

# EasyMatch

**User Manual** 

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# **1. Getting Started**

# **1.1 Introduction to EasyMatch**

EasyMatch is a software application designed to match records between two sets of data. This software can be used to match the records in any two documents (CSV files or spreadsheets) or databases.

The software is designed to provide you with a quick and easy way to match large numbers of records from multiple sources. The software also provides the functionality to manually match the records in addition to the automatic matching.

Typical uses for EasyMatch are:

- General Ledger reconciliations, including:
  - Bank reconciliations
  - Pending report/GRIR reconciliations
  - Unpresented checks
  - Method of Payment reconciliations
- Match purchase orders to deliveries
- Match products received to supplier invoices
- Match payable invoices to supplier statements
- Match stock deliveries to inventory systems
- Match customer payments to debtors
- Match payroll data, including:
  - Duplicate pays
  - Duplicate employees
  - Ghost employees
- Match emails to mailing lists
- Duplicate data removal

# **1.2 Installing EasyMatch**

The pre-requisites to install EasyMatch are:

- Microsoft .NET Framework version 4
- SQLite relational database management system

These are also a part of the EasyMatch installation process. If you have not installed Microsoft .NET Framework version 4 and SQLite prior to installing EasyMatch, these will be installed during the installation.

To install the EasyMatch application:

- 1. Download the **EasyMatch.exe** file to your computer.
- 2. Double-click the **EasyMatch.exe** file.

The EasyMatch installation wizard is displayed.

- 3. Click Next on the Welcome to the EasyMatch Setup Wizard window.
- 4. Click the checkbox next to I accept the terms of the agreement option and click Next, as shown in Figure 1.2.1.

#### Figure 1.2.1: Accepting the Terms of the Agreement



- 5. Click Install Now in the Choose the installation you want window.
- 6. Click **Browse** to change the location where EasyMatch will be installed and click **Next**.
- 7. Click Install in the **Begin installation of EasyMatch** window.

The EasyMatch installation will display a progress bar indicating the progress of the installation.

8. Click **Close** when the installation is complete.

# **1.3 Matching with EasyMatch**

EasyMatch uses deterministic matching to match records. Deterministic matching uses a combination of algorithms and business rules to determine when two or more records match.

Specifying how EasyMatch will match your data revolves around matching rules. In a matching rule you specify which columns or fields EasyMatch will match on, and the type of match you want. The two types of matches in EasyMatch are:

- a. One to One match: For each record in the first table, one matching record is sought in the second table. If the sought record meets the criteria of the current matching rule, both records are matched together.
- Many to Many match: For each record in the first table, many matching records are sought in both tables. If all records meet the criteria of the current matching rule, they are all matched together.

# **1.4 Running EasyMatch for the First Time**

When you open EasyMatch for the first time after its installation, a license file and serial key should be entered to unlock the application. To do so:

1. Open the application from **Start > All Programs > EasyMatch**.

The License pop-up window is displayed, as shown in Figure 1.4.1 .

#### Figure 1.4.1: License Pop-up Window

📀 EasyMatch				
File Import Data Matchin	Reporting Help	s key file needs to be import extension of .LC. You will fter purchase of the softwar	ed before you run the program. A licence ave received this file along with the senal e.	
Select All Deselect All Filter Show all records First Table Second Table	<pre>&gt; by</pre>	Filter Remove Filter	Select All Deselect All Matching Variance	Auto-Match 0.00 Manual Match

2. Browse through the computer and provide the path to the license file that you received when you purchased the software and click **Import**.

If the license file is correct, the **Serial Key** pop-up window is displayed.

3. Enter the serial key that you received via email in the Serial Key field and click **OK**.

### **1.5 EasyMatch User Interface**

EasyMatch provides two methods of navigation. The first method is provided by the menu bar on the top-most section of the application window. The second method of navigation is provided by the tool bar icons below the menu bar. The main matching window where the records are matched also provides filtering, selecting, and matching

options. The following **Figure 1.5.1** depicts the user interface of the EasyMatch application.

S EasyMatch - Demo	
Eile Import Data Matching Reporting Help	
D 🐸 🜗 🖬 🛐 🗅 🖪 😹 M M 🗋	
ID Match No	ID Match No
Select All Deselect All	Select All Deselect All
Filter	Matching
First Table by Filter	Variance Auto-Match
Second Table by Remove Fifter	0,00 Manual Match

#### Figure 1.5.1: EasyMatch User Interface

# 2. Managing Projects

# 2.1 Creating a New Project

#### To create a new project:

1. Click the **File** menu and then click **New Project**. The **Create Project** window is displayed, as shown in **Figure 2.1.1**.

S EasyMatch				
File Import Data Matching Reporting	) Help			
🗋 🖻 📲 🖬 🖬 🖪 🖪 🛤 M M				
	Create Project		7	
	Create new project Project Name Project Description (Max 800 che Create Project Close Create Project Close	racters)		
Select All Deselect All		Select All Deselect All		
Filter Show all records First Table Second Table by	Filter Remove Filter	Matching	Variance	Auto-Match Manual Match
				.::

2. Enter the name of the project in the **Project Name** field.

- 3. Enter the description of the project in the **Project Description** field.
- 4. Click Create Project. A new project is created.

# **2.2 Opening an Existing Project**

#### To open an existing project:

1. Click the **File** menu and then click **Open Project**. The **Projects** window is displayed, as shown in **Figure 2.2.1**.



🐼 EasyMatch			
File Import Data Matching Repo	rting Help		
🗋 🖻 📲 🔳 🖪 🖪 🗷 K	M 🖉		
	_		
	🐼 Projects		
	PROJECT NAME	Julu Einancials	
	August	August Financials	
Select All Deselect All	Open New Brow	wse Edit Delete Close Select All Deselect All	
Filter Show all records		Matching	
Second Table	oy Filter Remove Filter		Variance 0.00 Manual Match

2. Select the project you want to open and click **Open**.

You can also browse to a project file to open a project from the local computer. To open a project file from the local computer:

- 3. Click **Browse** on the **Projects** window. The **Browse Project** window is displayed.
- 4. Enter the project name in the **Project Name** field.
- 5. Browse the project database file from the **Project File** field. The project database file should be the one with a .db extension.
- 6. Click **Open**.

# **2.3 Deleting a Project**

#### To delete an existing project:

- 1. Click the **File** menu and then click **Open Project**. The **Projects** window is displayed.
- 2. Select the project you want to delete and click **Delete**.

**Note:** You cannot delete a project that is currently in use by the application. If you try to delete a project that is in use by the application, a pop-up window alerts you that you are trying to delete a project in use. Open another project and try again.

# **2.4 Modifying Existing Project Details**

#### To modify the details of an existing project:

- 1. Click the **File** menu and then click **Open Project**. The **Projects** window is displayed.
- 2. Select the project you want to edit and click **Edit**. The **Update Project** window is displayed.
- 3. Modify the project name and/or project description.
- 4. Click **Update**. A pop-up message is displayed indicating that the project details are modified.

5. Click **OK** and then click **Close**.

# **3. Importing Data**

# **3.1 Importing Data into Either of the Tables**

#### To import data into either of the tables:

1. Click the **Import** menu and then click **Import First Set** or **Import Second Set** depending on the table to which you want to import data. The **Import Data** window is displayed. This window has two sections which include the Import options and the Table description section, as shown in **Figure 3.1.1**.

#### Figure 3.1.1: Import Data Window

Import Type	Table description			
Data Import Type	Field Name	Field Type		Import
Comma-Separated Values (CSV)	Statement Date	DateTime	*	
First row as beader	Account	Number	*	
	BAI	Number	*	<b>V</b>
Database/Provider Details	Туре	Text	*	
File path	Desc1	Text	*	<ul> <li>Image: A set of the set of the</li></ul>
E:\Matching Software\Testing\Bank	Amount	Number	*	~
MS Access Workgroup	Desc2	Text	*	<b>V</b>
MS Access Encryption Password	Value Date	DateTime	*	
Workgroup	Cat Name	Text	*	<ul> <li>Image: A start of the start of</li></ul>
Table Name				
	<			

# **3.2 Import Data File Types**

You can import the following data types into the table:

- 1. Comma-Separated Values (CSV)
- 2. Excel Files
- 3. Microsoft Access Database

**Note:** If you are importing data into an EasyMatch table that already contains data, the previously imported data will be overwritten. Also, if you are importing data into an EasyMatch table that already contains matched data, the import will fail – You will need to unmatch all records before overwriting the data with a new import.

**Note:** You will need to ensure that you have the appropriate ODBC drivers for imports. These will typically be installed on your computer by default but you may need to troubleshoot if problems arise.

#### To import CSV data:

- a. Select **Comma-Separated Values (CSV)** from the **Data Import Type** dropdown menu.
- b. Uncheck the **First row as header** checkbox if you do not want the first row of the imported data to be the header. This checkbox is ticked by default.
- c. Click the Browse button next to the File Path field.
- d. Browse to the CSV file. The path of the CSV file is shown in the **File Path** field.
- e. Click **Connect**. The Table description section of the **Import Data** window displays the column headers of the CSV file you want to import, as shown in **Figure 3.2.1**.

#### Figure 3.2.1: The Import Data Window Displays the Column Headers of the CSV File

Import Data (1st Table)			[	
Import Type	Table description			
Data Import Type	Field Name	Field Type		Import
Comma-Separated Values (CSV)	Statement Date	DateTime	~	
	Account	Number	*	
First row as header	BAI	Number	~	
Database/Provider Details	Тире	Text	~	
File path	Desc1	Text	*	
E:\Matching Software\Testing\Bank	Amount	Number	~	
MS Access Workgroup	Desc2	Text	*	
MS Access Encruption Password	Value Date	DateTime	~	~
Workgroup	Cat Name	Text	*	~
Password Table Name				
	<	Import Data		Close

#### To import Excel spreadsheet data:

- 1. Select **Excel File** from the **Data Import Type** dropdown menu.
- 2. Uncheck the **First row as header** checkbox if you do not want the first row of the imported data to be the header. This checkbox is checked by default.
- 3. Click the **Browse** button next to the **File Path** field.
- 4. Browse to the Excel file. The path of the Excel file is shown in the **File Path** field.
- 5. Click **Connect**. The Table description section of the **Import Data** window displays the column headers of the Excel file you want to import.

6. Select the sheet in the Excel file from which you want to export the data, in the **Sheet Name** dropdown menu.

#### To import Microsoft<sup>®</sup> Access Database data:

- a. Select **Microsoft Access Database** from the **Data Import Type** dropdown menu.
- b. Browse to the MS Access database from the computer. The path of the MS Access database is shown in the **File Path** field.
- c. If the Access database has a workgroup file with username and password, check the checkbox next to the **MS Access Workgroup** field. This activates the **User name** and **Password** fields.
- d. Enter the user name in the **User name** field.
- e. Enter the password in the **Password** field.
- f. If the database has an encryption password, check the checkbox next to the **MS Access Encryption Password** field. This activates the **Encryption Password** field.
- g. Enter the encryption password in the Encryption Password field.
- h. Click Connect.
- i. Select the table you wish to import from the **Table Name** dropdown menu.

**Note:** You can use either the workgroup file username and password *or* the encryption password to successfully import an Access Database into the EasyMatch application, you cannot use both. This is a limitation of the current version of EasyMatch.

### **3.3 Setting Column Names and Data Types**

The Table description section displays the column headers' details in three distinct columns. The **Field Name** column displays the name of the column. The **Field Type** column displays the type of data (Text, Number, or Date/Time) in the respective column. The **Import** column allows you to either import or not import the column.

**Note:** If you have unchecked the **First row as header** checkbox earlier, the **Field Name** values will default to Field1, Field2, etc.

If you want to modify the **Field Name** column, **Field Type** column, or the **Import** column, do so by changing the values. If you choose to uncheck some field names from importing, those columns will not be imported.

When data is imported, the columns you have chosen for import are displayed in the first table of the main matching window. The EasyMatch application also adds two new columns as the first two columns in the table. The first column is labeled as **ID** and it contains ID numbers from 1 to n where n is the number of rows in the CSV file. The second column is labeled as **Match No.** This column contains the match number. Each record in a unique match receives a match number which identifies all records in a match. Unmatched records have a value of 0 in this column, as shown in **Figure 3.3.1**.

🐼 Eas	syMatch - Augus	t								
Eile	Import Data	Mate	hing <u>R</u> eporting	Help						
0	🎽 🐗   🖬 🛐		13 13 14 IM	B						
									2	
ID	Match No		STATEMENT	ACCOUNT	BAI	<u>^</u> IC	) Match No	• d		
	1	0	01/06/2011	14554137						
	2	0	04/06/2011	14554137						
	3	0	04/06/2011	14554137						
	4	0	04/06/2011	14554137						
	5	0	05/06/2011	14554137						
	6	0	06/06/2011	14554137						
	7	0	07/06/2011	14554137						
	8	0	08/06/2011	14554137						
	9	0	12/06/2011	14554137						
-	10	0	12/06/2011	14554137						
-	11	0	12/06/2011	14554137						
-	12	0	12/06/2011	14554137						
-	13	0	13/06/2011	14554137						
-	14	0	14/06/2011	14554137						
-	15	U	15/06/2011	14554137						
-	16	0	18/06/2011	14554137						
	17	0	18/06/2011	14554137						
-	18	0	18/06/2011	14554 137						
-	19	0	19/06/2011	14554137						
-	20	0	20/06/2011	14004137						
-	21	0	21/06/2011	14554137						
-	22	0	25/06/2011	14554137						
-	23	0	25/06/2011	14554137						
	25	0	25/06/2011	14554137						
	26	0	26/06/2011	14554137		~				
<				14004107	>					
	elect All De	selec	t All				Select All	Deselect	All	
rite	a Show all records					1	watening			
	SHOW BILLECOLDS					_				
First	Table STATEN	MENT	DATE 🔽 by		Filter				Vorianaa	Auto-Match
Sec	ond Table		by		Remove Filter				Variance	00 Manual Match
		_								

Figure 3.3.2: Data Imported and Displayed in the First table

# 4. Deduping/Cleaning Records

### **4.1 Deleting Duplicate Records**

#### To delete duplicate records in a table:

- 1. Click the **Data** menu and then click **Dedupe**. The **Dedupe Record** window is displayed.
- 2. Select the table from which you wish to remove duplicate records, from the **Dedupe Table** dropdown menu. The table you have selected will be populated in the **Dedupe Record** window.
- 3. Click **Find Duplicates.** EasyMatch then finds and displays only duplicate records. It also displays the number of duplicate records in the table.

In the following <u>Figure 4.1.1</u>, the table has found 41 duplicate records. One copy of each record will be kept by default, and this is denoted by a tick in the **Ignore** column. Any record that is flagged to be ignored will remain; any record <u>not</u> flagged will be <u>deleted</u>.

🐼 Dec	lupe Record							
14I	M 🙁							
Dedu	pe Table							
Tabl	e 1	~						
Rec	ords							
Ign	OTE STATEMENT	ACCOUNT	BAI	ТҮРЕ	DESC1	AMOUNT	DESC2	VALUE DA
	19/06/2011	14554137	169	CR DET	ACH INCOMING R	50	CBA POS	19/06/2011
	19/06/2011	14554137	169	OR DET	ACH INCOMING R	50	CBA POS	19/06/2011
B	19/06/2011	14554137	169	GR DET	ACH INCOMING R	25	CBA POS	19/06/2011
	19/06/2011	14554137	169	GR DET	ACH INCOMING R	25	CBA POS	19/06/2011
E	19/06/2011	14554137	169	OR DET	ACH INCOMING R	20	GBA POS	19/06/2011
	19/06/2011	14554137	169	GR DET	ACH INCOMING R	20	GBA POS	19/06/2011
	19/06/2011	14554137	169	GR DET	ACH INCOMING R	20	CBA POS	19/06/2011
E.	20/06/2011	14554137	169	GR DET	ACH INCOMING R	80	CBA POS	20/06/2011
	20/06/2011	14554137	169	OR DET	ACH INCOMING R	80	CBA POS	20/06/2011
	20/06/2011	14554137	169	GR DET	ACH INCOMING R	80	CBA POS	20/06/2011
B	20/06/2011	14554137	169	GR DET	ACH INCOMING R	30	CBA POS	20/06/2011
	20/06/2011	14554137	169	GR DET	ACH INCOMING R	30	CBA POS	20/06/2011
E	22/06/2011	14554137	169	OR DET	ACH INCOMING R	30.01	CBA POS	22/06/2011 💌
<						7		>
Dupli Fir	nd Duplicates	Unmatch Record	Delete Duplicates	Reset			(select row	s to Unmatch Record)

#### Figure 4.1.1: Deduped Records

- 4. Click **Delete Duplicates** to delete the records that are not ticked in the **Ignore** column.
- 5. Click **OK** on the **Confirmation** window.
- 6. Click **OK** on the **Information** window. The duplicate records are now deleted from the table.
- 7. Click Close .

**Note:** You can not delete a matched record. In order to delete a duplicate record that is matched, first unmatch the record and try again.

### **4.2 Cleaning Data**

#### To clean data in a table:

- 1. Click the **Data** menu and then click **Clean Data**. The **Data Cleaning** window is displayed.
- 2. Select the table in which you want to clean the records from the **Select Table** dropdown menu. The table you have selected will be populated in the **Data Cleaning** window.
- 3. Select the column which you want to clean from the **Table Fields (Column)** dropdown menu.
- 4. Select the cleaning operation you want to perform on the column from the **Operation** dropdown menu, as shown in **Figure 4.2.1**.

#### Figure 4.2.1: Selecting the Cleaning Operation

ecords	8							
)	STATEMENT DATE	ACCOUNT	BAI	ТҮРЕ	DESC1	AMOUNT	DESC2	VALUE DA
1	01/06/2011	14554137	169	GR DET	ACH INCOMING R	119796.6	AMEX	01/06/2011
2	04/06/2011	14554137	169	GR DET	ACH INCOMING R	106957	AMEX	04/06/2011
3	04/06/2011	14554137	169	CR DET	ACH INCOMING R	120108.09	AMEX	04/06/2011
4	04/06/2011	14554137	169	OR DET	ACH INCOMING R	157149.04	AMEX	04/06/2011
5	05/06/2011	14554137	169	GR DET	ACH INCOMING R	109249.95	AMEX	05/06/2011
6	06/06/2011	14554137	169	CR DET	ACH INCOMING R	98708.23	AMEX	06/06/2011
7	07/06/2011	14554137	169	GR DET	ACH INCOMING R	111845.28	AMEX	07/06/2011
8	08/06/2011	14554137	169	CR DET	ACH INCOMING R	125975.55	AMEX	08/06/2011
9	12/06/2011	14554137	169	OR DET	ACH INCOMING R	98045.55	AMEX	12/06/2011
10	12/06/2011	14554137	169	GR DET	ACH INCOMING R	107044.36	AMEX	12/06/2011
11	12/06/2011	14554137	169	CR DET	ACH INCOMING R	123128.39	AMEX	12/06/2011
12	12/06/2011	14554137	169	OR DET	ACH INCOMING R	183034.8	AMEX	12/06/2011
13	13/06/2011	14554137	169	CR DET	ACH INCOMING R	99496.13	AMEX	13/06/2011
14	14/06/2011	14554137	169	CR DET	ACH INCOMING R	78062.89	AMEX	14/06/2011
			11					>
able Fie	elds (Column)	Operatio	n					
MOUN	Т	Flip sign	1	~				

The EasyMatch application allows you to perform the following cleaning operations depending on the type of the field you have chosen in the **Table Fields (Column)** dropdown menu. The following **Table 4.2.1** illustrates the cleaning operations.

Field Type	<b>Cleaning Operation</b>	Description
Text	Upper Case	Converts all text in the column to upper case.
	Lower Case	Converts all text in the column to lower case.
	Proper Case	Converts all text in the column to sentence case.
Numbers	Negative to Positive	Negative numbers will be changed to positive. Positive numbers are unchanged.
	Positive to Negative	Positive numbers will be changed to negative. Negative numbers are unchanged.
	Flip Sign	Positive numbers are changed to negative. Negative numbers are changed to positive.
Date	NA	When the Field tupe is a date, no cleaning operation can be performed.

5. Click **Process**. The cleaning operation is performed and the column in the table will change according to the cleaning operation performed.

# 5. Match Rules

# **5.1 Creating a Match Rule**

#### To create a new match rule:

1. Click the **Matching** menu and then click **Matching Rules**. The **Rule Manager** window is displayed, as shown in <u>Figure 5.1.1</u>.

🐼 Rule Manager		
Rules		
Rule Name	Rule Type	
Manual Match	One to One	
		1.2 413
14.		

#### Figure 5.1.1: Rule Manager

2. Click **New**. The **Create Match Rule** window is displayed, as shown in <u>Figure</u> <u>5.1.2</u>.

#### Figure 5.1.2: Create Match Rule Window

🔗 Create Match Rule			
Rule Name	tch Tune. Tolerance and Field Tune for mato	hina Becords	
Table 1	Table 2	Match Type	Tolerance
	×	×	<b>~</b>
			(Select row to delete)
Match Rule Type			
<ul> <li>One to One</li> </ul>			
🔘 Many to Many			
O Both			
Delete Row			Save Close

- 3. Enter the name of the rule in the **Rule Name** field.
- 4. Select the column in the first table that should be a part of the rule from the **Table 1** dropdown menu, as shown in **Figure 5.1.3**.

#### Figure 5.1.3: Create a Match Rule

🐼 Create Match Rule				
Rule Name				
Rule 1				
Please select Columns, Match T	ype, Tolerance and Field Type for mate	ching Records		
Table 1	Table 2	Match Typ	e Tolerance	
	×	~	~	
STATEMENT DATE ACCOUNT	<u>^</u>			
TYPE	<b>.</b>			
AMOUNT				
DESC2 VALUE DATE	~			
			(C. J. J	11111
			(Select low to d	Jelete)
Match Rule Type				
💿 One to One				
O Many to Many				
O Both				
Delete Row			<u>Save</u>	.e

**Note:** In this figure, you will notice that the Amount field in Table 1 will be chosen as part of the match rule.

- 5. Select the column in the second table that should be a part of the rule from the **Table 2** dropdown menu.
- 6. Select the type of match you want to perform from the **Match Type** dropdown menu. The following <u>Table 5.1.1</u> provides a description of the different match types.

Match Type	Description
EQUAL	The values in both must match exactly.
WITHIN	The values in both fields must match +/- the tolerance provided. This match type can be used only with date/time or numeric fields.
CONTRA	The sum of the field values comes to 0 +/- the tolerance. This match type can only be used with numeric values.

#### Table 5.1.1: Match Types

7. If you have selected WITHIN or CONTRA as the Match Type, enter a tolerance value in the **Tolerance** field.

**Note:** You must ensure that you select fields of the same type (text, number or date/time) to create a match rule. For example, you cannot select a Text field in Table 1 and Number field in Table 2 to create the match rule.

Once a rule is added successfully, a new row is added below the rule you have just created. You can add as many fields to the match rule as you like using Step 4 to Step 8.

8. Select the type of rule in the **Match Rule Type** section. The following Table 5.1.2 provides a description of the rule types.

Type of Rule	Description
One to One	For each record in the first table, one matching record is sought in the second table. If the sought record meets the criteria in the matching algorithm, both records are matched together.
Many to Many	For each record in the first table, many matching records are sought in both tables. If all records meet the criteria in the matching algorithm, they are all matched together.
Both	For each record in the first table, match One to One first and, if no match is found, match Many to Many.

Table 5.1.2: Matching Rule Types

9. Click **Save**. The new rule is created and this rule will be used to match the records in table 1 and table 2 during the matching process.

**Note:** You can create as many match rules as required to get the most accurate match. EasyMatch will try each match rule in sequence to try to match your data. You can control the order EasyMatch tries each match rule by reordering the match rules in the **Rule Manager**.

**Note:** The topmost match rule in the **Rule Manager** is the Manual Match rule. This is a special rule used to control the Manual Match process and is ignored when the Auto-Match function is performed. You cannot reorder or delete the Manual Match rule; it always remains at the top of the **Rule Manager**.

# **5.2 Editing a Match Rule**

#### To edit a match rule:

- 1. Click the **Matching** menu and then click **Matching Rules**. The **Rule Manager** window is displayed.
- 2. Select the rule you want to edit and click **Edit**. The **Match Rule** window is displayed.
- 3. Select the rule you want to edit and make the modifications.
- 4. Click **Update**.

### 5.3 The Manual Match Rule

The first rule in the Rule Manager is the Manual Match rule. This rule governs how records are matched manually, and it cannot be reordered or deleted.

You edit the Manual Match Rule the same way you do any other rule, except that you cannot change the name.

The rule will be checked when you perform a manual match, and if the records you have selected to match do not meet the criteria of the rule, an error message will be displayed.

Map columns with the Contra Match Type in the Manual Match Rule and EasyMatch will use the values in those columns to calculate the variance when you select records to be matched.

# 5.4 Deleting a Match Rule

#### To delete a match rule:

- 1. Click the **Matching** menu and then click **Matching Rules**. The **Rule Manager** window is displayed.
- 2. Select the rule you want to delete and click **Delete**.
- 3. Click **Yes** on the **Confirmation** window. The rule is now deleted.

# 6. Matching Process

### **6.1 Auto-matching Records**

To perform an auto-match of the records in the tables:

1. Click **Auto-match** after you have created appropriate Auto-Match rules in the Rule Manager and populated both tables with relevant records.

EasyMatch will start matching the records in both the tables depending on the rules you have set in the Rule Manager. You will be able to see a progress bar indicating the progress of the matching as shown in <u>Figure 6.1.1</u>.

Figure 6.1.1: Auto-match Progress Bar

	STATEMENT	ACCOUNT	BAI	TYPE	~	ID	DATE	PAYEE CODE	CHQ NO#	AMOUNT
1	6/1/2011	14668599	475	DB DET		1	5/10/2011	505280	353730	
2	6/1/2011	14668599	475	DB DET		2	5/17/2011	505384	353746	2
3	6/1/2011	14668599	475	DB DET		3	6/4/2011	503118	353750	
4	6/1/2011	14668599	475	DB DET		4	6/19/2011	506250	353753	
5	6/1/2011	14668599	475	DB DET		5	2/21/2011	502913	353761	
6	6/4/2011	14668599	475	DB DET		6	6/4/2011	503210	353763	1
7	6/4/2011	14668599	475	DB DET		7	3/8/2011	506441	353764	1
8	6/4/2011	14668599	475	DB DET		8	3/21/2011	505912	353765	
9	6/4/2011	14668599	475	DB DET		9	5/5/2011	509006	353769	1
10	6/4/2011	14668599	475	DB DET		10	4/8/2011	507857	353771	
11	6/4/2011	14668599	475	DB DET		12	3/26/2011	507012	353772	
12	6/5/2011	14668599	475	DB DET		13	5/14/2011	502630	353773	
13	6/5/2011	14668599	475	DB DET		14	5/5/2011	500446	353774	
14	6/5/2011	14668599	475	DB DET		15	4/21/2011	504193	353777	
15	6/5/2011	14668599	475	DB DET		16	4/26/2011	508406	353778	
16	6/5/2011	14668599	475	DB DET		17	5/27/2011	504318	353781	
17	6/5/2011	14668599	475	DB DET		18	3/25/2011	501352	353784	
18	6/6/2011	14668599	475	DB DET		19	4/24/2011	501365	353786	1
19	6/6/2011	14668599	475	DB DET		20	3/11/2011	500659	353787	1
20	6/6/2011	14668599	475	DB DET		21	4/5/2011	503884	353790	
21	6/6/2011	14668599	475	DB DET		22	2/28/2011	507231	353792	
22	6/6/2011	14668599	475	DB DET		23	3/23/2011	505331	353794	1
23	6/6/2011	14668599	475	DB DET		24	2/27/2011	506903	353795	26
24	6/7/2011	14668599	475	DB DET		25	3/22/2011	501847	353796	2
25	6/7/2011	14668599	475	DB DET		26	4/13/2011	505004	353797	
26	6/8/2011	14668599	475	DB DET	$\mathbf{M}$	27	5/14/2011	508598	353798	

2. You will see a pop-up window indicating that the auto-match process is complete. Click **OK**.

You will now see the records which did not meet the matching criteria defined by the matching rules, as shown in **Figure 6.1.2**.

#### Figure 6.1.2: Records That did not Match the Matching Criteria

File       Inport       Data       Matching       Reporting       Help         ID       STATEMENT       ACCOUNT       BAI       TYPE       ID       DATE       PAYEE CODE       CH0 NO#       AMOL         11       4462011       S07857       553771       1       4462011       S07857       553921         07       321/2011       S01042       533924       1       553924       1       353924       1       1       353924       1       1       353924       1       1       353924       1       1       1542011       5046									- Nov	EasyMatch	
D         STATEMENT         ADCOUNT         BAI         TYPE         D         DATE         PAYEE CODE         CHQ NQH         AMOU           11         48/2011         S07657         353771         48/57/2011         S0773         353827         68/318/2011         S0073         353897         68/318/2011         S0218         353804         68/318/2011         S0218         353804         68/318/2011         S0218         353804         68/318/2011         S0585         353804         69/311         S0556         353824         69/311         S07556         353824         69/32101         S07556         353824         69/512011         S07556         353824         69/5 526/2011         S03898         69/3 527/2011         S07566         353834         69/6 52/2011         S03846         353933         69/5 526/2011         S03846         3539336         69/6 52/2011         S03846         3539336         10/1 51/5/2011         S01896         533937         10/1 51/5/2011         S018/6 52/2011         S018/3 533937							rting Help	atching Reporti	Data Ma	ile Import	
ID         STATEMENT         ACCOUNT         BAI         TYPE         ID         DATE         PAYEE CODE         CHQ NQH         AMD           11         448/2011         S07657         353771         448         57/2011         501042         353821         67         35/21/2011         501042         353821         67         32/2/2011         500757         353897         68         3/19/2011         502181         353902         68         3/19/2011         507684         353919         90         674/2011         506243         353924         94         66/2011         507565         353824         94         66/2011         507565         353824         95         528/2011         507565         353824         95         55/28/2011         502664         353939         95         55/28/2011         50466         353939         96         67/2011         50466         353939         98         67/2011         50466         353939         98         67/2011         50466         353939         99         67/2011         50466         353939         99         67/2011         50466         353943         101         57/2011         50466         353942         100         77/2011         504663         353972								18 B M B	1 2 2	) 🖻 🜗 🛛	
ID       STATEMENT       ACCOUNT       BAI       TYPE       ID       DATE       PAYEE CODE       CHQ NOH       AMOL         11       446/2011       507857       353771       440/2       353821       1         11       446/2011       507857       353771       553897       1       1       446/2011       507857       353771         11       446/2011       50180       353897       1       353897       1       1       353892       1       1       1       446/2011       50180       353892       1       1       9       6       1       1       1       1       1       1       1       1       1       3       1 <th></th> <th></th> <th></th> <th></th> <th>_</th> <th></th> <th></th> <th></th> <th></th> <th></th>					_						
11       46/2011       50/7657       353771         46       57/2011       50/1042       353821         67       321/2011       50/1042       353897         68       318/2011       50/2181       353802         69       3/23/2011       50/785       353904         90       6/14/2011       50/628       353904         91       6/14/2011       50/628       353904         92       4/10/2011       50/628       353904         93       6/6/2011       50/528       353904         93       6/6/2011       50/50       353824         94       6/6/2011       50/50       353824         95       5/26/2011       50/50       353824         96       4/10/2011       50/50       353824         97       5/17/2011       50/50       353824         96       6/7/2011       50/66       353939         97       5/17/2011       50/66       353939         98       6/7/2011       50/66       353941         100       7/7/2011       50/66       353942         101       51/2011       50/66       353942         102	IOUNT	CHQ NO#	PAYEE CODE	DATE	ID	TYPE	BAI	ACCOUNT	TEMENT	ID STA	
48       5/7/2011       \$0142       35821         67       3212011       \$00773       \$35897         68       3182011       \$02181       \$53902         68       3232011       \$07188       \$35994         90       \$142011       \$06295       \$35994         90       \$142011       \$06543       \$35921         91       \$682011       \$07505       \$35921         92       \$4702011       \$00150       \$35921         93       \$642011       \$07505       \$35924         94       \$642011       \$07505       \$35924         95       \$5282011       \$00764       \$35936         96       \$6172011       \$00764       \$35936         96       \$6172011       \$00468       \$35939         98       \$6172011       \$00468       \$35932         101       \$192011       \$06468       \$35932         102       \$4122011       \$04681       \$35932         103       \$612011       \$04691       \$35922         103       \$612011       \$07078       \$33922         105       \$612011       \$07078       \$33922         105       \$612011 </td <td>73</td> <td>353771</td> <td>507857</td> <td>4/8/2011</td> <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td>	73	353771	507857	4/8/2011	11						
87       32/12011       900773       953897         88       3/16/2011       502161       353904         99       3/23/2011       50718       35399         91       6/16/2011       505245       35399         92       4/10/2011       505245       35399         92       4/10/2011       505543       553924         92       4/10/2011       507505       353924         93       6/8/2011       507505       353924         94       6/8/2011       507505       353924         95       5/26/2011       500399       353924         95       5/26/2011       50044       353936         96       6/17/2011       507604       353934         97       5/17/2011       507604       353935         100       5/12/2011       50469       353936         97       6/12/2011       50469       353935         102       4/12/2011       50469       353937         102       4/12/2011       50469       353937         103       6/2/2011       50469       353937         104       5/13/2011       50469       353937         105		353821	501042	5/7/2011	48						
88       3/19/2011       502181       353802         99       3/22/2011       507188       353904         90       6/14/2011       505283       553909         92       4/10/2011       505643       553924         93       6/9/2011       507505       553924         93       6/9/2011       507505       553924         94       6/9/2011       507505       553924         95       5/26/2011       507505       553924         96       5/27/2011       507604       553936         96       6/7/2011       507604       553936         96       6/7/2011       507604       553936         96       6/5/2011       50466       553934         97       517/2011       507604       553926         96       6/5/2011       50466       553935         96       6/5/2011       50466       553957         100       7/7/2011       501618       553970         102       4/1/2011       50669       553972         Select All Deselect All         Select All Deselect All	418	353897	500773	3/21/2011	87						
89       2/2/2011       507188       953904         90       6/14/2011       506295       953909       9         91       6/18/2011       505843       953924       9         92       4/10/2011       500150       553924       9         93       6/9/2011       500150       553924       9         94       6/9/2011       507505       353924       9         95       5/2/2011       507505       353924       9         95       5/2/2011       507505       353924       9         96       6/9/2011       507505       353924       9         97       5171/2011       507504       353936       9         98       6/2/2011       50460       353933       9         99       6/15/2011       50460       353935       10         100       7/7/2011       50489       353951       10         102       4/12/2011       50489       353952       10         103       6/5/2011       504978       353962       10         104       5/3/2011       504978       353970       10         105       6/1/2011       507078       3539	179	353902	502181	3/19/2011	88						
90       6/14/2011       506245       353909         91       6/16/2011       50643       353919         92       4/10/2011       500150       353924         93       6/9/2011       507505       353924         94       6/9/2011       507505       353924         95       5/26/2011       502359       353926         96       6/10/2011       500999       353934         95       5/26/2011       50246       353939         96       6/10/2011       50999       353936         98       6/27/2011       50466       353939         99       6/15/2011       50466       353935         100       7/7/2011       50466       353942         100       7/7/2011       50466       353942         100       7/7/2011       50466       353942         101       5/19/2011       50466       353942         102       4/12/2011       50466       353942         103       6/5/2011       50476       353962         104       5/12/2011       50476       353970         105       6/1/2011       50476       353972         Select All <td>138</td> <td>353904</td> <td>507188</td> <td>3/23/2011</td> <td>89</td> <td></td> <td></td> <td></td> <td></td> <td></td>	138	353904	507188	3/23/2011	89						
91       eV18/2011       505843       353919         92       4/10/2011       507505       353924         93       6/9/2011       507505       353924         94       6/9/2011       507505       353924         95       5/26/2011       507393       953926         96       4/10/2011       500999       353934         97       5/17/2011       507604       353936         98       6/75/2011       50466       353939         99       6/15/2011       50466       353934         100       7/7/2011       50466       353939         100       7/7/2011       50466       353939         101       5/19/2011       504669       353943         100       7/7/2011       504669       353943         101       5/19/2011       504669       353947         102       4/12/2011       504691       353955         103       6/5/2011       501818       353970         105       6/1/2011       501818       353972         105       6/1/2011       501816       353972         Select All       Deselect All         Select All <td>421</td> <td>353909</td> <td>506295</td> <td>6/14/2011</td> <td>90</td> <td></td> <td></td> <td></td> <td></td> <td></td>	421	353909	506295	6/14/2011	90						
92       4/10/2011       500150       353921         93       6/8/2011       507505       353924         94       6/8/2011       507505       353924         95       5/8/2011       50253       353924         96       4/10/2011       500999       353934         95       5/8/2011       500999       353934         97       5/17/2011       500460       353936         98       6/27/2011       50466       353939         99       6/5/2011       504660       353942         100       7/7/2011       504669       353943         101       5/19/2011       504669       353943         101       5/19/2011       504669       353955         103       6/5/2011       504691       353952         103       6/5/2011       50150       353970         105       6/1/2011       5017078       353972         Select All       Deselect All         Select All       Deselect All	255	353919	505843	6/18/2011	91						
33       6/9/2011       507505       353924         94       6/9/2011       507505       353924         95       5/20/2011       500393       353934         96       470/2011       500393       353934         97       5/7/2011       507504       353936         98       6/2/2011       500493       353934         99       6/15/2011       50468       353939         99       6/15/2011       50468       353934         100       7/7/2011       501950       353943         101       5/19/2011       50469       353951         102       102/2011       50469       353952         103       6/5/2011       50478       353952         104       5/13/2011       50478       353972         105       6/1/2011       507078       353972         105       6/1/2011       507078       353972         105       6/1/2011       507078       353972         105       6/1/2011       507078       353972         Select All       Deselect All       Deselect All       Estence         Filter       Filter       Filter       Autol	7	353921	500150	4/10/2011	92						
94       69/2011       507505       353924         95       5/28/2011       502359       353926         96       41/10/2011       500998       353934         97       517/2011       507604       353939         98       6/27/2011       503465       353939         99       6/15/2011       50466       353931         99       6/15/2011       50466       353931         100       77/2011       504669       353951         102       4/1/2/2011       504669       353952         103       65/2011       504691       353952         103       65/2011       504691       353952         103       65/2011       504691       353952         104       5/13/2011       501818       353970         105       6/1/2011       507078       353972         Interment cols         Filter         Show all records       Filter       Matching	60	353924	507505	6/9/2011	93						
95       \$526/2011       \$503239       \$35326         96       \$4710/2011       \$500999       \$35334         97       \$6717/2011       \$507604       \$353936         98       \$672/2011       \$50466       \$53932         99       \$6715/2011       \$50466       \$53934         100       777/2011       \$50466       \$53942         100       777/2011       \$50466       \$53935         101       \$6719/2011       \$504669       \$53951         102       \$4712/2011       \$50469       \$53952         103       \$672011       \$50469       \$53952         104       \$6713/2011       \$50478       \$35362         104       \$6713/2011       \$50478       \$353970         104       \$6713/2011       \$50478       \$53972         105       \$71/2011       \$507078       \$53972         105       \$671/2011       \$507078       \$53972         105       \$671/2011       \$507078       \$53972         105       \$671/2011       \$507078       \$53972         105       \$671/2011       \$507078       \$53972         105       \$671/2011       \$507078       \$53972	60	353924	507505	6/9/2011	94						
96       4/10/2011       500999       353934         97       5/17/2011       507604       353936         98       6/5/2011       503466       353939         99       6/5/2011       504680       353942         100       7/7/2011       501950       353943         101       5/19/2011       508669       353951         102       4/12/2011       504691       353955         103       6/5/2011       504691       353970         104       5/13/2011       501818       353970         105       6/1/2011       501818       353970         105       6/1/2011       501818       353970         105       6/1/2011       501818       353970         105       6/1/2011       501818       353970         105       6/1/2011       5017078       353972         Select All Deselect All         Deselect All         Select All Deselect All         Select All Deselect All	114	353926	502359	5/28/2011	95						
97       5/17/2011       507604       353936         98       6/27/2011       503466       353939         99       6/15/2011       504660       353943         100       5/19/2011       501950       353943         101       5/19/2011       504669       353955         103       6/5/2011       504691       353955         103       6/5/2011       504691       353952         104       5/13/2011       501818       353970         105       6/1/2011       501818       353970         105       6/1/2011       507078       353972	131	353934	500999	4/10/2011	96						
88       6/27/2011       503466       353939         99       6/15/2011       504060       353942         100       7/7/2011       501550       353943         101       7/7/2011       508683       353951         102       4/12/2011       508683       353952         103       6/5/2011       504691       353952         104       5/13/2011       508683       353970         105       6/1/2011       501818       353970         105       6/1/2011       501818       353970         105       6/1/2011       507078       353972         Select All         Deselect All         Select All       Deselect All         Select All         Select All       Deselect All	132	353936	507604	5/17/2011	97						
99       6/15/2011       504080       353942         100       7/7/2011       501950       353943         101       5/19/2011       508669       353951         102       4/12/2011       504691       353952         103       6/5/2011       504691       353952         103       6/5/2011       504691       353952         104       5/13/2011       504678       353952         105       6/12011       507078       353972         Select All         Deselect All         Select All<	95	353939	503466	6/27/2011	98						
100       77/2011       501950       353943         101       5/19/2011       500669       353951         102       4/12/2011       504691       353955         103       65/2011       505478       353962         104       5/13/2011       50118       353970         105       6/1/2011       507078       353972         Select All         Deselect All         Filter         Show all records       Filter       Matching	471	353942	504080	6/15/2011	99						
101       5/19/2011       508668       353951         102       4/12/2011       504681       353955         103       6/5/2011       505478       353962         104       5/13/2011       501818       353970         105       6/1/2011       501818       353970         105       6/1/2011       5017078       353972         Select All         Deselect All         Select All <td colsp<="" td=""><td>5</td><td>353943</td><td>501950</td><td>7/7/2011</td><td>100</td><td></td><td></td><td></td><td></td><td></td></td>	<td>5</td> <td>353943</td> <td>501950</td> <td>7/7/2011</td> <td>100</td> <td></td> <td></td> <td></td> <td></td> <td></td>	5	353943	501950	7/7/2011	100					
102       4/12/2011       504691       353955         103       6/5/2011       505478       353952         104       5/13/2011       501818       353970         105       6/1/2011       507078       353972         Select All       Deselect All       Select All       Deselect All         Show all records       Inter       Matching       Auto-	420	353951	508669	5/19/2011	101						
103         6/5/2011         505478         353962           104         5/13/2011         501818         353970           105         6/1/2011         507078         353972	68	353955	504691	4/12/2011	102						
104         5/13/2011         501818         353970           105         6/1/2011         507078         353972           105         6/1/2011         507078         353972           Select All         Deselect All         Select All         Deselect All           Filter         Matching         Matching         Auto-1	424	353962	505478	6/5/2011	103						
105     6/1/2011     507078     353972       Select All     Deselect All     Select All       Select All     Deselect All       Filter     Matching	52	353970	501818	5/13/2011	104						
Select All Deselect All Filter Show all records First Table STATEMENT DATE why Filter	183	353972	507078	6/1/2011	105						
Select All Deselect All Deselec					<					<	
Show all records First Table STATEMENT DATE by Fitter Auto-			ct All	All Desele	Selec			ect All	Deseler	Select All	
FIRST TABLE STATEMENT DATE Y DY	to Match					Filter			cords	Show all re	
Second Table DATE v by Remove Filter	nual Match	:e 0.00	Variar			Remove Filter	y	by	DATE	Second Table	

# 3. If you wish to view both matched and unmatched records, click the checkbox next to **Show All Records** .

All the matched records in both the tables will be displayed now. You will also notice that the matching process allocates a match number to the matched records. Match No. is a new column that EasyMatch inserts in both tables, as shown in **Figure 6.1.3**. Notice in the following figure that the last columns in both tables are **Match No** columns with match numbers assigned for each matched record. For example, in this case we used a One to One rule to match the "DESC2" column in table 1 to "CHQ NO#" column in table 2. Since the value in the "DESC2" column in the sixth record in table 1 matched with the value of the "CHQ NO#" column in the second row in table 2, both are assigned the same match number, i.e. 6. Also notice the match number 9 highlighted in the following figure.

#### Figure 6.1.3: Match Numbers

AMOUN	IT	DESC2	VALUE DATE	Match No	1	<u> </u>	PAYEE CODE	CHQ NO#	AMOUNT	Match No
	-648.75	353774	6/1/2011	1	1		505280	353730	396	1
	-88	353777	6/1/2011		2		505384	353746	236990	
	-1339.1	353781	6/1/2011		3		503118	353759	80.05	7
	-1261.75	353787	6/1/2011	1	4		506250	353753	452.95	1
	-2580.95	353796	6/1/2011		5		502913	353761	33	1
	-236990	353746	6/4/2011		6	-	503210	353763	1410.69	2
	-1779.21	353764	6/4/2011		7		506441	353764	1779.21	
	-1020.45	353769	6/4/2011		8		505912	353765	234.21	1
	-1459.5	353772	6/4/2011		9		509006	353769	1020.45	
	-260.02	353773	6/4/2011		10		507857	353771	733.62	1
	-454.51	353792	6/4/2011		11		507857	353771	733.62	
	-396	353730	6/5/2011		12		507012	353772	1459.5	
	-452.95	353753	6/5/2011		13		502630	353773	260.02	1
	-33	353761	6/5/2011		14		500446	353774	648.75	
	-989.79	353778	6/5/2011		15		504193	353777	88	3
	-90	353784	6/5/2011		16		508406	353778	989.79	1
	-1001.52	353794	6/5/2011		17		504318	353781	1339.1	
	-234.21	353765	6/6/2011		18		501352	353784	90	1
	-733.62	353771	6/6/2011		19		501365	353786	1914.15	2
	-1914.15	353786	6/6/2011		20		500659	353787	1261.75	
	-88	353790	6/6/2011		21		503884	353790	88	2
	-26338.21	353795	6/6/2011		22		507231	353792	454.51	1
	-220.85	353800	6/6/2011		23		505331	353794	1001.52	1
	-1410.69	353763	6/7/2011		24		506903	353795	26338.21	2
	-441.58	353802	6/7/2011		25		501847	353796	2580.95	
	-278.13	353798	6/8/2011		26	<b>~</b>	505004	353797	110	4
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### 6.2 Manually Matching Records

#### To perform a manual match of the records in the tables:

1. Select the two records on which you want to perform a manual match and click **Manual Match**.

The two records which you have chosen for the manual match process will be assigned the same match number. You will also notice that these records will not be shown in tables once manual match is performed, as by default EasyMatch shows only unmatched records .

Manual match can usually be usually performed after an auto-match process to minimize the involvement in matching all records manually. Manually matching records after the auto-match process can help you match any of the records that were not matched during the auto-match process.

2. If you wish to view both matched and unmatched records, click the checkbox next to **Show All Records**.

All records (both matched and unmatched) in both the tables will be displayed now. By default, only unmatched records are displayed.

### 6.3 Filtering Records in a Table

#### To filter the records in the table:

- 1. Select the field that you want to filter in the first or second table by choosing the field from the appropriate dropdown menu.
- 2. Enter the filtering criteron in the adjacent field.
- 3. Click **Filter**. You will see that the records in the field you have chosen for filtering will be filtered according to the filtering criterion.

You can choose to remove the filter on the field by clicking the **Remove Filter** button.

# 6.4 Selecting/Unselecting All Records

#### To quickly and conveniently select and unselect all records in a table:

- 1. Click the Select All button beneath either table to select all records.
- 2. Click the **Unselect All** button beneath either table to unselect all records.

**Note:** When used in conjunction with the manual match rule, the variance box, and the filters, you can quickly match records manually and perform analysis on the data using the Select/Unselect All buttons.

# 6.5 Unmatching Records

#### To unmatch a record after matching:

- 1. Select the record you wish to unmatch. You only need to select one record in a match, even though there are two or more.
- 2. Click the Matching menu and then click Unmatch .
- 3. Click **Yes** on the **Confirmation** pop-up window.
- 4. Click **OK** on the Information pop-up window.

All records in the match are now unmatched and returned to the state when they were first imported. You may also notice that the match numbers are now set to "0", as shown in **Figure 6.5.1**.

#### Figure 6.5.1: Matched Records After Unmatching

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					_				
	AMOUNT	DESC2	VALUE DATE	Match No	^	PAYEE CODE	CHQ NO#	AMOUNT	Match No 🛛 🔼
E	-648.75	353774	6/1/2011	0		505280	353730	396	0
E	-88	353777	6/1/2011	0		505384	353746	236990	0
E	-1339.1	353781	6/1/2011	0		503118	353750	80.05	0
E	-1261.75	353787	6/1/2011	0	=	506250	353753	452.95	0
E	-2580.95	353796	6/1/2011	0		502913	353761	33	0
E	-236990	353746	6/4/2011	0		503210	353763	1410.69	0
E	-1779.21	353764	6/4/2011	0		506441	353764	1779.21	0
E	-1020.45	353769	6/4/2011	0	-	505912	353765	234.21	0
E	-1459.5	353772	6/4/2011	0		509006	353769	1020.45	0
E	-260.02	353773	6/4/2011	0		507857	353771	733.62	0
E	-454.51	353792	6/4/2011	0		507857	353771	733.62	0
E	-396	353730	6/5/2011	0		507012	353772	1459.5	0
E	-452.95	353753	6/5/2011	0		502630	353773	260.02	0
E	-33	353761	6/5/2011	0		500446	353774	648.75	0
E	-989.79	353778	6/5/2011	0		504193	353777	88	0
E	-90	353784	6/5/2011	0		508406	353778	989.79	0
E	-1001.52	353794	6/5/2011	0		504318	353781	1339.1	0
E	-234.21	353765	6/6/2011	0		501352	353784	90	0
E	-733.62	353771	6/6/2011	0		501365	353786	1914.15	0
E	-1914.15	353786	6/6/2011	0		500659	353787	1261.75	0
E	-88	353790	6/6/2011	0		503884	353790	88	0
E	-26338.21	353795	6/6/2011	0		507231	353792	454.51	0
E	-220.85	353800	6/6/2011	0		505331	353794	1001.52	0
E	-1410.69	353763	6/7/2011	0		506903	353795	26338.21	0
E	-441.58	353802	6/7/2011	0		501847	353796	2580.95	0
E	-278.13	353798	6/8/2011	0	~	505004	353797	110	0 🛩
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e -	and Table Dam			Remove Filter				variance	Manual Match
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**Note:** Sometimes you won't always get it right. It might take a while to refine your match rules to get the most accurate match without matching the wrong records. You might also manually match the wrong records accidentally. The Unmatch feature can be used to "undo" a match when necessary.

### 6.6 Reordering and Sorting Columns

#### To reorder columns and sort the data:

1. Click and hold on the column you wish to move, and drag it to the position you wish to place it.

2. You can also click on the column without dragging it to reorder the table in ascending or descending order.

# 7. Reporting

# 7.1 Searching Records

To search for specific records in a table:

1. Click **Reporting** and then click **Open Query**.

The Report window is displayed, as shown in **Figure 7.1.1**.

Figure 7.1.1: Reporting Window

SeasyMatch - Nov	
File Import Data Matching Reporting Help	
Report Statement	
E Search Table	Match Result
E Search Table	Search Result
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E	Show Matches
E	Match record from First Table
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E	
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	Match record from Second Table
E	
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Search Close Bemove Criteria	Search Results Tablet Matches Table2 Matches
Fir	
Second Table DATE v by	Remove Filter 0.00 Manual Match
	· · · · · · · · · · · · · · · · · · ·

2. From the **Search Table** dropdown menu, select the table on which you want to perform the search operations.

You will see that three columns are now displayed below the dropdown menu. You will use these columns to define the search criteria.

- 3. From the **Column** dropdown menu, select the column on which you want to perform the search.
- 4. From the **Condition** dropdown menu, select the appropriate operator used to perform the search.
- 5. Enter the value for which the search has to be performed, in the **Value** field.

You can also specify multiple search criteria by adding multiple rows one below the other. Records must meet all criteria to be included in the result.

6. Click Search.

The **Search Result** section on the right displays all records in the chosen table that match all the search criteria, as shown in **Figure 7.1.2**.

	Report									
	Search Table			Matcl	n Result					
	Search Table			Search	Result					
•	Table 1		~	-	DESC1	AMOUNT	DESC2	VALUE DATE	Match No	
	Column	Condition	Value	-		-302.54	353804	6/13/2011		118
	AMOUNT	• =	-302.54	-	CHEQUE PAY	-302.54	353867	6/29/2011		166
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co	nd Table DATE	V	by		Remove Filter				0.00 Man	ual Match

#### Figure 7.1.2: Search Result

**Note:** If you are performing the search operations after performing the matching process, you can use the Reporting feature to report on matched and unmatched records.

**Note:** If you wish to display all records of a table in the query, enter **ID** > **0** in your criteria. If you wish to display all matched records, enter **Match No** > **0** in your criteria. If you wish to display all unmatched records, enter **Match No** = **0** in your criteria.

7. Select the record that you want to investigate in the matched records and click **Show Matches.** 

The Match record from First Table and Match record from Second Table show the records involved in the match of the selected record, as shown in Figure **7.1.3**.

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E	Column	Condition	Value		DESC1	AMOUNT	DESC2	VALUE DATE	Match No	
E	AMOUNT	* = ·	-302.54		CHEQUE PAY	-302.54	353804	6/13/2011	118	3
E		•	-	<u></u>	CHEQUE PAY	-302.54	353867	6/29/2011	166	5
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F					CHEQUE PAY	-302.54	353867	6/29/2011	166	5
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E										
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E				Match	record from Second T	able				
E					DATE	PAYEE CODE	CHQ NO#	AMOUNT	Match No	
				82	5/12/2011	507881	353867	302.54	166	~
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Sec	ond Table DATE	×	ру		Remove Filter				U.UU Manual N	natch

Figure 7.1.3: Records Matching the Search Results in Table 1 and Table 2

Note: You can click the **Remove Criteria** button to remove a criteria row.

# **7.2 Exporting Search Results**

#### To export search results:

- 1. In the **Export to CSV** section, click **Search Results** to download all the records from the **Search Result** section, in CSV format.
- 2. Navigate to the appropriate location on the local computer and click **Save**.
- 3. If you want to save the records in the **Match Record from First Table** section, click **Table 1 Matches** and save the CSV file on the computer.
- 4. If you want to save the records in the **Match Record from Second Table** section, click **Table 2 Matches** and save the CSV file on the computer.

The following **Figure 7.2.1** shows the buttons used to export the search results.

	🛿 Report				and at				
1	Search Table			Matc	h Result				
	Search Table			Search	n Result				
	Table 1		×		DESC1	AMOUNT	DESC2	VALUE DATE	Match No
	Column	Condition	Value	-	CHEQUE PAY	-302.54	353804	6/13/2011	118
	-				CHEQUE PAY	-302.54	353867	6/29/2011	166
				<					
								200	Show Matches
				Match	record from First Tab	le			SHOW Matches
					DESC1	AMOUNT	DESC2	VALUE DATE	Match No
					CHEQUE PAY	-302.54	353867	6/29/2011	166
				Motobu	record from Second 1	Ichic		IIII.	,
				Matcri	DATE	PAYEE CODE	CHQ NO#	AMOUNT	Match No
				82	5/12/2011	507 <u>881</u>	353867	302.54	166
		110				21	xport to CSV		
	Cauch	Close	Bemove Criteria				Search Results	Table1 Matches	Table2 Matches

#### Figure 7.2.1: Exporting Search Results