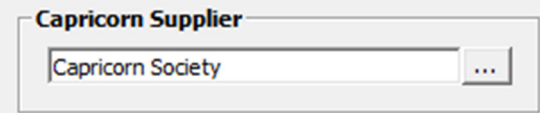# CAPRICORN RECONCILIATION

Automation Premium has an automated reconciliation feature for operators that have a trading relationship with the Capricorn Society. To access this feature, you need to firstly attach suppliers to the master Capricorn account, enter all purchases from Capricorn suppliers, download your statement from the Capricorn web site and finally run the reconciliation feature.
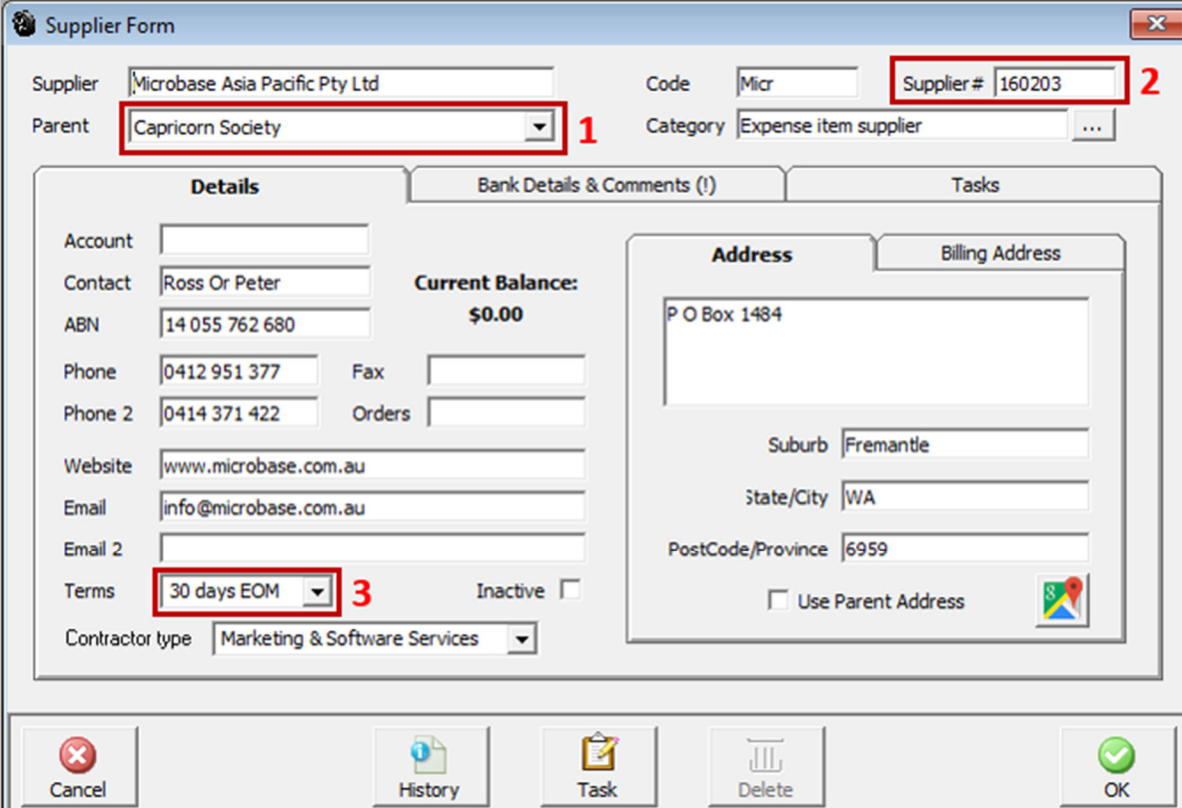
Initial Setup:

Go to File – Site Settings – Database Settings and against Capricorn Supplier enter your suppliers name by clicking on the square button and choosing the supplier from your supplier listing.

All suppliers that are Capricorn suppliers need to be flagged Capricorn, edit the supplier and choose Capricorn in the Parent field (**1**) this will open a new field where you enter the suppliers Capricorn number (**2**) accessed from Capricorns Purple Pages manual.

Set Terms to 30 days EOM for all Capricorn suppliers (**3**).

For the reconciliation feature to function correctly you must enter your purchases including the supplier invoice number and date of invoice.

Process 1:

Download your Capricorn statement from the web site – You can connect to www.capricorn.com.au directly from Online – Capricorn Web Site menu within Automation.
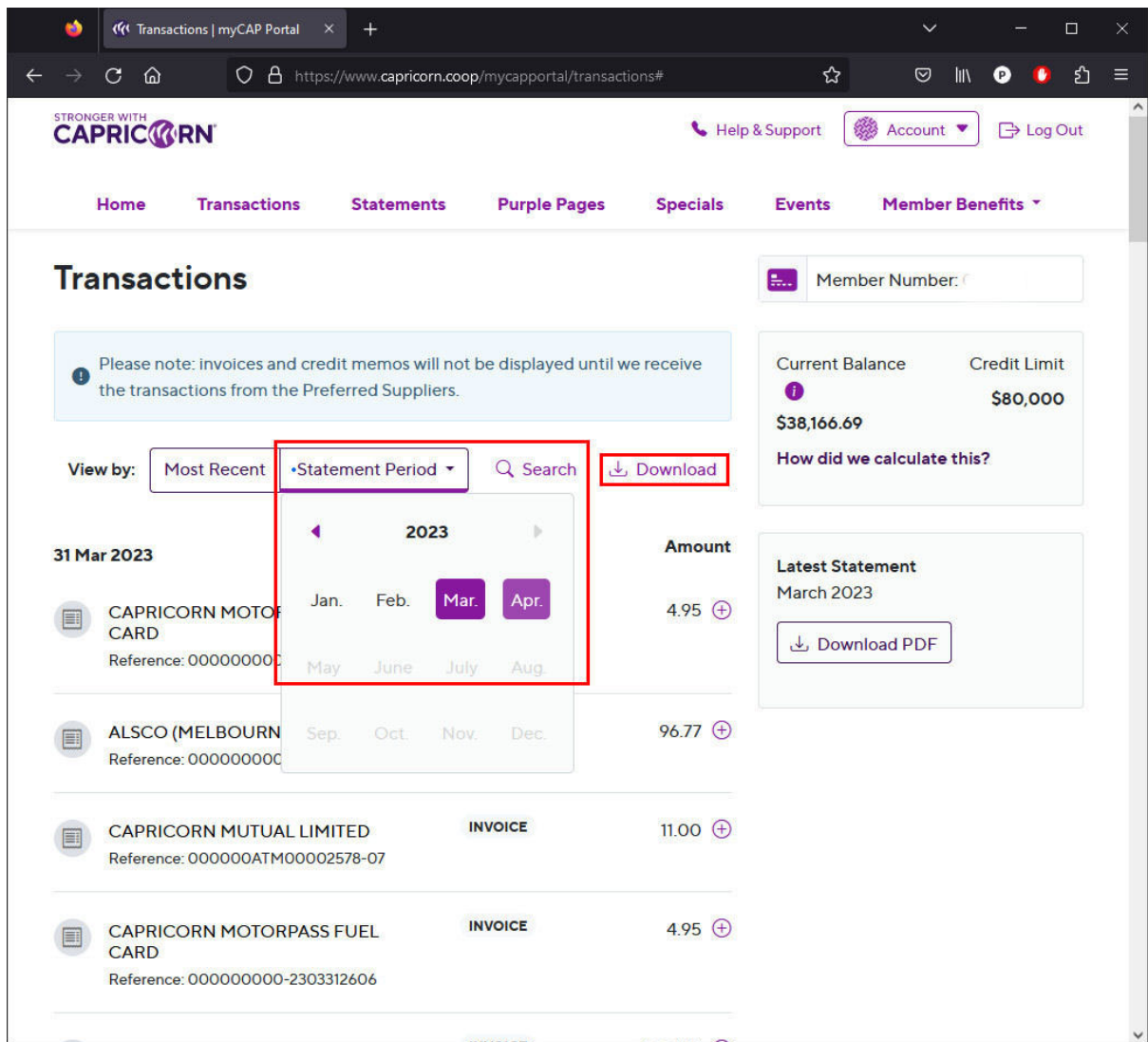
Log into the Members area of the Capricorn web site.

You will now be presented with screen below click on **Transactions.**

Next click on **Statement Period** and choose the statement month you wish to reconcile.

Next click on the text Download button.

Next make sure **CSV (Accounting)** is selected then click on the Download button this will start the download of the statement.

The statement will be Download and saved to your Downloads folder with a file name similar to *202304200734031325transactions.csv*.

Once the download has completed you can log out and close the Capricorn web site.
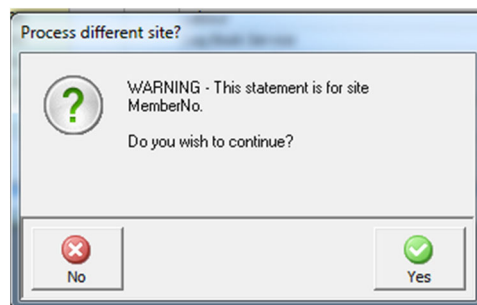
Process 2:

Select the Capricorn Reconciliation feature from the Online menu within Automation

For the first time you will need to point to the location you saved the downloaded *202304200734031325transactions.csv* file to from then on it will always open up in that location.

Point and double click on the file named *202304200734031325transactions.csv* or similar, the reconciliation process will initialise.
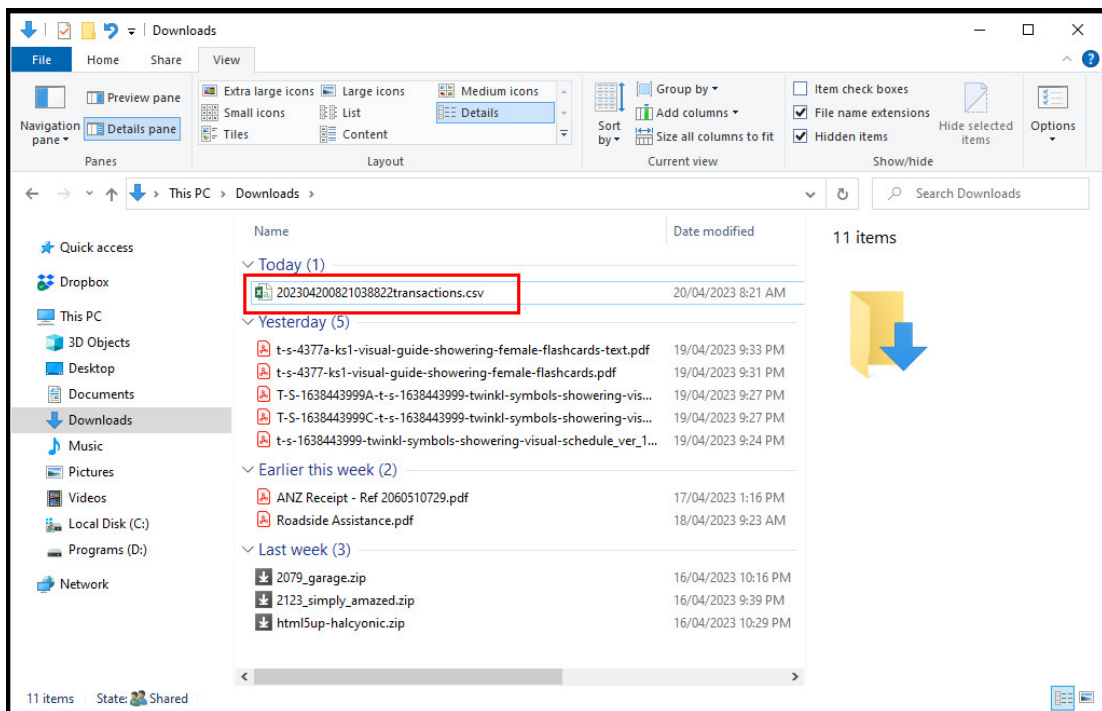
A site confirmation window appears click **OK** (*site number is no longer displayed*).

When complete the Capricorn reconciliation will open.

Most items should be ticked for payment. Others may have red crosses and comments in the notes field

Most common problems in red are due to incorrect value, incorrect date or unable to match invoice, to correct these problems double click on the red entry & correct either date or value or go to purchasing and create the bill.

Correct the non-matching items & re-run the reconciliation by selecting the redo option from the bottom of the screen

When all items reconcile select payment from the bottom menu bar, from the payment form select the payment media and confirm with OK (F12).