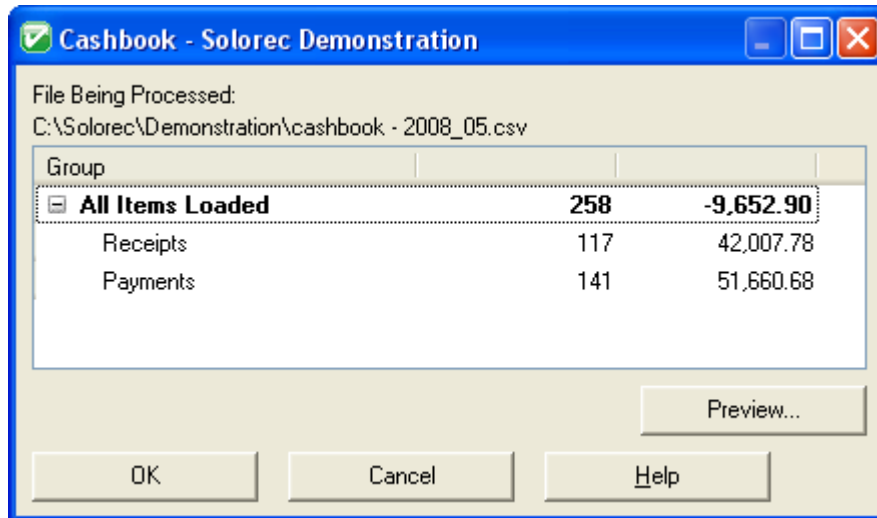
A loader will look for files of a particular type, in this case filenames beginning with cashbook. There are two such files in the C:\SoloRec\Demonstration folder, so SoloRec asks you to choose which one should be imported.



We will select the cashbook - 2008_05.csv file, as this is the file that contains the earlier cashbook data. Highlight it in the list, then click **OK**.

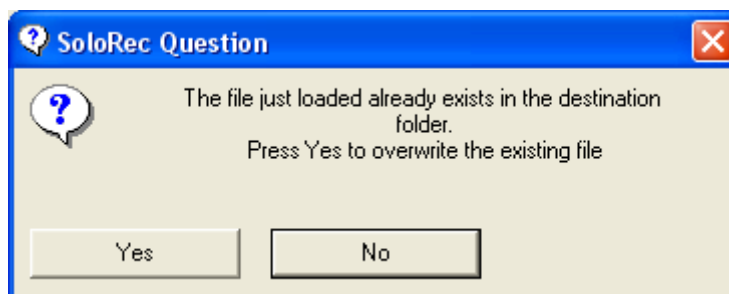


SoloRec will start processing the file, and quickly display a summary of the transactions that have been found in this file.



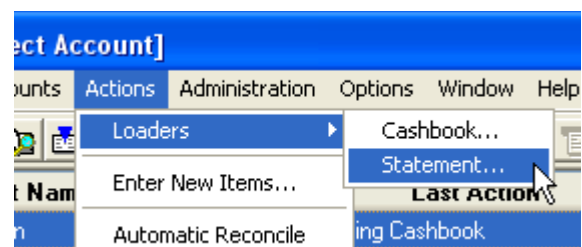
The screen gives you the option to Preview the transactions that have been found. However, for this demonstration we will click **OK** to confirm that we are happy with the summary, and wish to load these transactions into SoloRec. The file that has been processed is then moved into a "processed files" folder.

If you have already run this demonstration, you may get a question, asking you whether the file with the same name in the processed files folder should be overwritten.

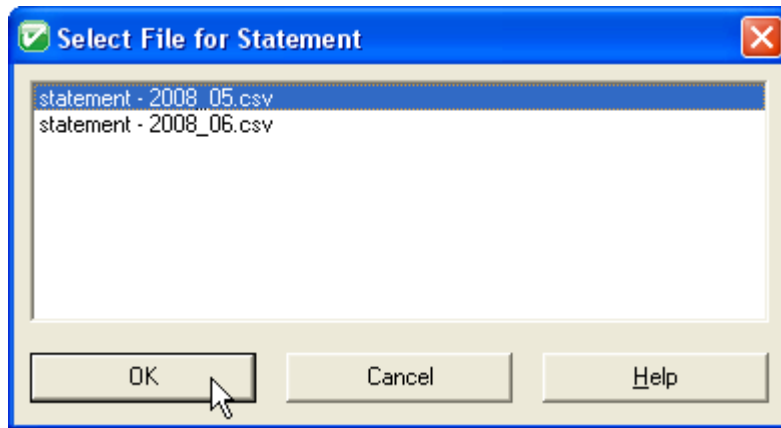


If you get this message, click **Yes**.

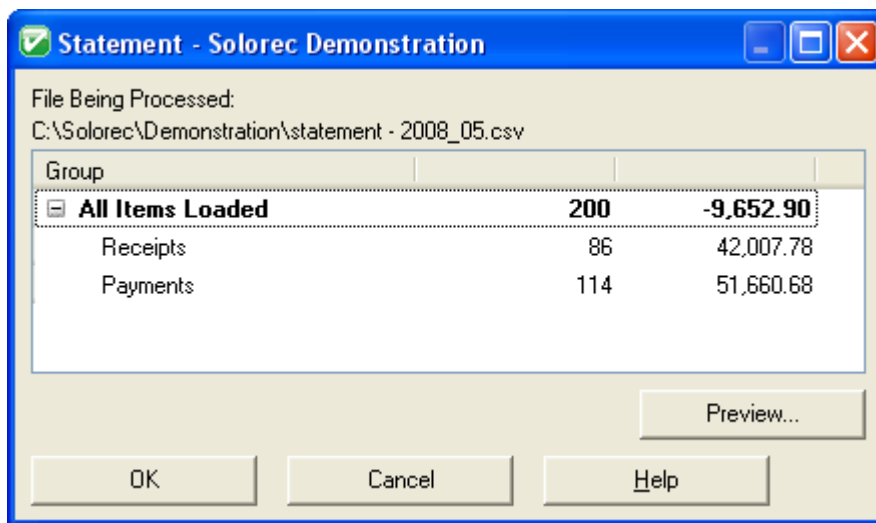
We use the same process to import items from a bank statement file. Choose **Actions / Loaders / Statement....**



Again, we'll get asked which statement file to import. Highlight the statement - 05_2008.csv file and click **OK**.

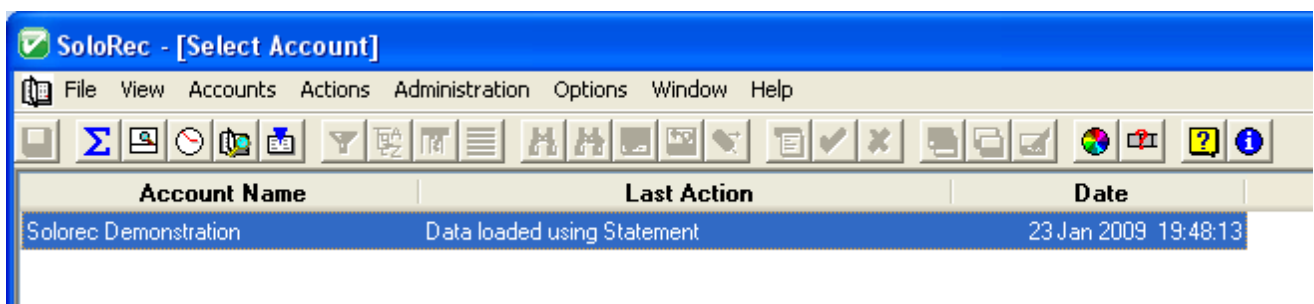


SoloRec will process this file, then display the summary.



Click **OK** to apply the transactions to the account, again overwriting any existing file in the "processed files" folder if asked.

We have now loaded in transactions from both the cashbook and the statement. The Select Account screen has been updated to show the last action that was done.



Next we will check the Reconciliation Statement to view the current balances. As before, choose **View / Reconciliation Statement**.

Closing Statement Balance at 30 May 2008	-41,234.25
Outstanding Items	
Statement	
88 receipts	44,417.87
115 payments	-52,208.72
Cashbook	
123 receipts	44,418.47
146 payments	-52,280.06
Reconciliation Cashbook Balance	-41,304.99
Closing Cashbook Balance at 30 May 2008	-41,304.99
Variance	0.00

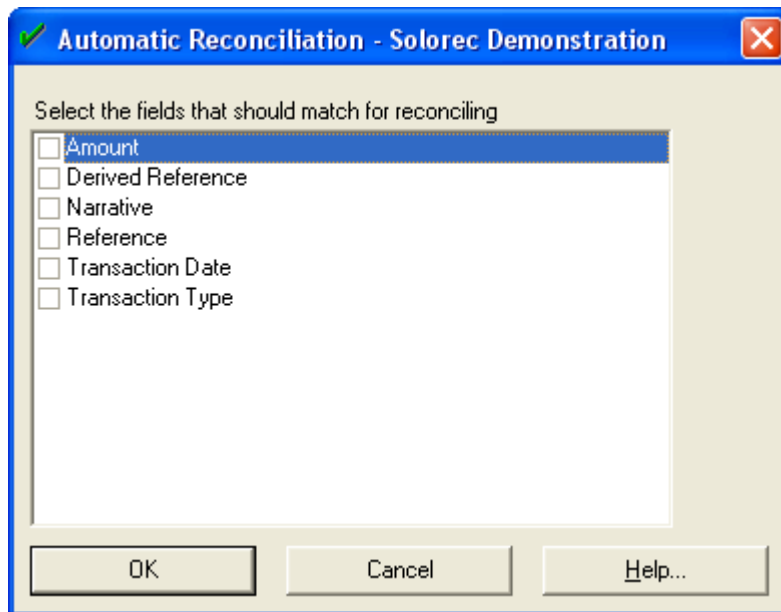
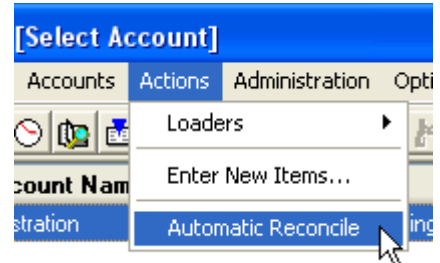
Close the Reconciliation Statement to take you back to the Select Account screen.

6. Automatic Reconciliation

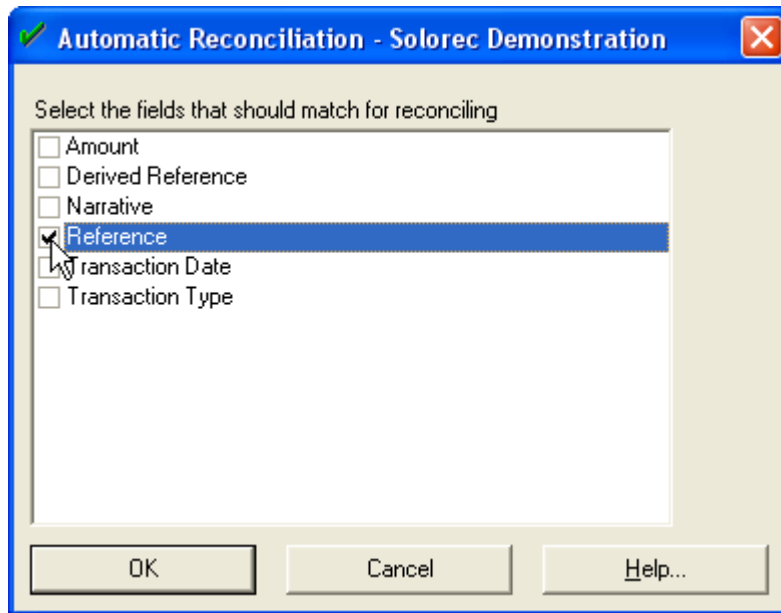
SoloRec can automatically match transactions based on the values in one or more fields. We will automatically match the transactions we have just loaded by comparing the values in their Reference fields.

Ensure that the SoloRec Demonstration account is highlighted, then choose **Actions / Automatic Reconcile**.

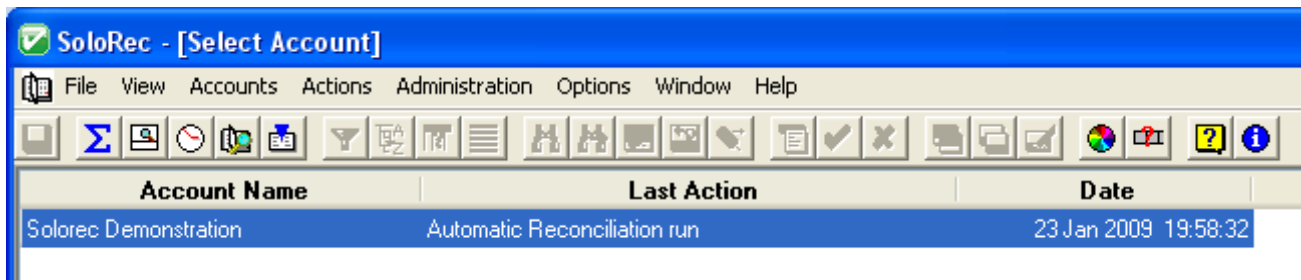
This will display the Automatic Reconciliation screen.



This screen allows us to choose the field or combination of fields whose values should match when reconciling transactions. We will click on the box next to Reference, then click **OK**.



SoloRec quickly matches off the transactions which have the same reference and where there is no variance, then updates and displays the Select Account screen.



We will check the Reconciliation Statement to see how many transactions are still unreconciled.

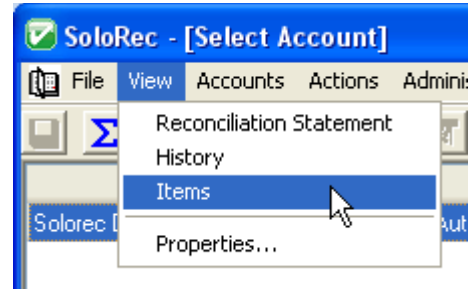
Closing Statement Balance at 30 May 2008	-41,234.25
Outstanding Items	
Statement	
22 receipts	19,831.48
2 payments	-1,152.10
Cashbook	
57 receipts	19,832.08
6 payments	-1,223.44
Reconciliation Cashbook Balance	-41,304.99
Closing Cashbook Balance at 30 May 2008	-41,304.99
Variance	0.00

Close the Reconciliation Statement.

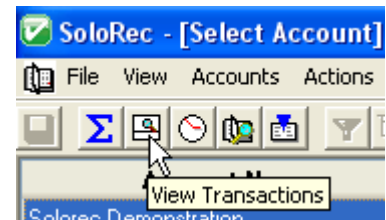
7. Manual Reconciliation

The Reconciliation Statement showed that there were around 90 transactions that still needed reconciling. SoloRec allows us to view these transactions and manually reconcile them.

To do this, ensure that the required account is highlighted in the Select Account screen then choose **View / Items**



or click the View Transactions toolbar button.



The Account Items screen for the selected account is then shown.

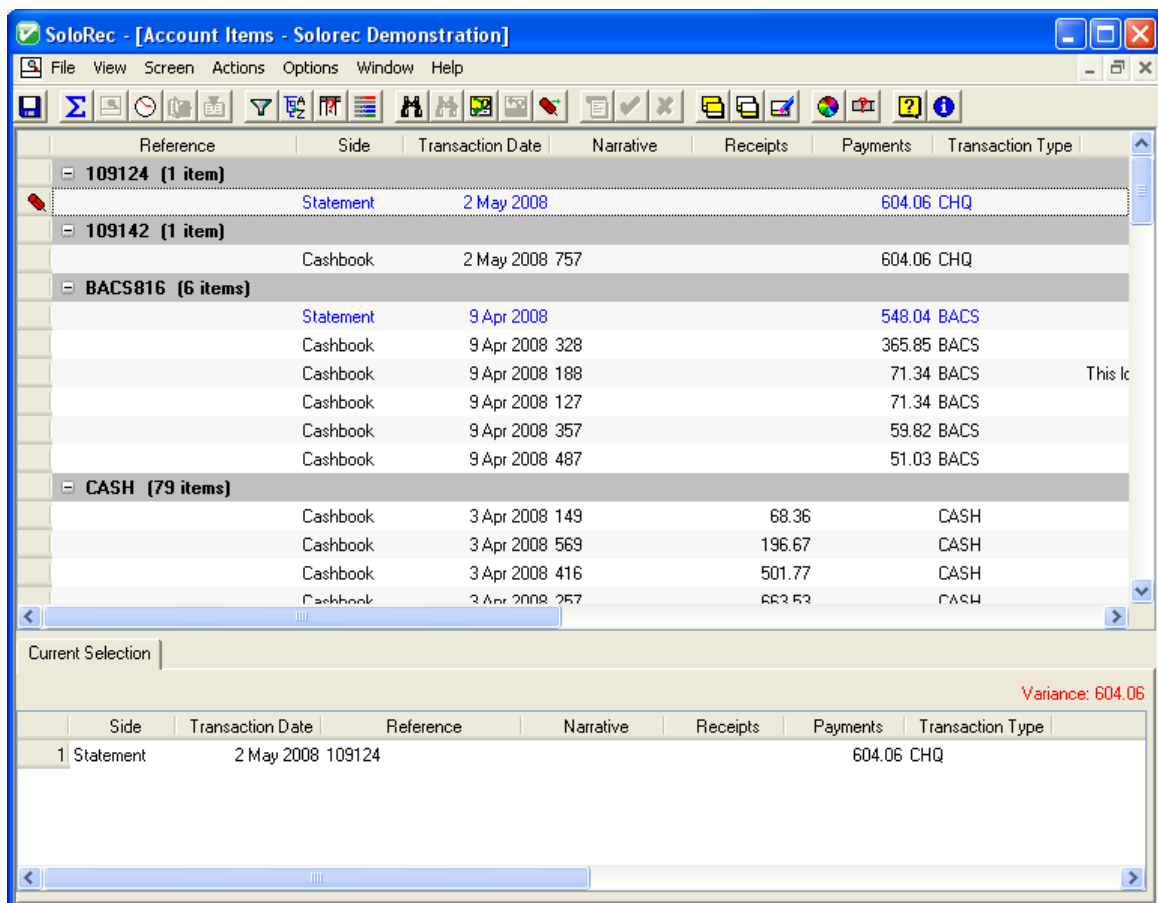
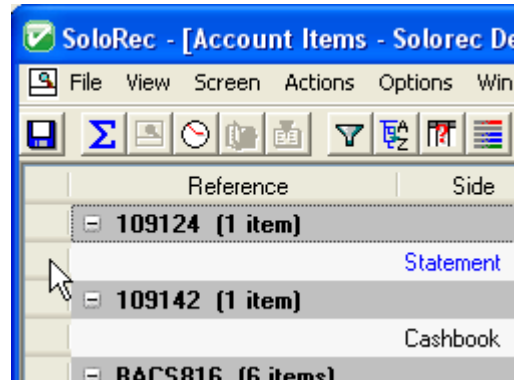
Reference	Side	Transaction Date	Narrative	Receipts	Payments	Transaction Type
109124 (1 item)						
	Statement	2 May 2008			604.06	CHQ
109142 (1 item)						
	Cashbook	2 May 2008	757		604.06	CHQ
BACS816 (6 items)						
	Statement	9 Apr 2008			548.04	BACS
	Cashbook	9 Apr 2008	328		365.85	BACS
	Cashbook	9 Apr 2008	188		71.34	BACS This l
	Cashbook	9 Apr 2008	127		71.34	BACS
	Cashbook	9 Apr 2008	357		59.82	BACS
	Cashbook	9 Apr 2008	487		51.03	BACS
CASH (79 items)						
	Cashbook	3 Apr 2008	149	68.36		CASH
	Cashbook	3 Apr 2008	569	196.67		CASH
	Cashbook	3 Apr 2008	416	501.77		CASH
	Cashbook	3 Apr 2008	257	663.53		CASH

By default, all of the unreconciled transactions are shown. For the purposes of this demonstration, the default view groups these transactions by Reference, and the Statement transactions are coloured blue.

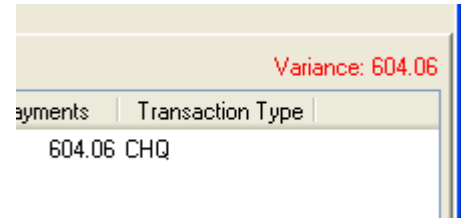
We can easily see that there are some transactions that can be reconciled. The top two transactions are for the same date and amount, but the references are slightly different.

To reconcile transactions, we must first “select” them. We do this by either double-clicking on the transaction’s row, or by clicking on the grey button on the left-hand side of the transaction’s row. We’ll select the Statement row underneath the **109124** header.

When a transaction is selected, a red “pin” appears in the transaction’s button, and the transaction’s details appear in the Current Selection grid at the bottom of the screen.

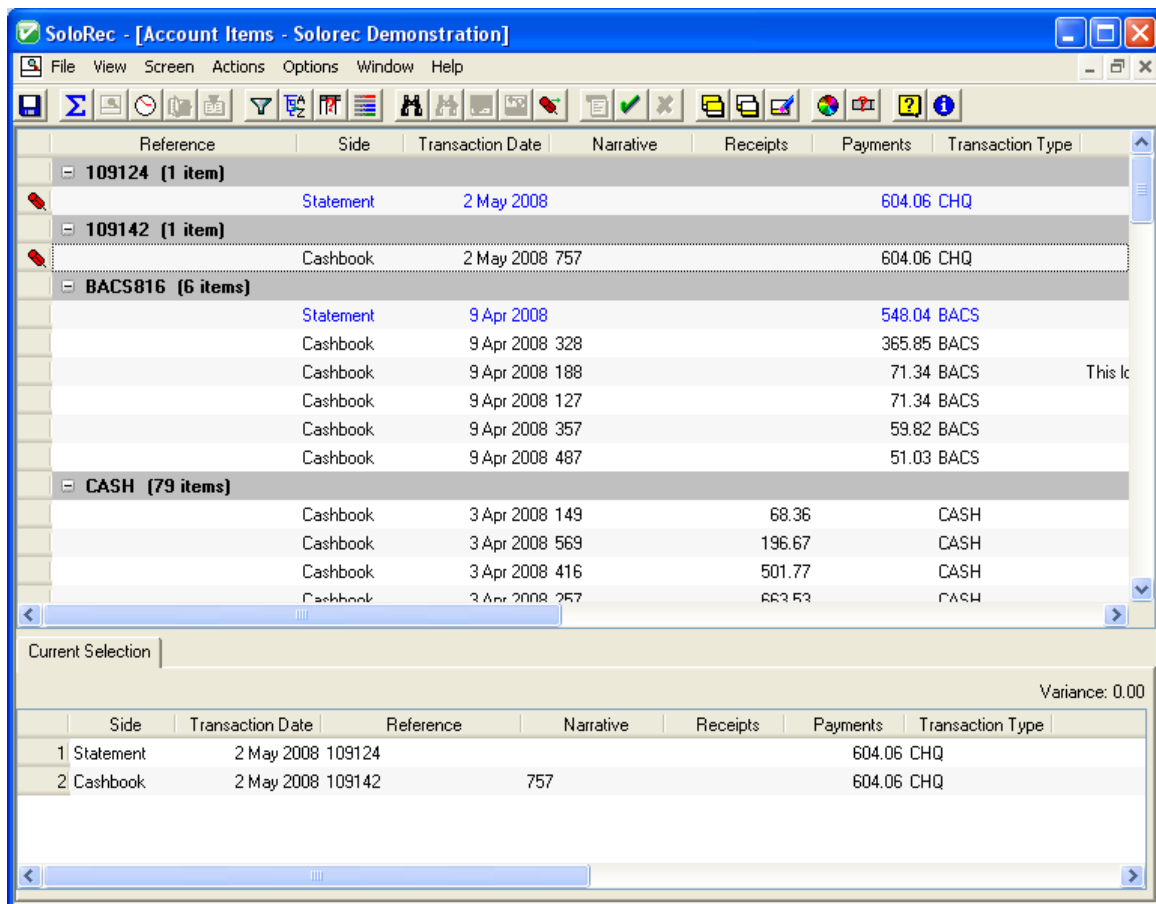


Note that the **Variance** of the selected group is displayed. If the variance is not 0.00, then it is displayed in red.



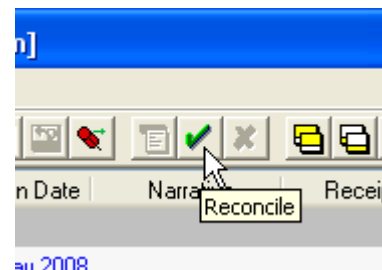
Transactions can be "de-selected" in the same way as selecting them.

Selecting the **109142** transaction updates the Current Selection and recalculates the variance of the currently selected group as 0.00.

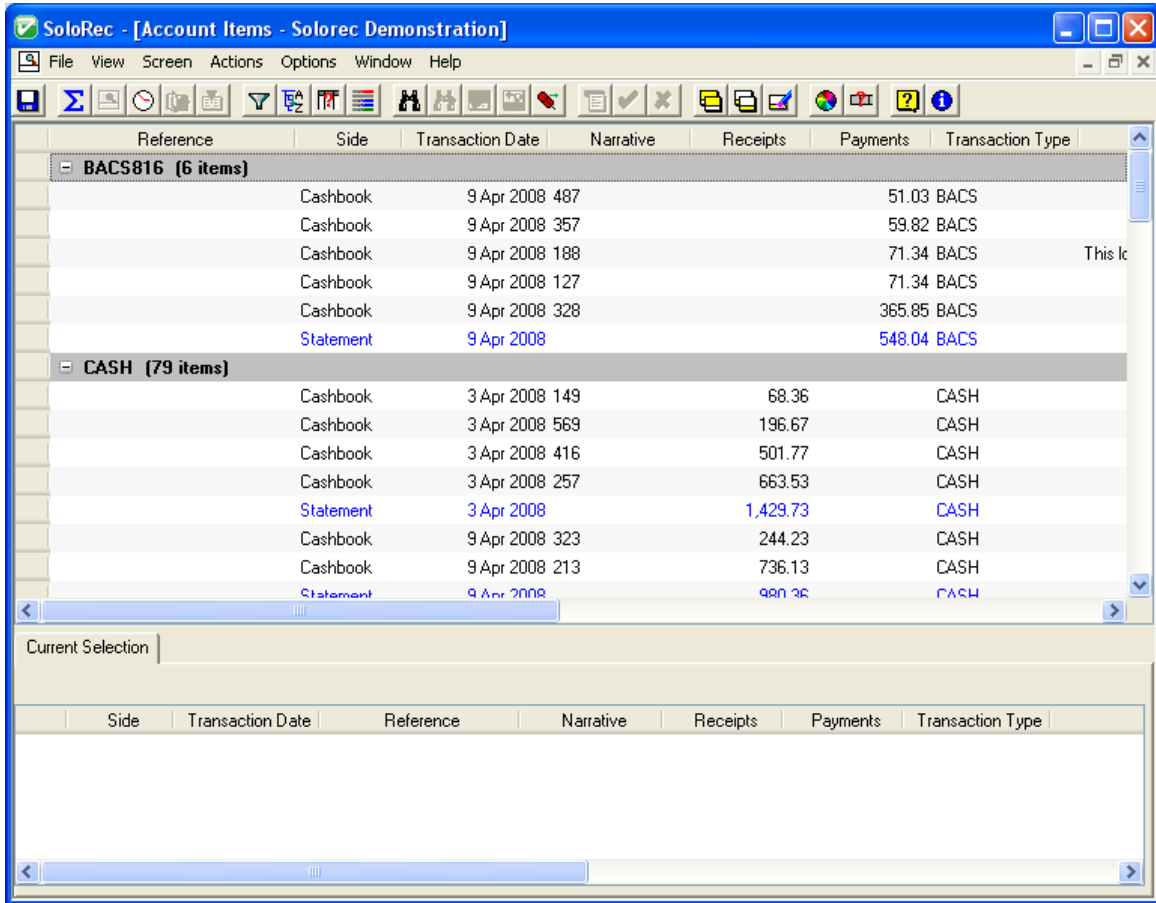


Now that we have two transactions selected, and there is no variance, the green tick on the toolbar is now unlocked. Clicking this toolbar button will manually reconcile these two transactions together.

This can also be done by choosing **Actions / Reconcile**.

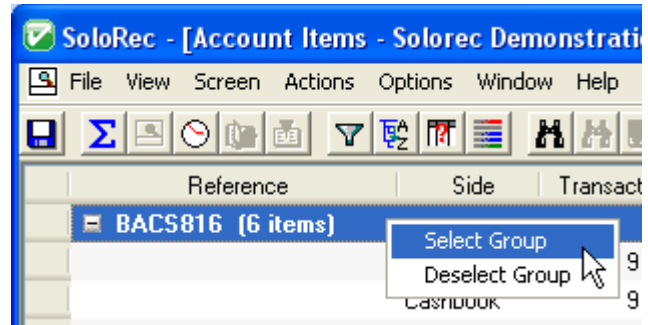


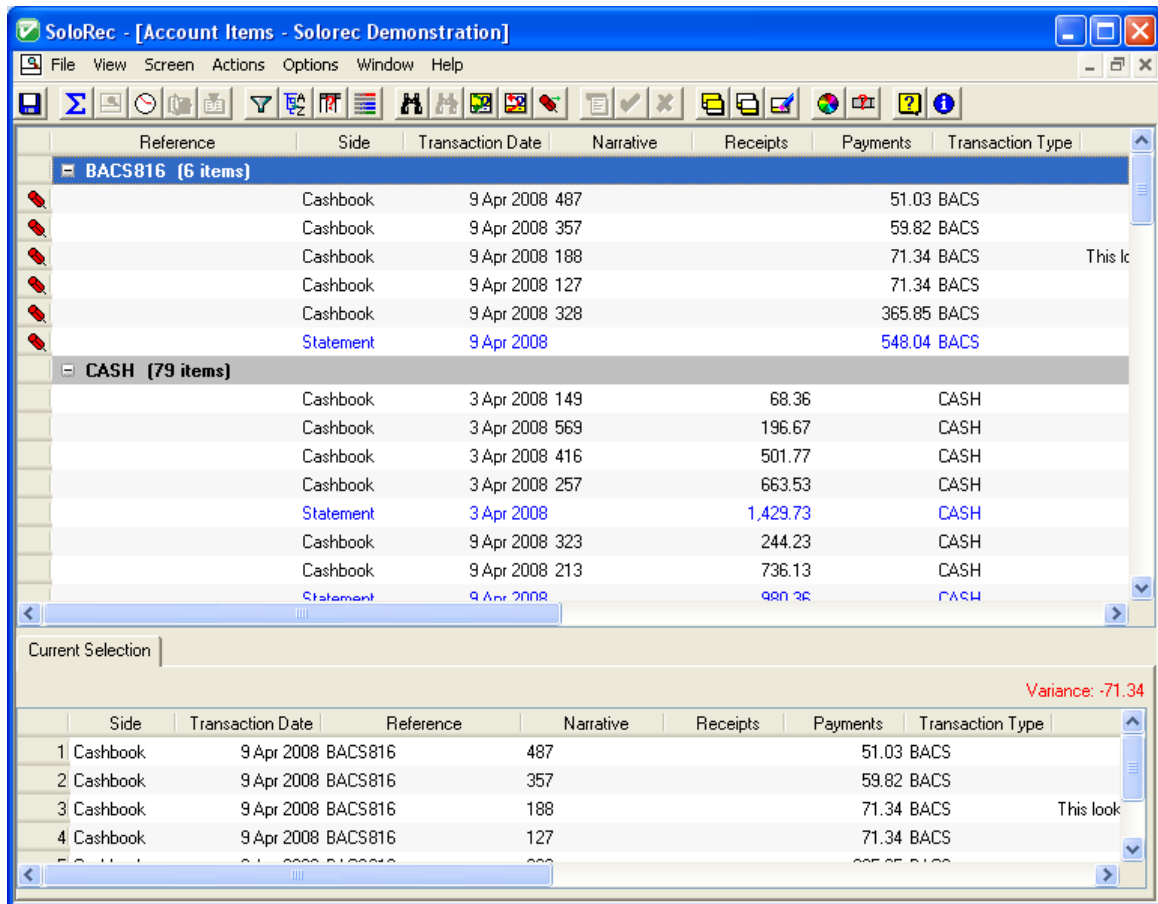
The two transactions are now reconciled, and disappear from the list of unreconciled transactions and also from the Current Selection.



The next group of transactions refers to a BACS or batch on-line payment. We will find out why it did not reconcile.

We can quickly select the whole group by right-clicking on the group's header line, then choosing **Select Group**.



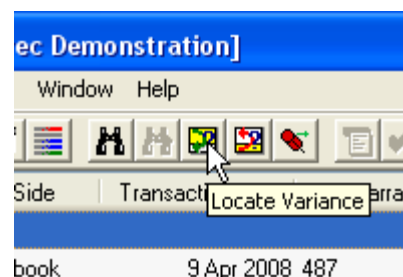


The variance for the group is -71.34. Because the group's variance is not 0.00, it cannot be reconciled.

SoloRec has some functions that can help in manual reconciliations. The first is Locate Variance. This inspects the list of displayed transactions to see if one can be added into the group to make the variance 0.00.

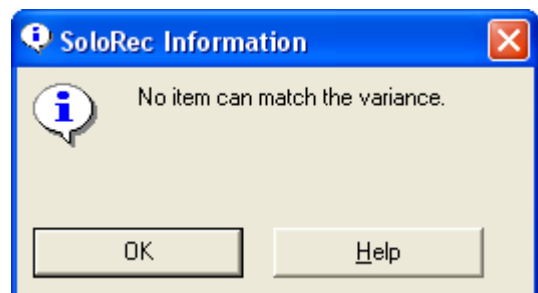
We will try to locate a variance by clicking the Locate Variance toolbar button.

This can also be done by choosing **Actions / Locate Variance**.



SoloRec responds with a message.

This means there is no transaction displayed that can be added into the group to allow it to reconcile.

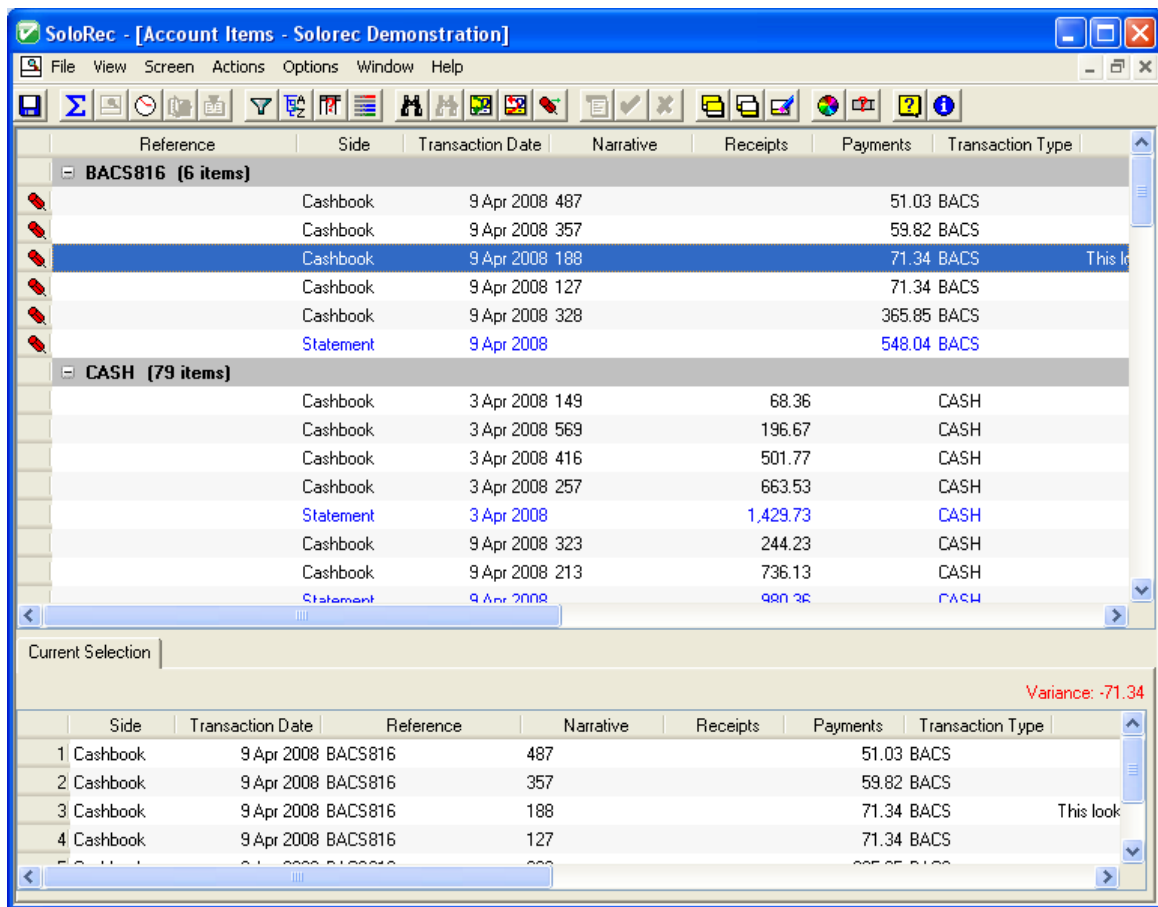
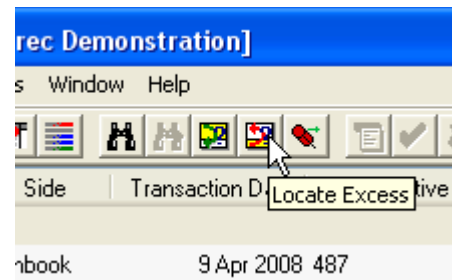


The second potentially useful function is Locate Excess. This scans the list of selected transactions to see if one can be knocked out of the group, making the variance 0.00.

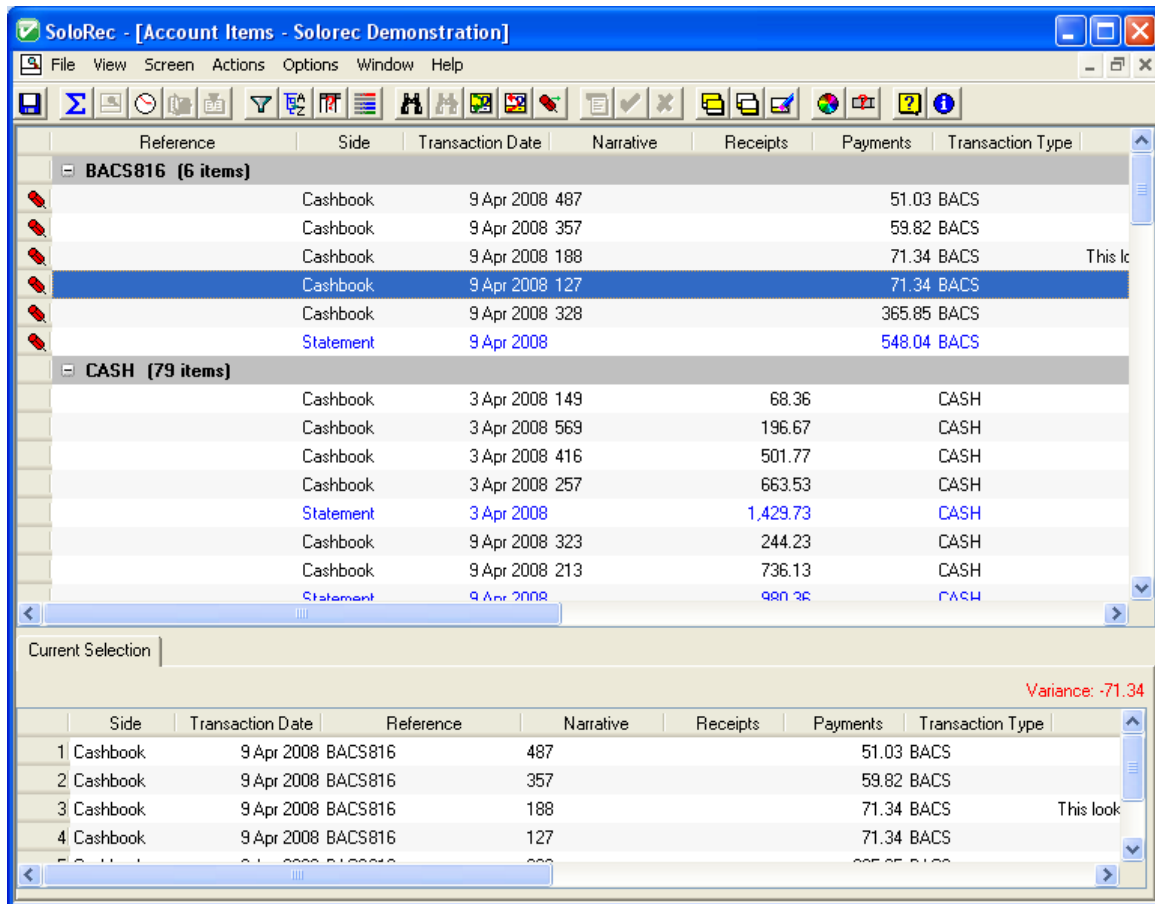
We will try to locate an excess by clicking the Locate Excess toolbar button.

This can also be done by choosing **Actions / Locate Excess**.

A transaction is highlighted.



If we were to deselect the highlighted transaction, then the group would resolve. However, we will click the Locate Excess toolbar button again to see if there's another transaction.

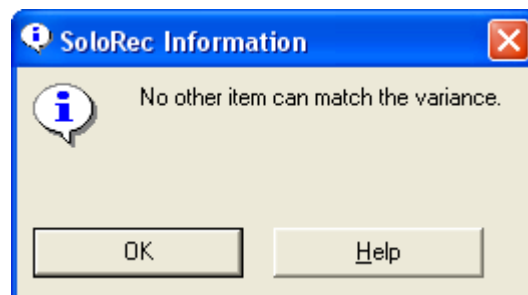


Reference	Side	Transaction Date	Narrative	Receipts	Payments	Transaction Type
BACS816 (6 items)						
	Cashbook	9 Apr 2008	487		51.03	BACS
	Cashbook	9 Apr 2008	357		59.82	BACS
	Cashbook	9 Apr 2008	188		71.34	BACS
	Cashbook	9 Apr 2008	127		71.34	BACS
	Cashbook	9 Apr 2008	328		365.85	BACS
	Statement	9 Apr 2008			548.04	BACS
CASH (79 items)						
	Cashbook	3 Apr 2008	149	68.36		CASH
	Cashbook	3 Apr 2008	569	196.67		CASH
	Cashbook	3 Apr 2008	416	501.77		CASH
	Cashbook	3 Apr 2008	257	663.53		CASH
	Statement	3 Apr 2008		1,429.73		CASH
	Cashbook	9 Apr 2008	323	244.23		CASH
	Cashbook	9 Apr 2008	213	736.13		CASH
	Statement	9 Apr 2008		980.26		CASH

Side	Transaction Date	Reference	Narrative	Receipts	Payments	Transaction Type
1	Cashbook	9 Apr 2008	BACS816	487	51.03	BACS
2	Cashbook	9 Apr 2008	BACS816	357	59.82	BACS
3	Cashbook	9 Apr 2008	BACS816	188	71.34	BACS
4	Cashbook	9 Apr 2008	BACS816	127	71.34	BACS
5	Cashbook	9 Apr 2008	BACS816	328	365.85	BACS
6	Statement	9 Apr 2008			548.04	BACS

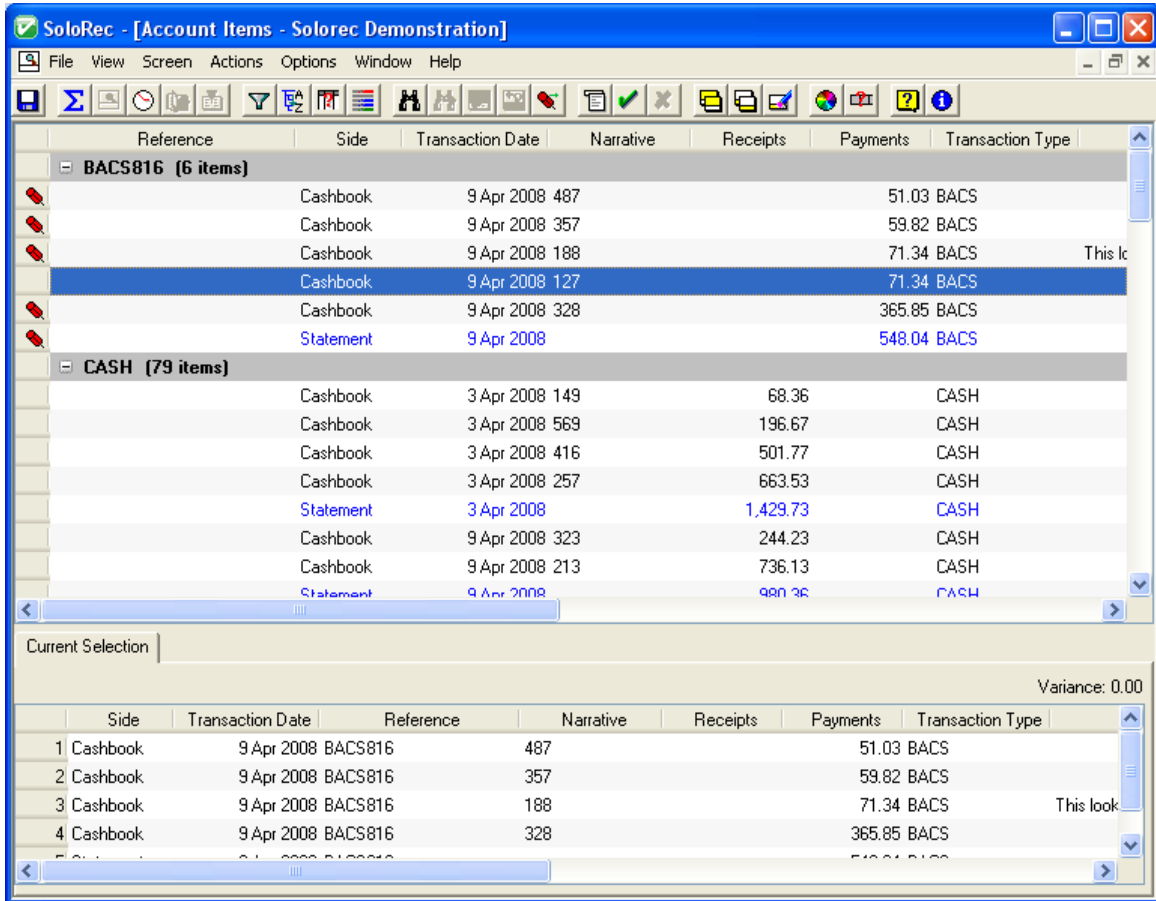
Variance: -71.34

There is. Are there any more? Click on the Locate Excess button a third time.

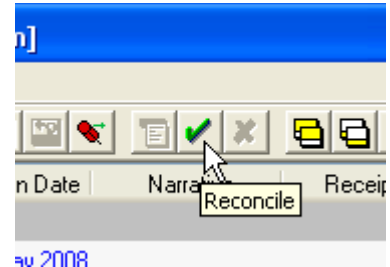


SoloRec displays a message indicating that there are no other transactions it can find to exclude from the group that would resolve the group's variance.

At this point some further investigation would typically be required. However, for the purposes of this demonstration, we will assume that the transaction with the **Narrative** of 127 is in error, and should be de-selected. The variance resolves to 0.00.



The group of transactions can now be reconciled by clicking the Reconcile toolbar button, when they will disappear from the list of unreconciled transactions.



SoloRec - [Account Items - Solorec Demonstration]

File View Screen Actions Options Window Help

Reference	Side	Transaction Date	Narrative	Receipts	Payments	Transaction Type
BACS816 (1 item)						
	Cashbook	9 Apr 2008	127		71.34	BACS
CASH (79 items)						
	Cashbook	3 Apr 2008	149	68.36		CASH
	Cashbook	3 Apr 2008	569	196.67		CASH
	Cashbook	3 Apr 2008	416	501.77		CASH
	Cashbook	3 Apr 2008	257	663.53		CASH
	Statement	3 Apr 2008		1,429.73		CASH
	Cashbook	9 Apr 2008	323	244.23		CASH
	Cashbook	9 Apr 2008	213	736.13		CASH
	Statement	9 Apr 2008		980.36		CASH
	Cashbook	1 May 2008	317	158.11		CASH
	Cashbook	1 May 2008	306	463.55		CASH
	Statement	1 May 2008		621.66		CASH
	Cashbook	2 May 2008	478	94.97		CASH
	Statement	2 May 2008		94.97		CASH

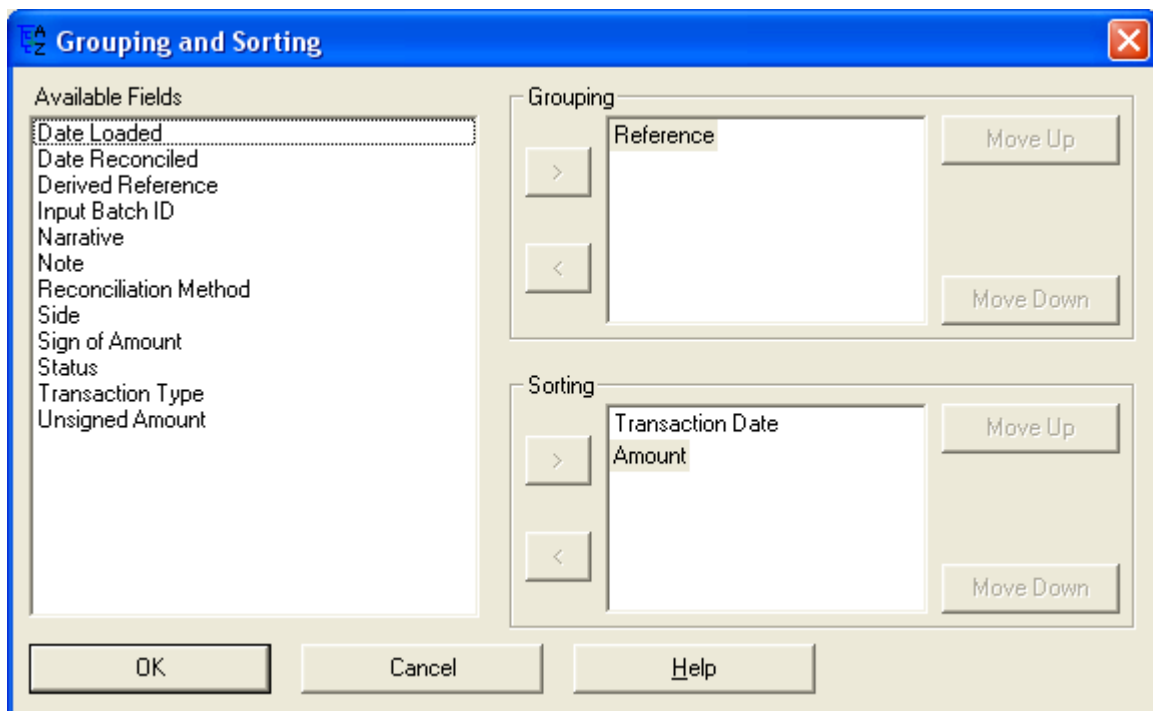
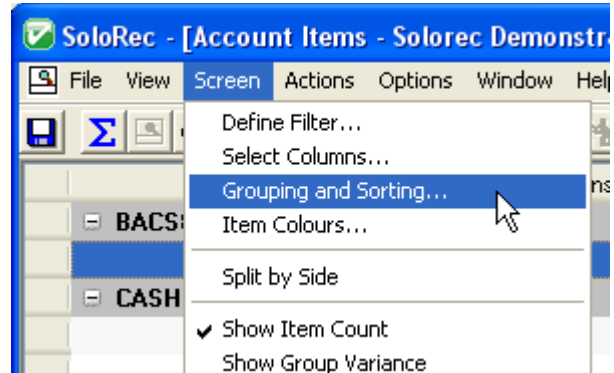
Current Selection

Side	Transaction Date	Reference	Narrative	Receipts	Payments	Transaction Type
------	------------------	-----------	-----------	----------	----------	------------------

8. Grouping and Sorting Transactions

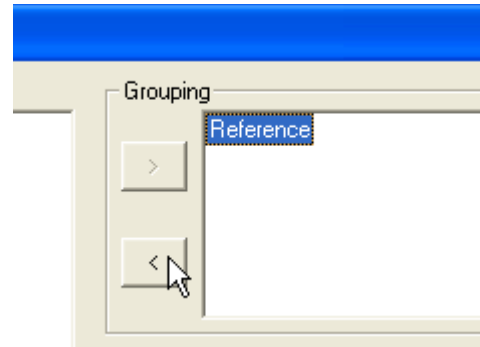
There are still 79 transactions, all with the Reference of CASH, that have not been reconciled. We can change the way the Account Items screen is displayed, to assist us to find more matches.

The first way is to change the way the transactions are grouped and sorted in the screen. Choosing **Screen / Grouping and Sorting...** displays the Grouping and Sorting screen.

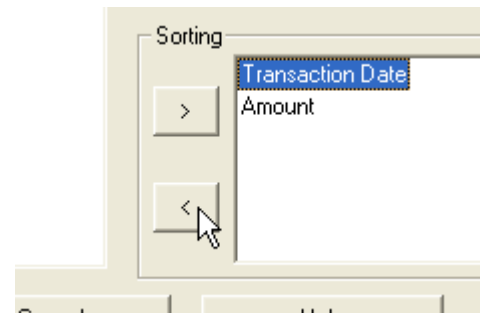


The screen defines how the Account Items screen is currently structured. We're going to change the structure so that transactions are grouped by **Transaction Date** and sorted by **Amount**.

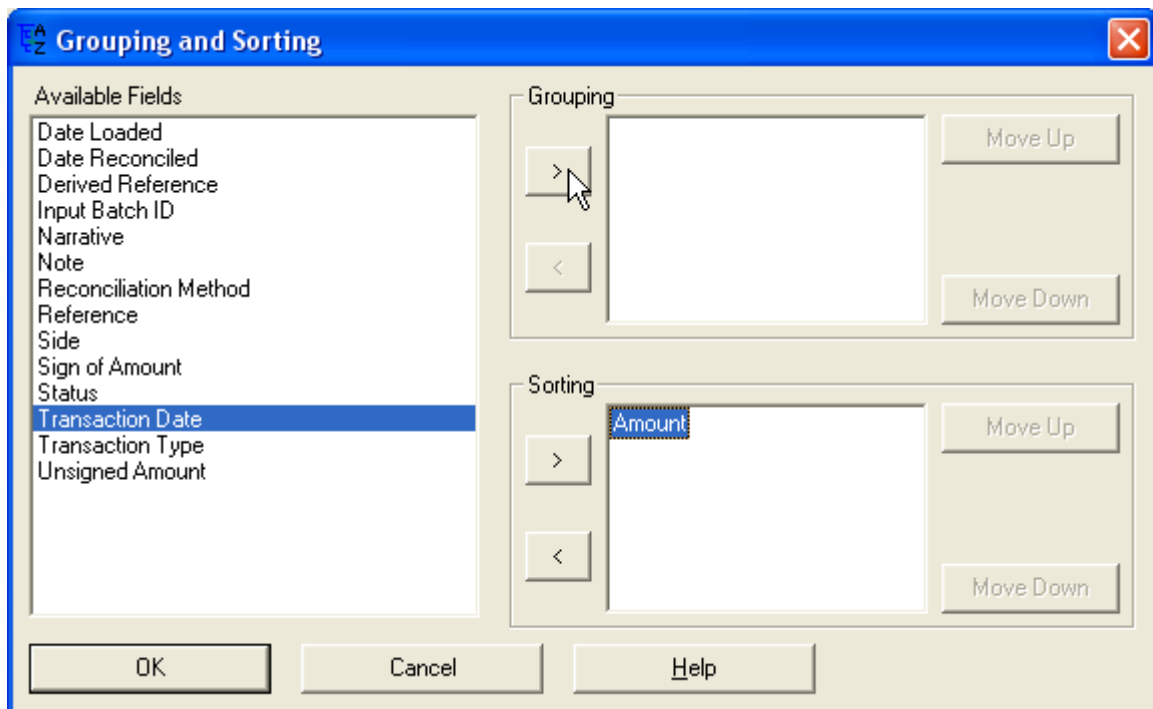
First, highlight **Reference** in the **Grouping** box, then click <. This removes the highlighted field from the box.



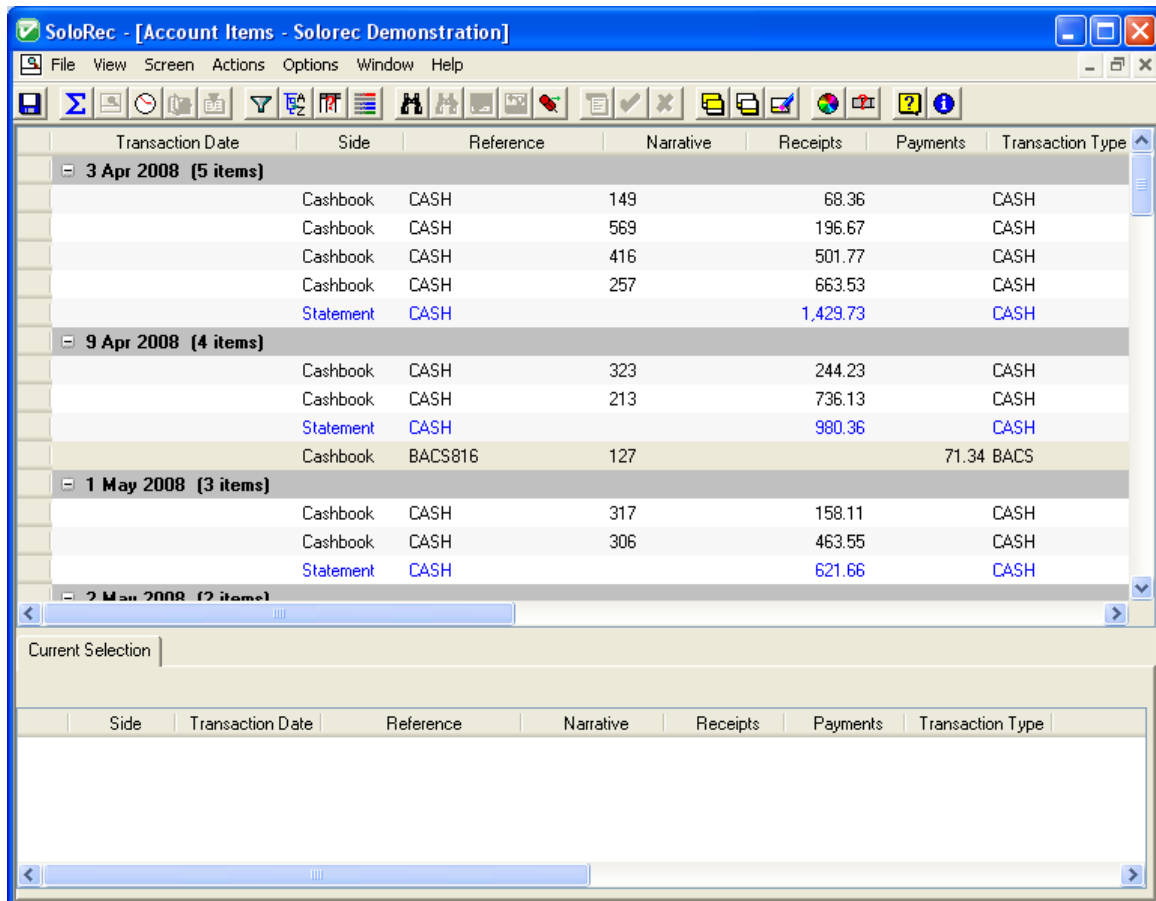
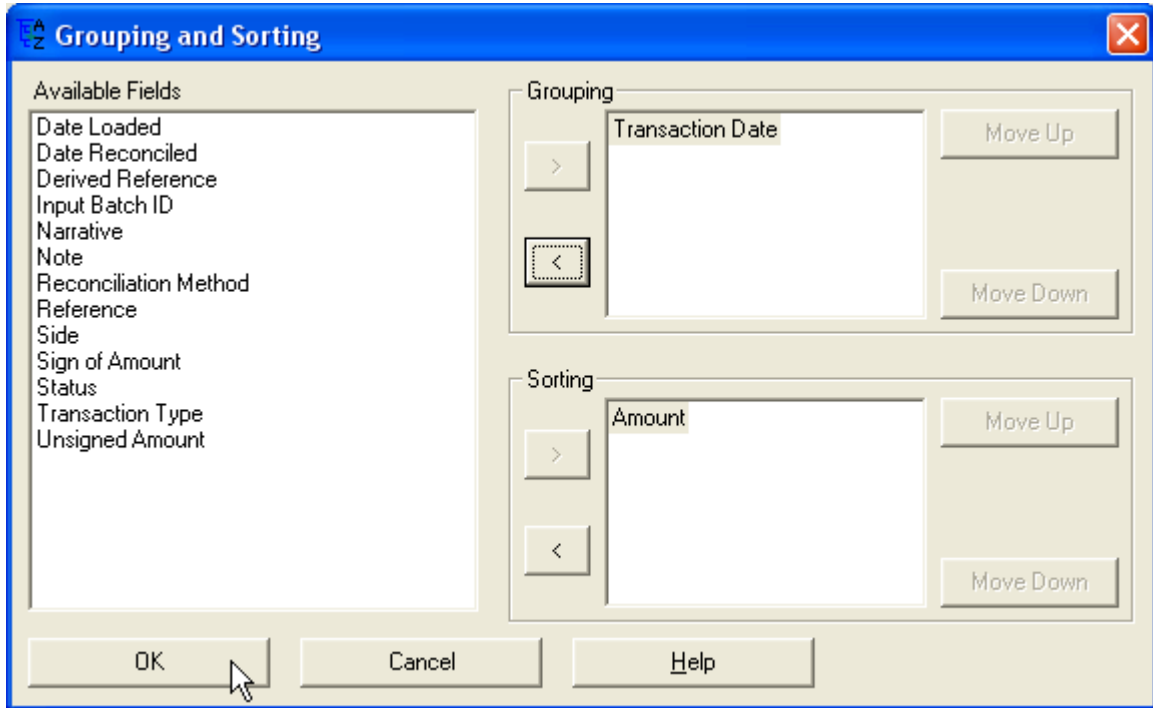
Next, highlight **Transaction Date** in the **Sorting** box, then click <. This removes the highlighted field from the box.



Next, with **Transaction Date** highlighted in the **Available Fields** box, click > to move it into the **Grouping** box.



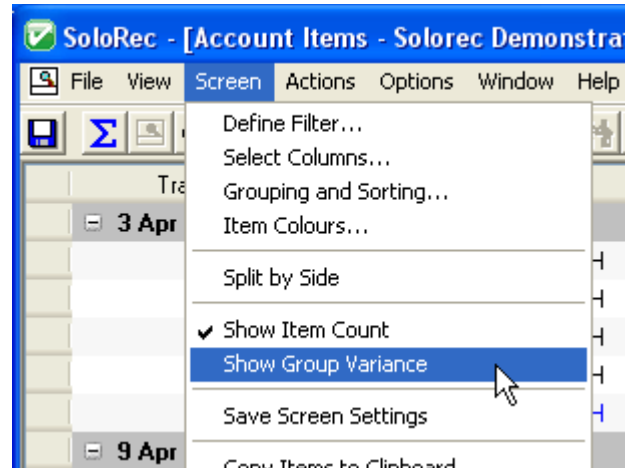
Finally, click **OK** to rebuild the Account Items screen.



By default, the number of items in each group are displayed. SoloRec allows you to display the variance for each group also.

Choose **Screen / Show Group Variance**, then choose **Screen / Show Item Count** – this will remove the item count from the group headers.

This will rebuild the Account Items screen.



 A screenshot of the SoloRec software interface showing a list of unreconciled transactions. The table has columns: Transaction Date, Side, Reference, Narrative, Receipts, Payments, and Transaction Type. The data is grouped by transaction date.

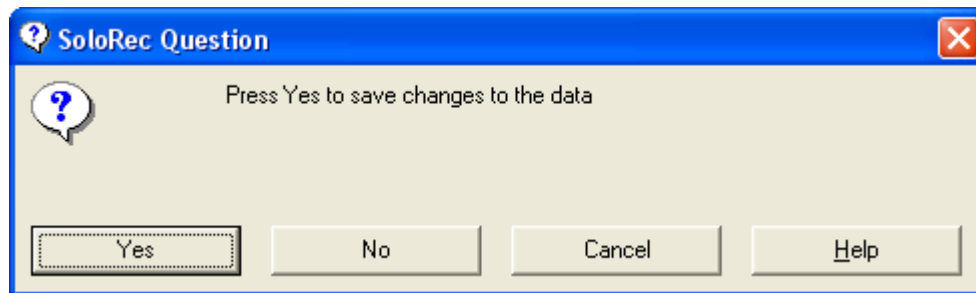
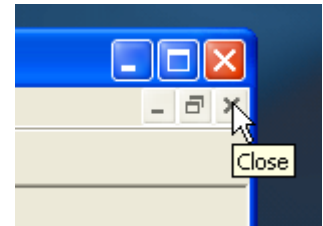
Transaction Date	Side	Reference	Narrative	Receipts	Payments	Transaction Type
3 Apr 2008 (Variance: 0.60)						
	Cashbook	CASH	149	68.36		CASH
	Cashbook	CASH	569	196.67		CASH
	Cashbook	CASH	416	501.77		CASH
	Cashbook	CASH	257	663.53		CASH
	Statement	CASH		1,429.73		CASH
9 Apr 2008 (Variance: -71.34)						
	Cashbook	CASH	323	244.23		CASH
	Cashbook	CASH	213	736.13		CASH
	Statement	CASH		980.36		CASH
	Cashbook	BACS816	127		71.34	BACS
1 May 2008 (Variance: 0.00)						
	Cashbook	CASH	317	158.11		CASH
	Cashbook	CASH	306	463.55		CASH
	Statement	CASH		621.66		CASH
2 May 2008 (Variance: 0.00)						

Scrolling down the list of unreconciled transactions shows that most of the groups have a variance of 0.00. This would indicate that **Transaction Date** is a useful field to use in automatic matching, after **Reference**.

9. Saving Manual Reconciliations

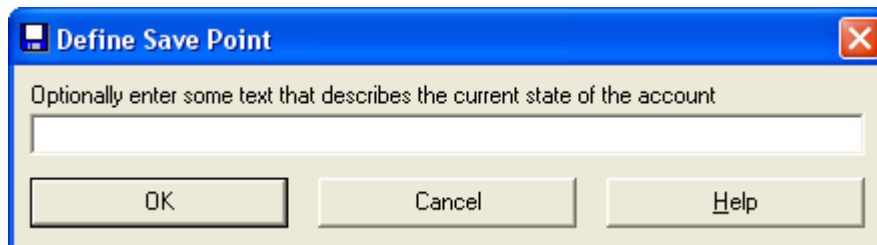
We'll close the Account Items screen by clicking on the grey x button, or by choosing **File / Close Account Items Screen**.

Because we have changed some of the transactions loaded into this screen, SoloRec will prompt you to save the work.



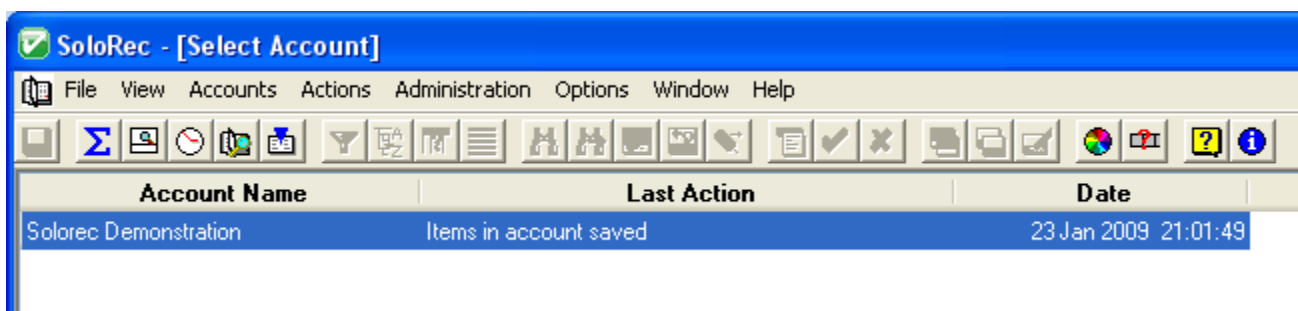
It's helpful to think of SoloRec in the same terms as working on a document or spreadsheet. SoloRec holds your actions in memory, and will only save them to its database when you choose to. Clicking **Cancel** will leave you in the Account Items screen. Clicking **No** will close the screen and lose all the work since the last save. For the purposes of this demonstration click **Yes**.

You then get asked to provide an optional description to record on the account's history.

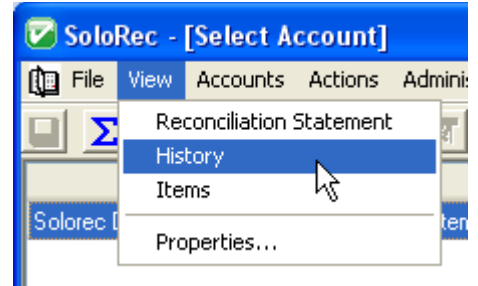


Enter some text if you want, then click **OK**.

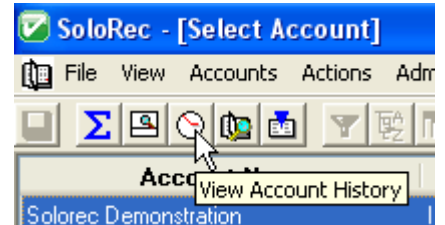
The Select Account screen is then refreshed.



SoloRec maintains a history of all the actions on an account. This can be viewed by choosing **View / History**



or by clicking the View Account History toolbar button.



The Account History screen is then displayed .

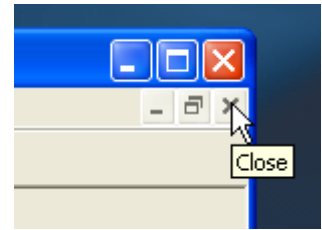
 A screenshot of the SoloRec application window titled "SoloRec - [Account History - Solorec Demonstration]". The window displays a table with three columns: "Date", "Action", and "Additional Info". The table lists various actions performed on the account, including saving items, automatic reconcile runs, and data loading, with their respective dates and times.

Date	Action	Additional Info
23 Jan 2009 21:01:49	Items in account saved	manual recs
23 Jan 2009 19:58:32	Automatic Reconcile run	Reference
23 Jan 2009 19:48:13	Data loaded using Statement	C:\Solorec\Demonstration\statement - 2008_05.csv
23 Jan 2009 19:39:31	Data loaded using Cashbook	C:\Solorec\Demonstration\cashbook - 2008_05.csv
15 Jul 2008 10:21:05	Items in account saved	
15 Jul 2008 10:19:03	Automatic Reconcile run	Transaction Date
15 Jul 2008 10:18:09	Automatic Reconcile run	Reference
15 Jul 2008 10:18:09	Data loaded using Statement	C:\Solorec\Demonstration\statement - 2008_04.csv
15 Jul 2008 10:18:11	Data loaded using Cashbook	C:\Solorec\Demonstration\cashbook - 2008_04.csv
15 Jul 2008 10:17:09	Loader Statement created	
15 Jul 2008 10:17:05	Loader Cashbook created	
15 Jul 2008 10:16:03	Account created	

The actions are listed in date order, with the latest action at the top of the list. **Note** that any text you entered in the Define Save Point screen will appear in the **Additional Info** column.

Close the Account History screen by clicking on the grey x button, or by choosing **File / Close Account History Screen**.

The Select Account screen will be re-displayed.

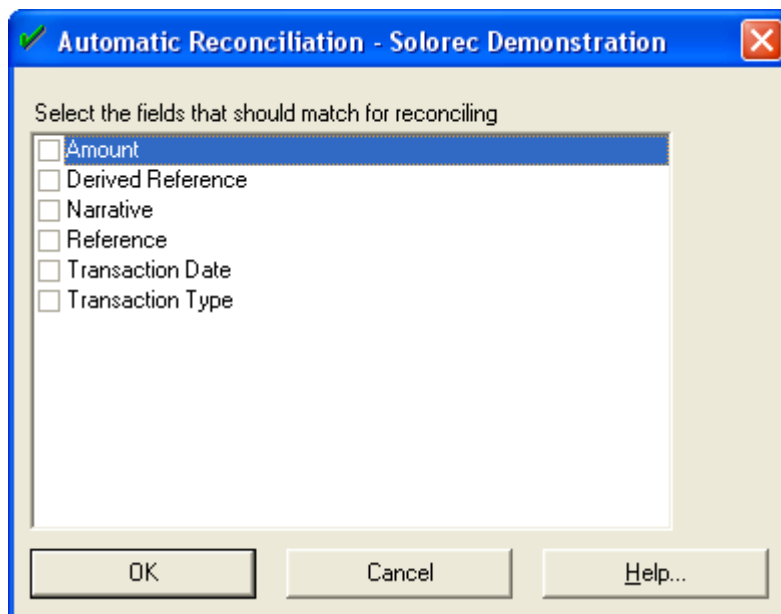
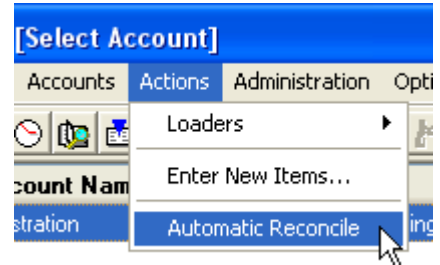


10. Second Automatic Reconciliation

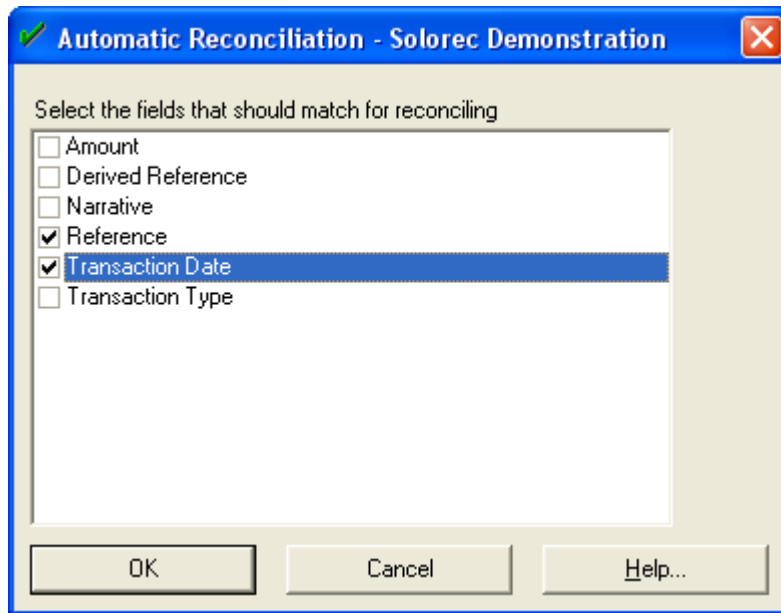
We will run a second automatic reconciliation on this account, using a combination of **Reference** and **Transaction Date**.

Ensure that the SoloRec Demonstration account is highlighted, then choose **Actions / Automatic Reconcile**.

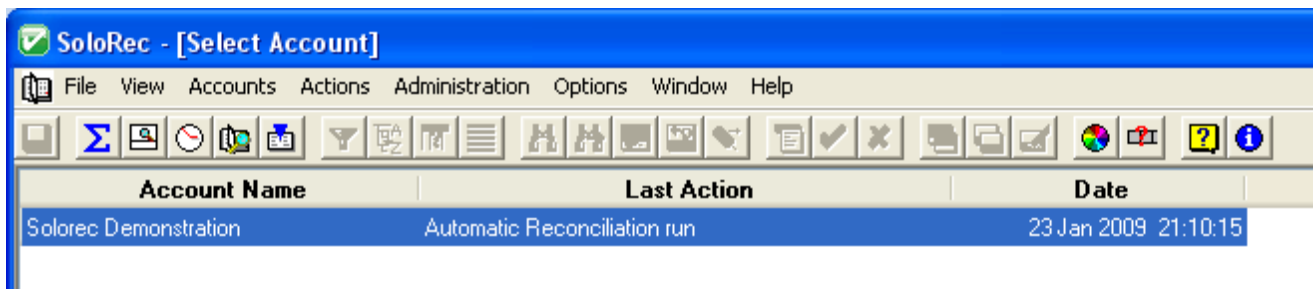
This will display the Automatic Reconciliation screen.



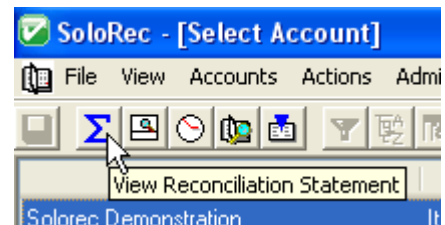
This time, we'll click on both **Reference** and **Transaction Date** fields, then click **OK**.



The unreconciled transactions are quickly compared using the new field combination, then the Select Account screen is refreshed.



As before, we'll check the Reconciliation Statement to see how many unreconciled items remain.

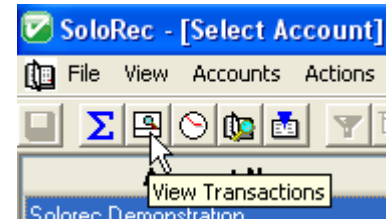


Closing Statement Balance at 30 May 2008	-41,234.25
Outstanding Items	
Statement	
1 receipt	1,429.73
0 payments	0.00
Cashbook	
4 receipts	1,430.33
1 payment	-71.34
Reconciliation Cashbook Balance	-41,304.99
Closing Cashbook Balance at 30 May 2008	-41,304.99
Variance	0.00

Close the Reconciliation Statement to return to the Select Account screen.

11. Unreconciling Items

SoloRec holds details of all transactions in its database, whether they are reconciled or unreconciled. Occasionally you may need to undo a reconciliation. This is done in the Account Items Screen.

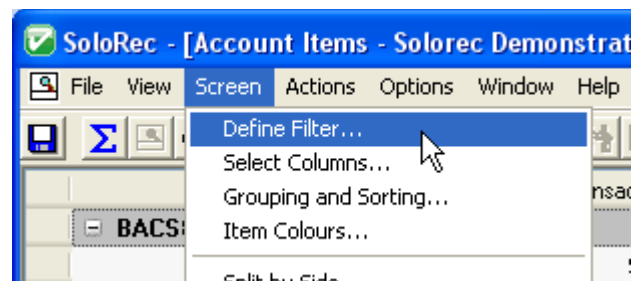


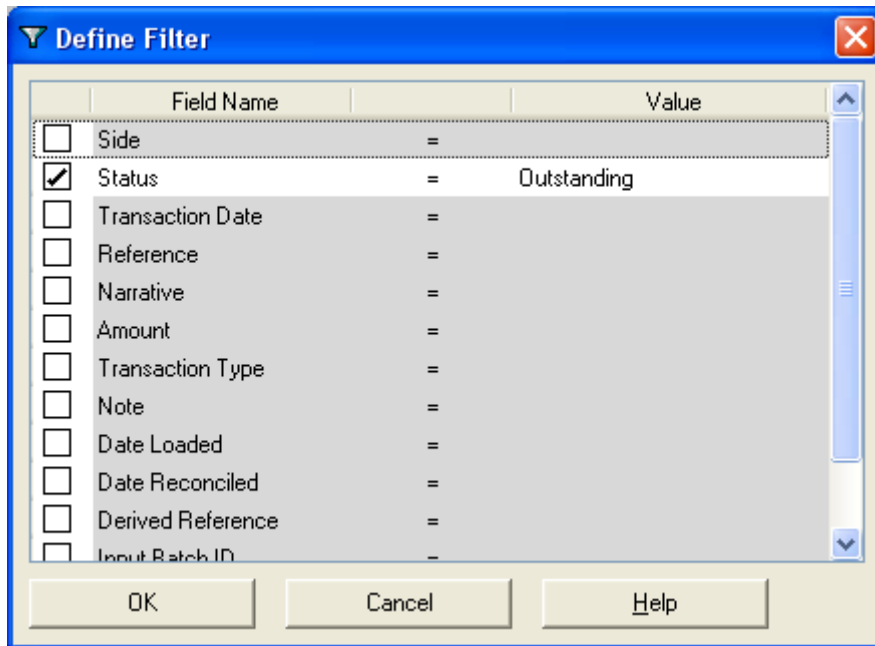
 A screenshot of the SoloRec software interface showing the 'Account Items - Solorec Demonstration' window. The window title is 'SoloRec - [Account Items - Solorec Demonstration]'. The menu bar includes 'File', 'View', 'Screen', 'Actions', 'Options', 'Window', and 'Help'. The toolbar contains various icons. The main area displays a table of transactions with the following columns: Reference, Side, Transaction Date, Narrative, Receipts, Payments, and Transaction Type.

Reference	Side	Transaction Date	Narrative	Receipts	Payments	Transaction Type
BACS816 (1 item)						
	Cashbook	9 Apr 2008 127			71.34	BACS
CASH (5 items)						
	Cashbook	3 Apr 2008 149		68.36		CASH
	Cashbook	3 Apr 2008 569		196.67		CASH
	Cashbook	3 Apr 2008 416		501.77		CASH
	Cashbook	3 Apr 2008 257		663.53		CASH
	Statement	3 Apr 2008		1,429.73		CASH

We can change the filter that restricts the transactions that are displayed. Choose **Screen / Define Filter**.

This will display the Define Filter screen.

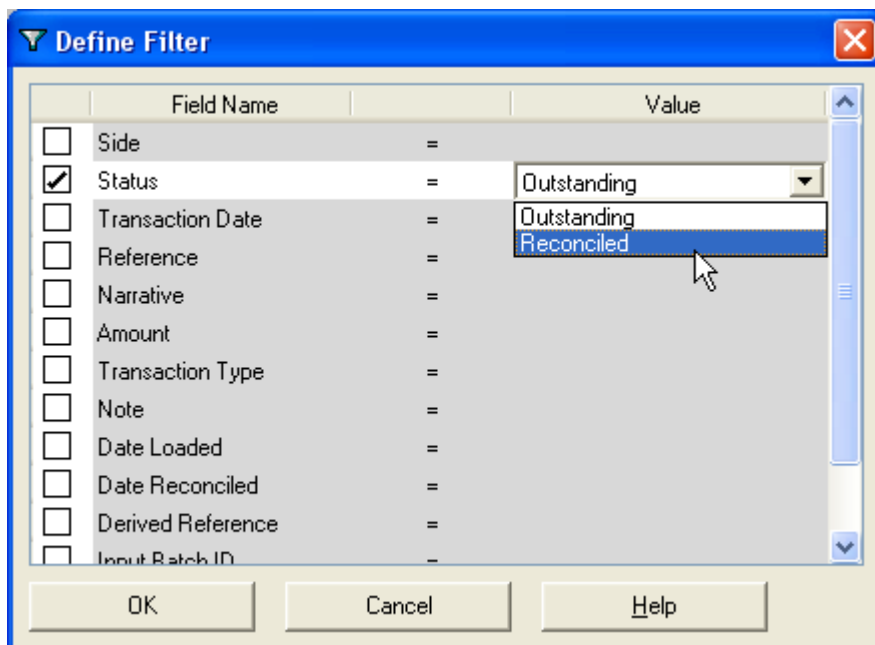




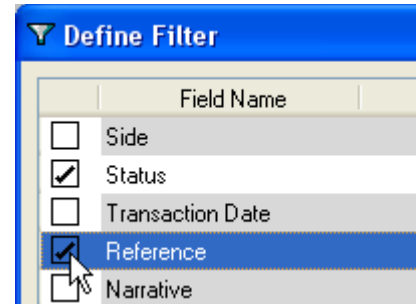
This screen shows the filter that is currently being used (in this case, where the **Status** of the transaction is **Outstanding**), and allows you to change it. We're going to unreconcile the BACS transactions we previously reconciled.

We need to change the **Status** to **Reconciled**, and the **Reference** to **BACS816**.

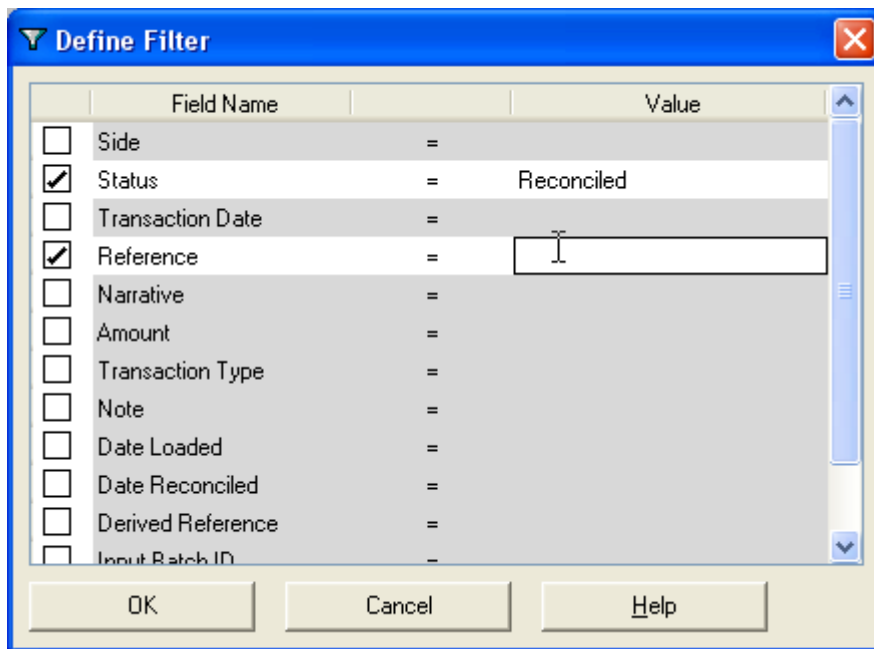
Click on the **Outstanding** value, and select **Reconciled** from the drop-down list that appears.



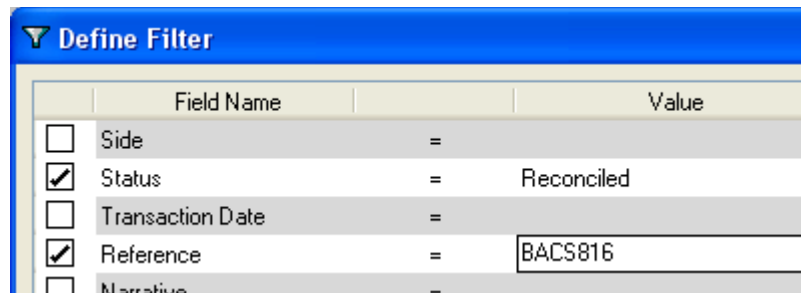
Next, click on the tick-box next to **Reference**. This indicates that this field will also be used in the filter.



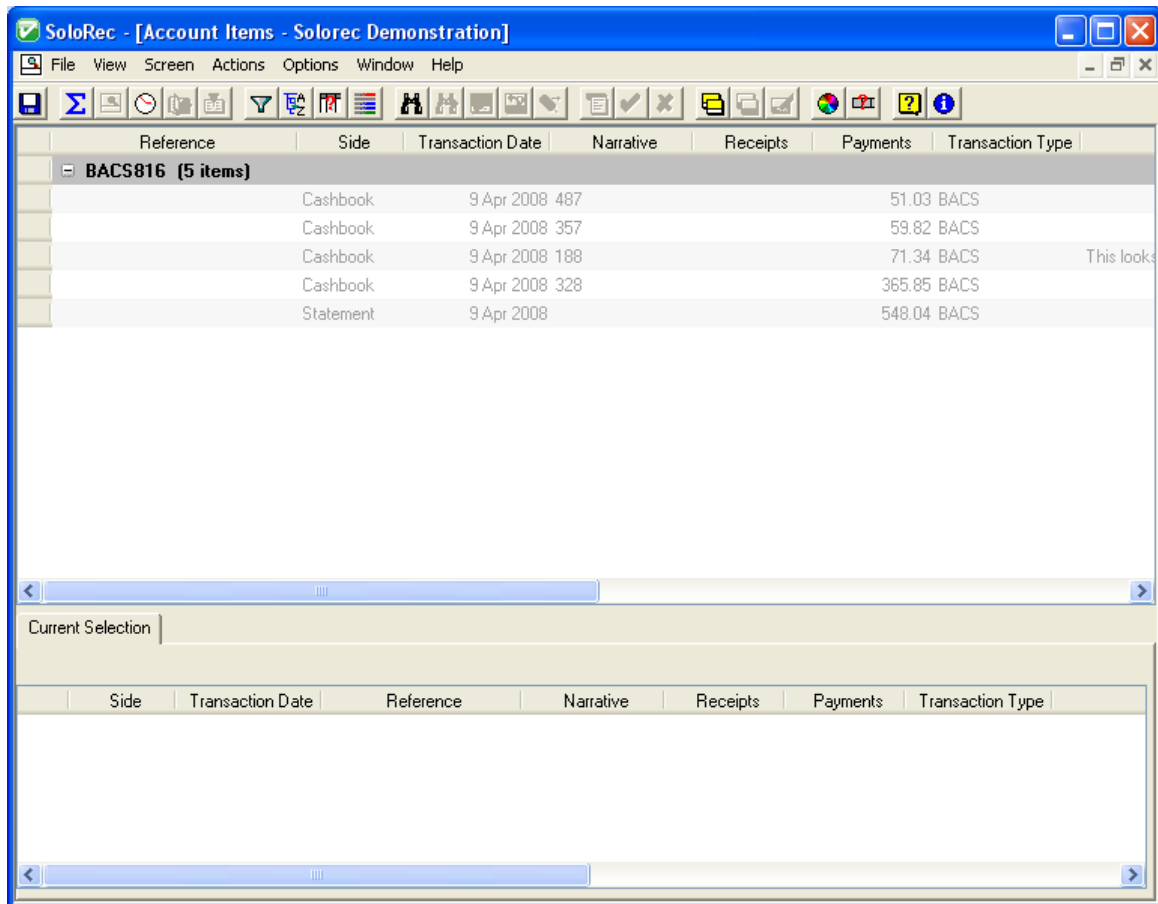
Then click in the "box" in the **Value** column corresponding to the **Reference** field.



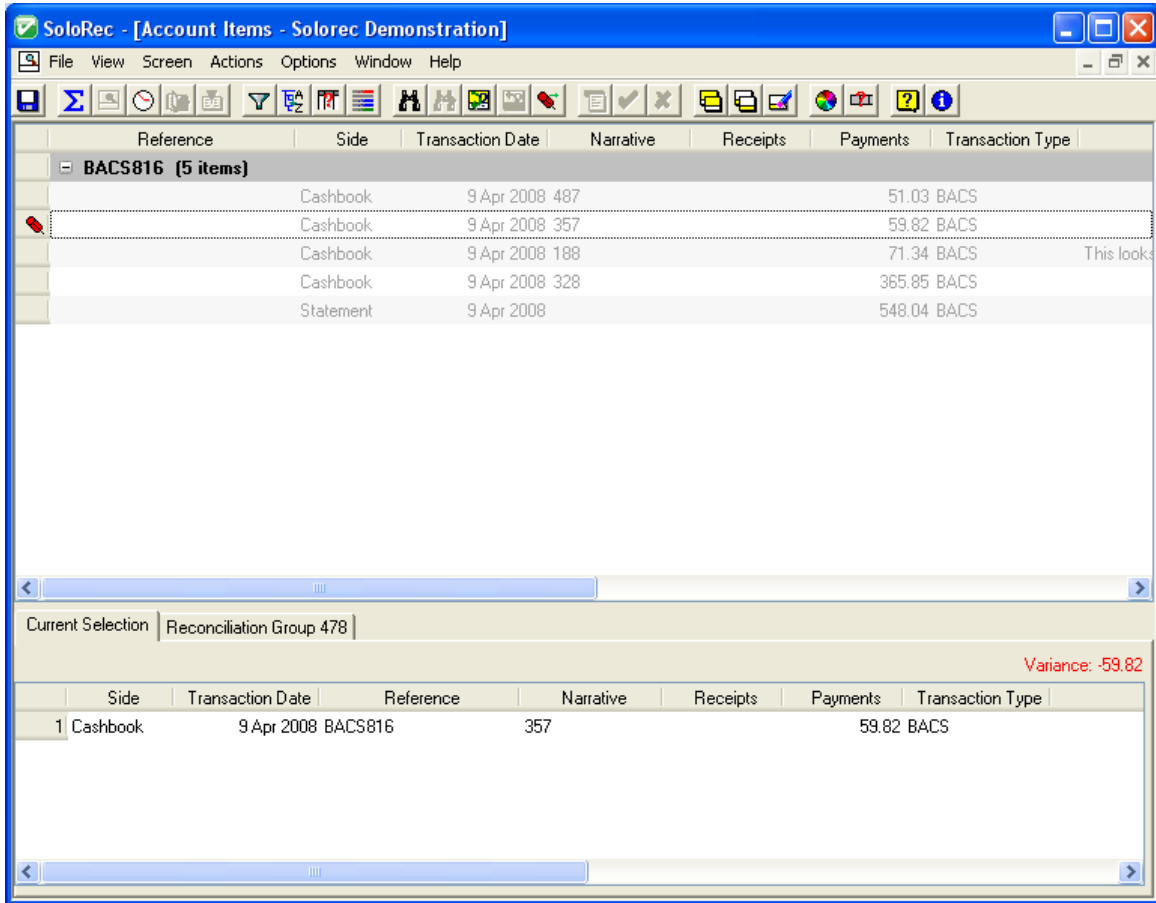
Type **BACS816** into the box that appears.



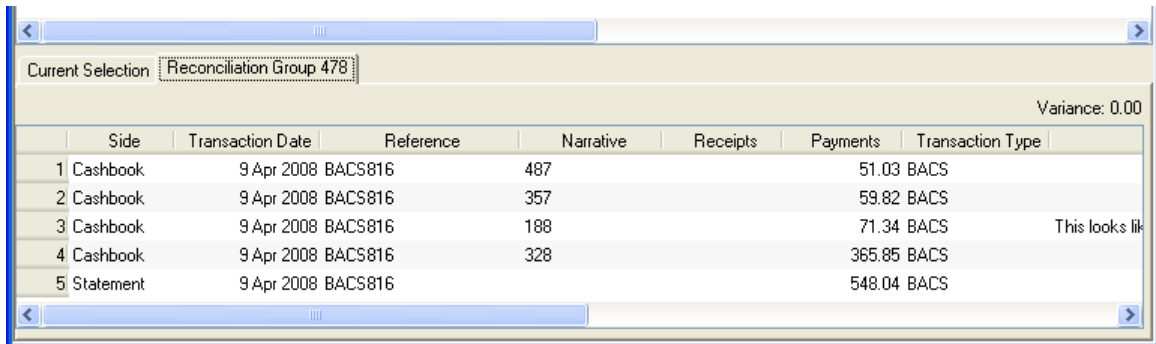
Finally, click **OK**. This will rebuild the Account Items screen only showing those items that meet the filter.



Selecting a reconciled transaction in the Account items screen, will add a tab alongside the Current Selection tab, indicating the group of transactions it has been reconciled with.

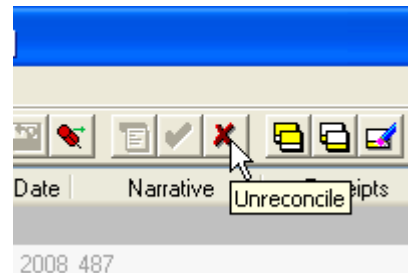


Clicking on this **Reconciliation Group** tab displays the group of transactions that have been reconciled together.

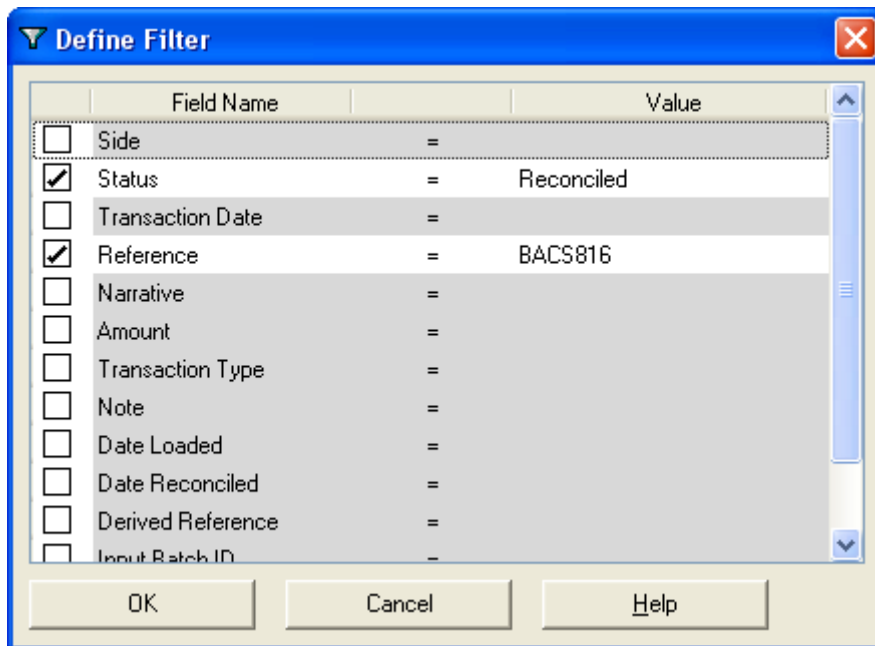


Selecting the Reconciliation Group also unlocks the Unreconcile toolbar button. Clicking this will unreconcile the group of transactions, making them all unreconciled once again.

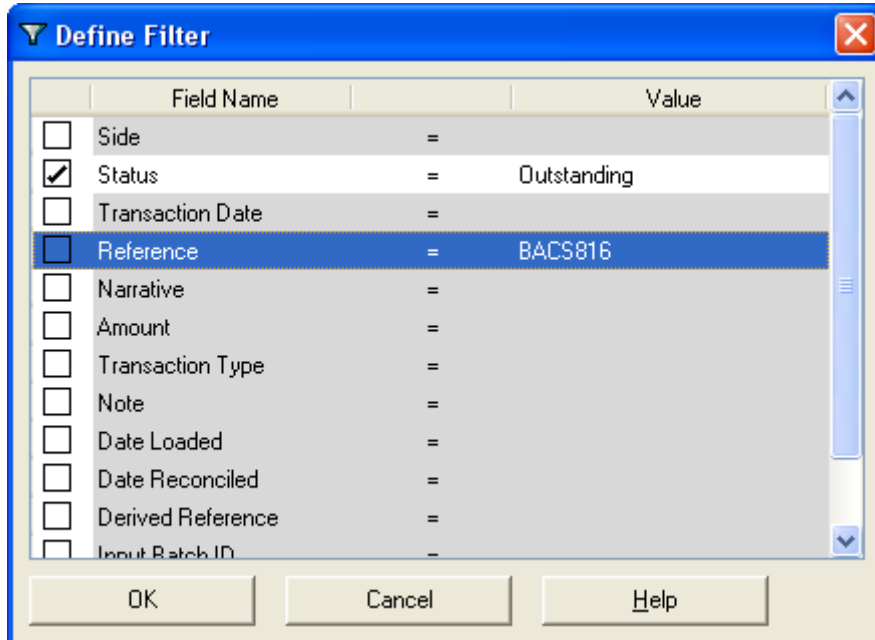
This can also be done by choosing **Actions / Unreconcile**.



Doing this now means that there are no items that meet the filter, so nothing is displayed in the Account Items screen. Choose **Screen / Define Filter...** once more, to change the filter back to show only Outstanding transactions.



Click on the **Reconciled** value, and select **Outstanding** from the drop-down list that appears. Also, click on the tick next to **Reference** to remove it.



Click **OK** to rebuild the Account Items screen showing all unreconciled transactions.

Reference	Side	Transaction Date	Narrative	Receipts	Payments	Transaction Type
BACS816 (6 items)						
	Cashbook	9 Apr 2008	487		51.03	BACS
	Cashbook	9 Apr 2008	357		59.82	BACS
	Cashbook	9 Apr 2008	127		71.34	BACS
	Cashbook	9 Apr 2008	188		71.34	BACS
	Cashbook	9 Apr 2008	328		365.85	BACS
	Statement	9 Apr 2008			548.04	BACS
CASH (5 items)						
	Cashbook	3 Apr 2008	149	68.36		CASH
	Cashbook	3 Apr 2008	569	196.67		CASH
	Cashbook	3 Apr 2008	416	501.77		CASH
	Cashbook	3 Apr 2008	257	663.53		CASH
	Statement	3 Apr 2008		1,429.73		CASH

Side	Transaction Date	Reference	Narrative	Receipts	Payments	Transaction Type
Current Selection						
						Variance: 0.00

Note that the group of transactions we have just unreconciled now appears in this screen.

12. Other Functions

SoloRec allows you to enter notes against transactions – choose **Actions / Edit Note....**

SoloRec allows you to change the colours associated with transactions – choose **Screen / Item Colours....**

SoloRec allows you to change the columns that are displayed – choose **Screen / Choose Columns....**

SoloRec allows you to change the defaults when you open the Account Items screen for an account – choose **Screen / Save Screen Settings.**

SoloRec allows you copy the transactions that are currently listed into the Windows Clipboard so that they can be pasted into another Windows application – choose **Copy Items to Clipboard.**

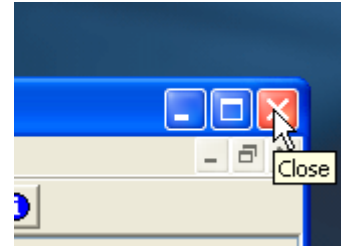
13. Second Data File Set

If required, you can go on to load the second set of cashbook and statement files included in the demonstration. This time, because there is only one file that matches the pro-forma given in the loader setups, you won't get prompted to select the files to be loaded.

You can then run through another set of automatic reconciliations, and view the unreconciled transactions.

You close SoloRec by clicking the red X button.

This can also be done by choosing **File / Exit** from the Select Account screen.



Should you wish, you can re-run the demonstration, which will restart at the beginning.