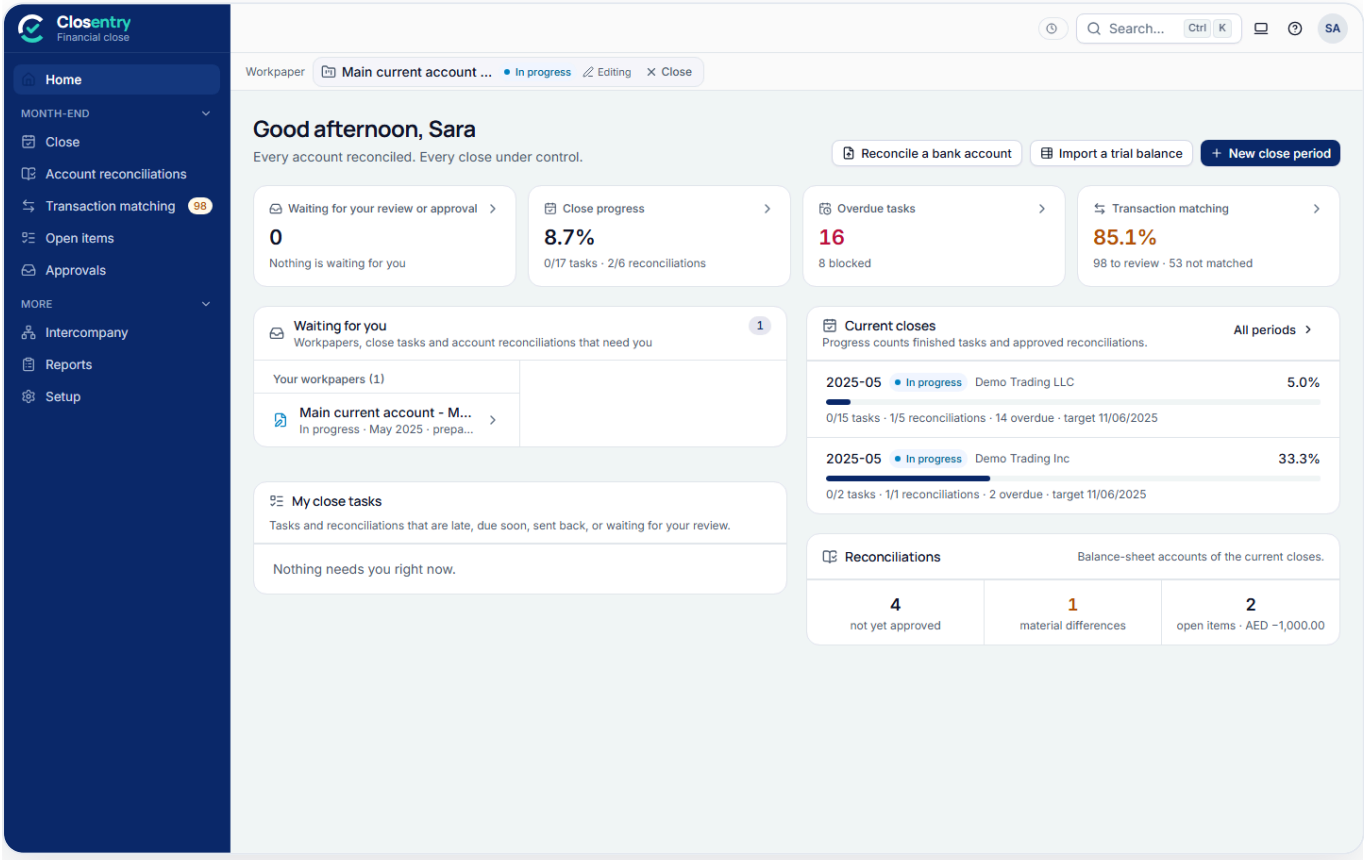
Closentry
Setup Guide

Installing the app, the free trial and licence keys, setting up a team folder, adding people, and where data is kept. For IT and the finance admin.



Version 2.0 · Windows 10 / 11 · October 2026
Screens show demo data for a sample company.

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The short version

Copy `Closentry.exe` to each PC and double-click it. There is nothing to install and you don't need admin rights or Python. For a team, put a shared folder on a network drive or OneDrive / SharePoint. One person creates the team there, adds colleagues by their Windows login, and everyone else chooses *Join a team*.

1. What you need

Item	Requirement
Operating system	Windows 10 or Windows 11, 64-bit
Browser engine	Microsoft Edge, which is part of Windows 10/11. The app's window is an Edge app window; nothing else is installed.
Disk space	About 13 MB for the program, plus your data (usually a few MB per month)
Memory	4 GB or more. Bank statements, ledgers and trial balances of up to 50 MB each (about 500,000 lines) are accepted; evidence attachments up to 100 MB.
Rights	A normal user account. No administrator rights are needed.
Internet	Not needed. Licences are checked offline and no data leaves the computer.
Python	Not needed. The .exe carries its own runtime.
For a team	A shared folder that every member can reach: a network share (`\\server\finance\Reconciliation`) or a OneDrive / SharePoint folder synced to every PC

> **Scanned statements**
> Scanned PDFs and photos are read with the OCR built into Windows 10/11. Nothing extra is installed and nothing is sent anywhere.

2. Install on a computer

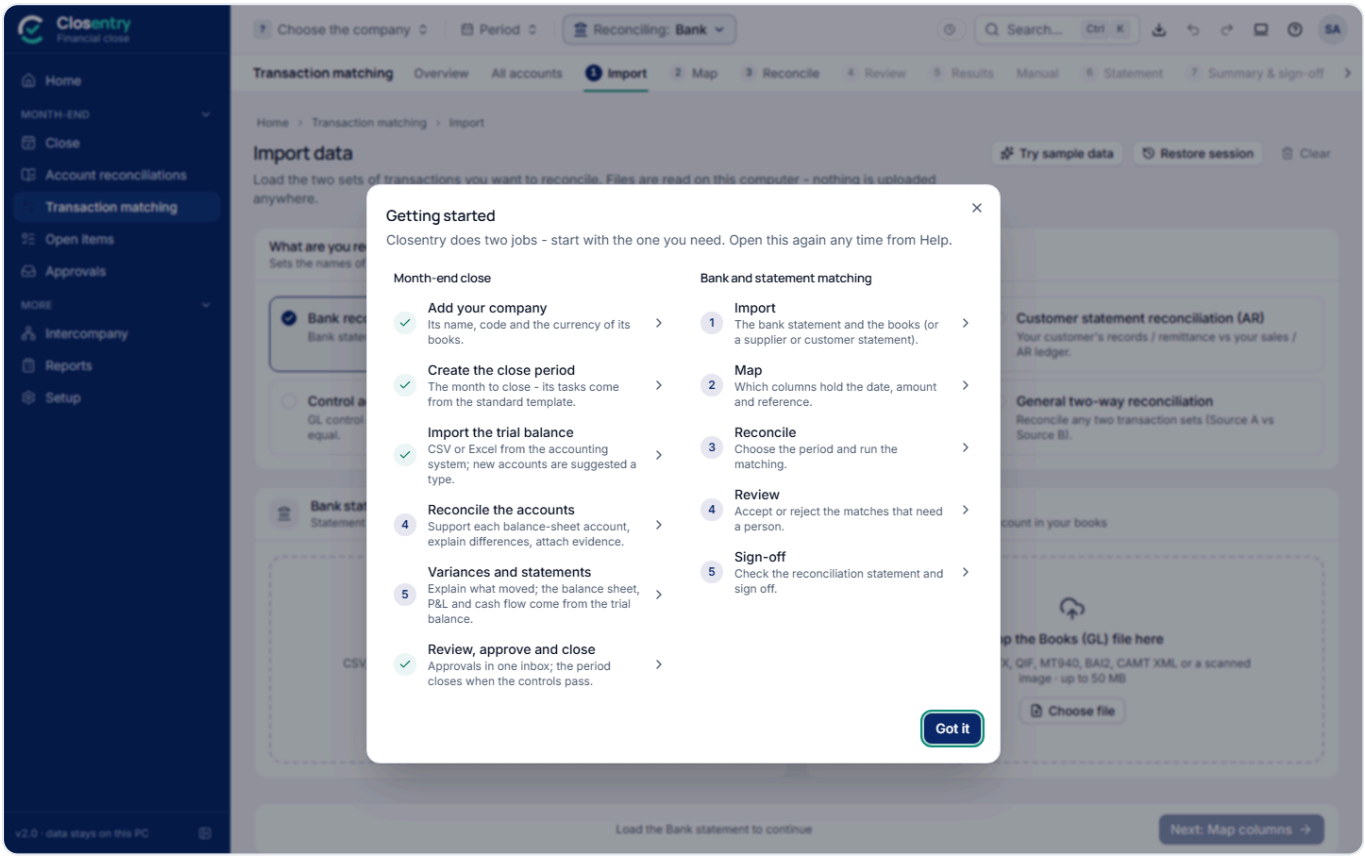
1. Copy `Closentry.exe` to a permanent place, for example `C:\Users\<you>\Apps\Closentry\` or a software share. Don't run it straight from the Downloads folder or from inside a zip file.
2. Optional: right-click the file, choose **Show more options** → **Send to** → **Desktop (create shortcut)**, and pin the shortcut to Start or the taskbar.
3. Double-click to start. The first start takes a few seconds while Windows unpacks the program. Later starts are faster.

> **"Windows protected your PC" (SmartScreen)**
> Until the build is code-signed, Windows may show this message for a new download. Click **More info** → **Run anyway**. This happens once per computer. To avoid it, IT can allow the file by its hash in Microsoft Defender or in the company's antivirus. A signed build (`build_exe.py --sign`) shows the publisher's name instead.

A second copy is available for scripts and scheduled jobs: `Closentry-cli.exe` (see section 13). Most users don't need it.

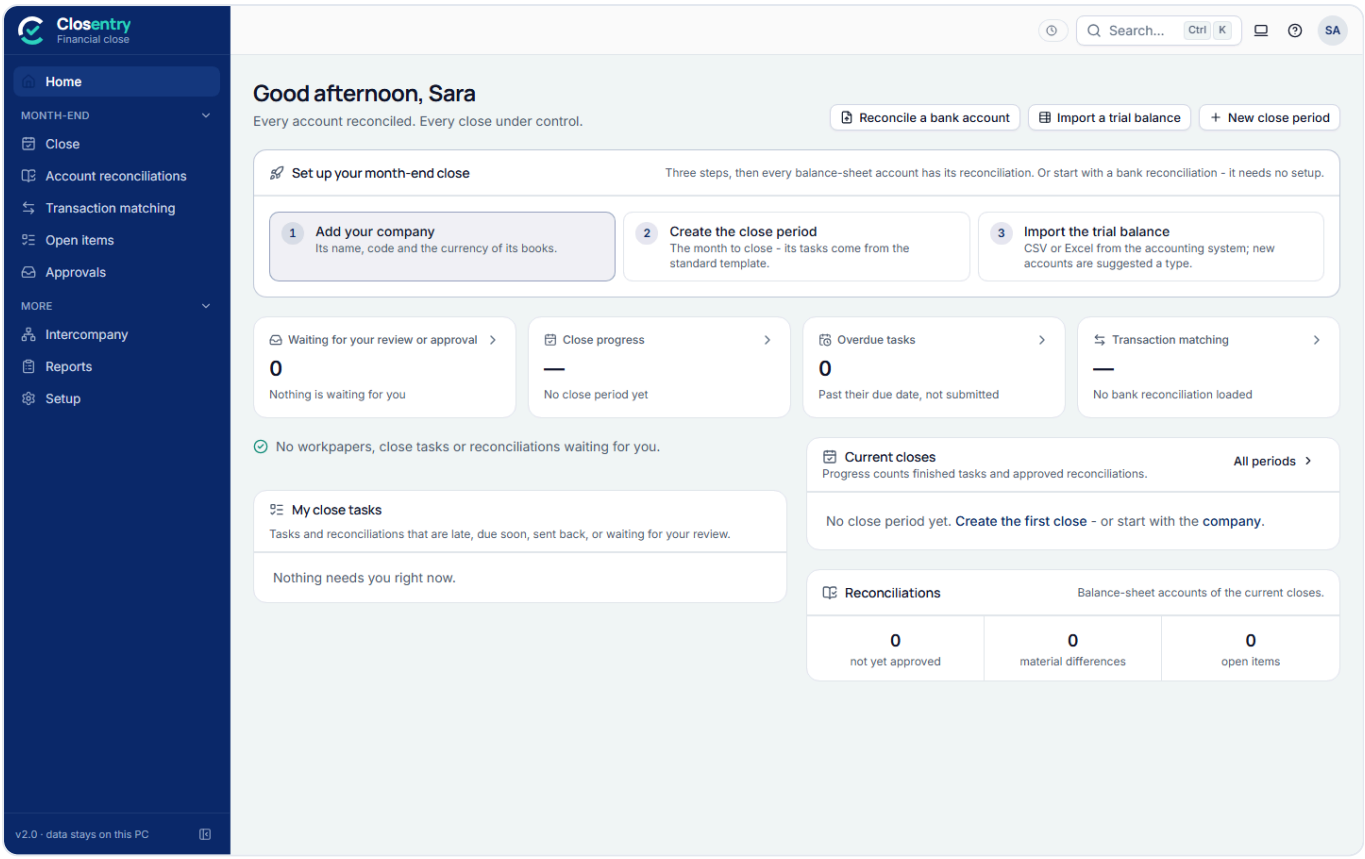
3. First start

The app opens in its own window. The first time, a **Getting started** panel shows the two jobs Closentry does, each step by step: the **month-end close** (company, close period, trial balance, account reconciliations, approval) and **bank and statement matching** (import, map, reconcile, review, sign-off). Each step opens its screen and gets a tick when it is done. Open the panel again at any time from the **?** button, where the User guide, this Setup guide and the tutorial videos are too.



The first start: the Getting started panel. The top bar shows the trial days left.

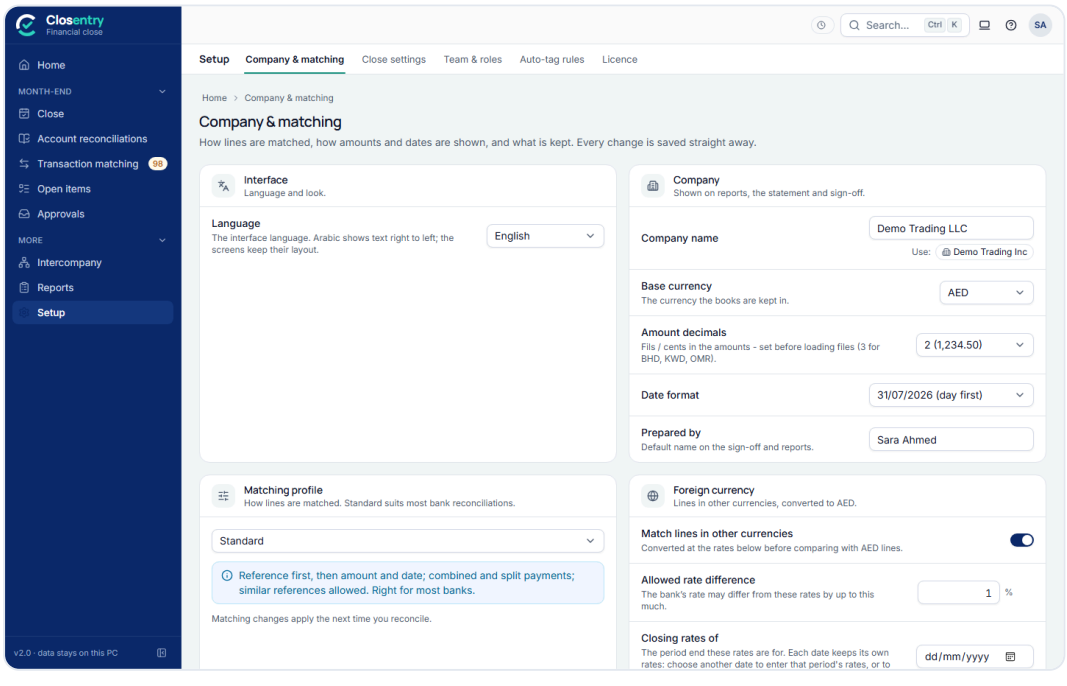
Home then shows **Set up your month-end close** until the first trial balance is in: add your company, create the close period, import the trial balance. A bank reconciliation needs no setup.



Home in a new workspace

Before the first real reconciliation, open **Setup** (side menu → More → Setup › Company & matching) and set:

- **Company name** and **Prepared by**. Both appear on reports and on the sign-off. The companies of the close are offered as one-click choices, so the same name is used everywhere.
- **Base currency** (AED by default), **amount decimals** (3 for BHD, KWD, OMR) and the **date format** (day first by default). Under **Dates**, the weekend days: Saturday + Sunday, or Friday + Saturday.
- Optional, under **Privacy & compliance**: *Encrypt saved data with my Windows login*, *Mask IBANs in exports*, and the cash-reporting threshold (AED 55,000 by default).



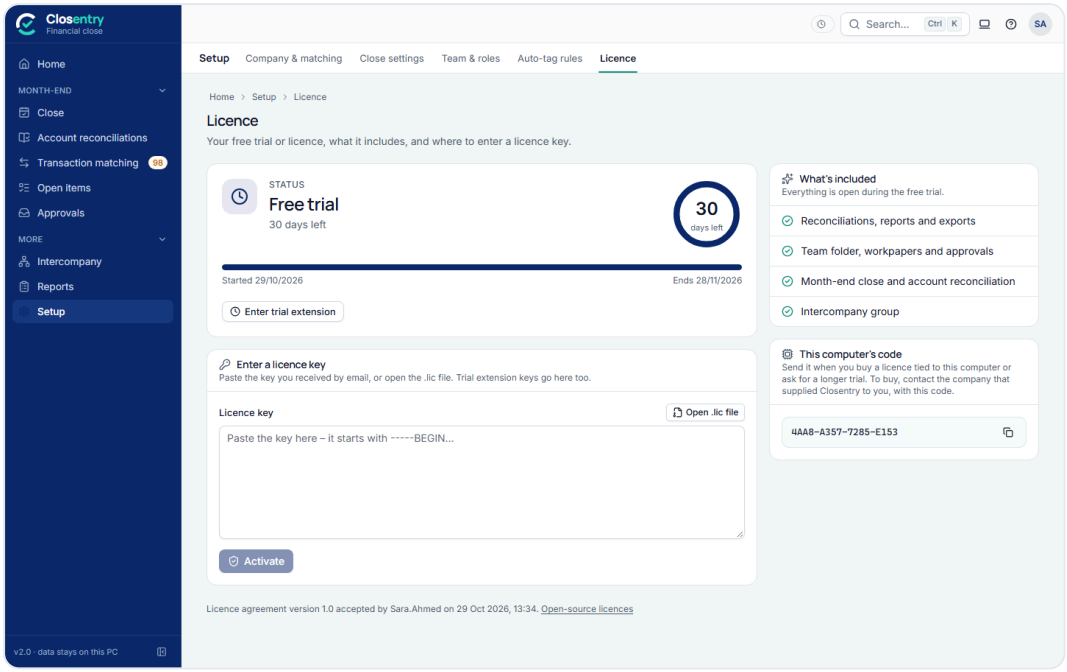
Settings

Try it with sample data first

On **Import data**, **Try sample data** loads a demo bank statement and cash book, so a new user can try every screen without real files. Use **Clear** on the same page to remove the sample afterwards.

4. Free trial and licence keys

Every feature is open for **30 days** from the first start on a computer. The **Licence** page (side menu → Setup › Licence) shows the days left, what the current plan includes, and this computer's code.



The Licence page during the trial

Enter a licence key

1. Open **Licence**.
2. Paste the key from the email (it starts with `-----BEGIN`), or click **Open .lic file** and choose the file.
3. Click **Activate**. The status changes to the plan name and its end date.

Plans

Plan	People	Includes
Starter	1	Reconciliations, reports and exports
Team	5	Plus the team folder, workpapers and approvals, and the month-end close (periods, tasks, account reconciliations)
Business	20	Plus the intercompany group
Enterprise	By agreement	Everything

- **Seats** count the people who prepare, review or approve. Viewers are free.
- **One licence for the whole team:** the team admin activates the key once. It is stored in the team folder and covers every member.
- **Licence tied to one computer:** when you buy, send the code shown under *This computer's code*. If the Licence page has a **Buy a licence** button it opens the shop; otherwise contact the company that supplied Closentry to you, with that code.
- **Trial extension keys** add days for a pilot. Each one works once and goes in the same box.

When the trial or a licence ends

The app becomes **read-only**: everything still opens, prints and exports, but nothing new can be run or changed until a key is entered. Paid licences get 7 extra days of grace. Nothing is deleted. The trial start is recorded in the data folder and the Windows registry (`HKCU\Software\ReconciliationPro`). Setting the clock back or editing the record ends the trial.

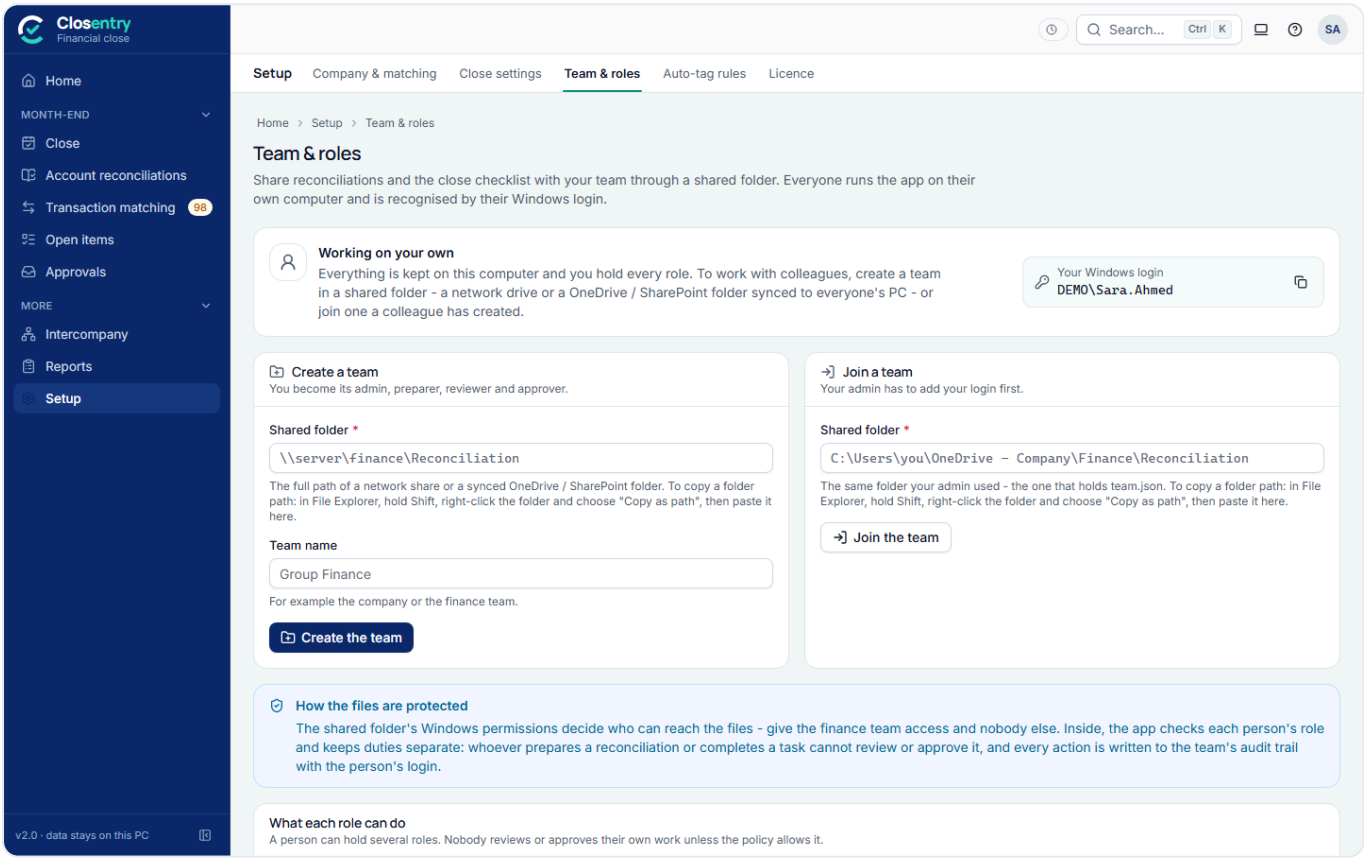
5. One person or a team

On your own

Everything stays on this computer. You hold every role and can prepare, sign off and close the month yourself. Nothing else needs to be set up.

With a team

Reconciliations are saved as **workpapers** in a shared folder, each with a preparer, a reviewer and an optional approver. The **month-end close** (periods, tasks, account reconciliations) is shared, and duties are kept separate. Each person still runs the app on their own PC.



Team & roles before a team exists. The box on the right shows this person's Windows login.

People are recognised by their **Windows login** (for example `CONTOSO\jsmith`), which is read from Windows. There is no separate password and nothing to log out of. Whoever is signed in to Windows is the person using the app. Lock the PC (`Win`+`L`) when you step away.

6. Set up a team folder

IT or the finance admin does this once.

1. **Create the folder.** Use a network share, for example `\\fileserver\Finance\Reconciliation`, or a folder in a SharePoint document library that every member syncs with OneDrive. Every PC must see the same files.
2. **Set Windows permissions.** Give the finance team group **Modify** rights on the folder and remove everyone else. Give auditors **Read** rights if needed. The app enforces roles inside the folder; Windows decides who can reach it at all.
3. **Copy the folder path.** In File Explorer, hold `Shift`, right-click the folder and choose **Copy as path**.
4. **Create the team.** The team admin opens **Team & roles**, pastes the path under *Create a team → Shared folder*, enters a team name (for example "Group Finance") and clicks **Create the team**. That person becomes the admin, preparer, reviewer and approver.

What the team folder holds

File	Contents
`team.json`	People, roles and the approval policy
`workpapers\<id>.meta.json`	One reconciliation: status, people, history, comments
`workpapers\<id>.doc.json`	Its data (files read, mapping, matches)
`workpapers\<id>.lock`	Who is editing it now (one editor at a time)
`workpapers\deleted\`	Removed workpapers. They can be restored.
`closedata\`	The close: entities, periods, tasks, accounts, trial balances, account reconciliations, reconciling items (written under the folder's lock, with a recovery journal)
`evidence\`	Supporting documents attached to tasks, reconciliations and items
`audit.json`	The team's audit log, hash-chained

> **Don't edit these files by hand**
> Every team action is chained into `audit.json`. A change made outside the app shows on the Audit trail page as a broken chain. Restore from a backup instead.

> **OneDrive / SharePoint**
> Keep the folder set to *Always keep on this device* on every PC, so a file is never just a cloud placeholder. Make sure sync is running before people start work, so the edit lock on a workpaper is seen by everyone.

7. Add people and roles

After the team is created, **Team & roles** shows the **People** list and the **Approval policy**.

1. Ask each colleague for their Windows login. Their own Team & roles page shows it, with a copy button.
2. Under **People**, enter the *login* (`DOMAIN\user`), the *name* and optionally the *email*, then tick their roles.
3. Set the **Approval policy**:
   - **Approval levels:** 1 (reviewer approves) or 2 (reviewer, then approver).
   - **Need a complete sign-off checklist to submit:** when this is on, a preparer can't submit with open points. When it is off, they can submit with a written comment, and the comment is recorded.
   - **Allow people to approve their own work:** only for a one-person team. When it is off, nobody reviews or approves their own work.
   - **Edit lock timeout:** after how many hours a forgotten edit lock (for example a PC switched off with a workpaper open) stops counting, so someone else can edit.
4. Click **Save people and policy**.

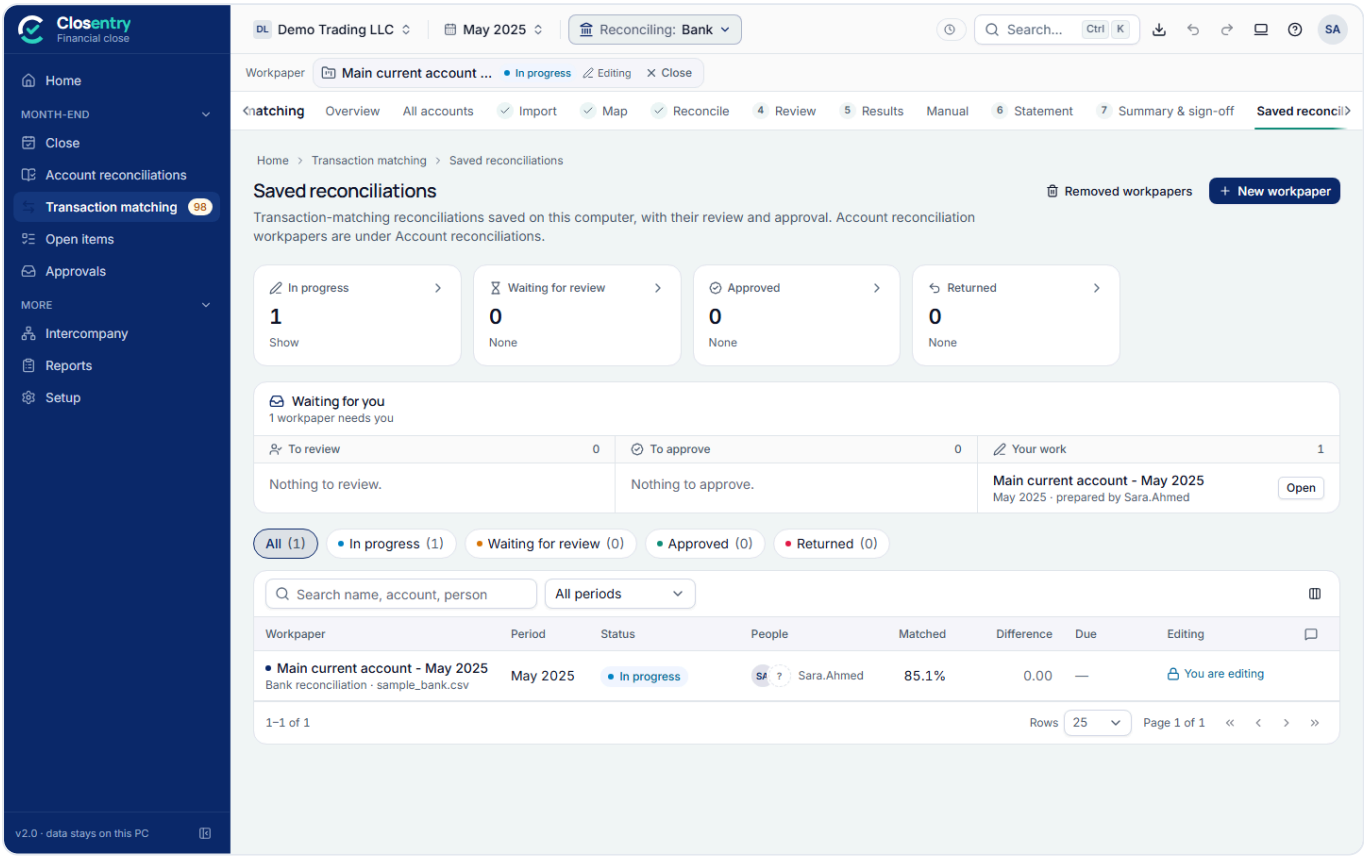
Role	Can
Admin	Add people, set roles, the approval policy, the close templates and the close settings (with automatic sign-off), the bank accounts of *All accounts* and their automatic sign-off
Preparer	Prepare reconciliations, submit them, complete close tasks; import and run the statements of *All accounts*
Reviewer	Review and give the first-level approval, review close tasks, send work back
Approver	Give the final approval, mark tasks not applicable, close and reopen the month, reopen an approved workpaper
Viewer	Open everything, change nothing. Viewers don't count as licence seats.

A person can hold several roles. Even with several roles, separation of duties applies: whoever prepared a workpaper or completed a task cannot review or approve it, and the final approver must be a different person from the first reviewer.

8. Colleagues join the team

1. The colleague installs the app (section 2) and starts it.
2. They open **Team & roles**, paste the same folder path under **Join a team** and click **Join the team**.
3. If the message says their login is not in the team, the admin adds it (section 7) and they try again.

From now on, **Workpapers**, the close screens, **Approvals** and the **Waiting for you** panel on Home show the shared work.



Workpapers: status counts, what is waiting for you, and every reconciliation with its people and editor

> **Leaving a team**
>
> **Team & roles** → **Leave the team** disconnects this PC only. The team folder and everyone else's work are untouched.

9. Where data is kept

Location	Contents
`C:\Users\<you>\.bank_reconciliation_pro\`	Personal data: the current session, settings, saved column mappings, the audit trail and its archives, period history, auto-tag rules, report layouts, the trial record; working alone, also *All accounts*
The team folder	Shared workpapers, the close data and evidence, *All accounts* (bank accounts and monthly runs), team audit log, team licence
`%LOCALAPPDATA%\Closentry\app.log`	The program log and any start-up error, useful for support. **Help (?)** → **Open log folder** opens this folder.
`HKCU\Software\ReconciliationPro`	The trial start (registry)

Main files in the personal folder

File	Contents
`doc.json`	The current session. It is restored at the next start.
`settings.json`	Settings
`templates.json`	Saved column mappings, applied automatically when the same layout comes back
`audit.json`, `audit-archive-*.json`	Audit trail: every action with the user and computer, chained, archived and never trimmed
`history.json`	Period snapshots, used for trends and brought-forward items
`rules.json`, `report_templates.json`	Auto-tag rules, custom report layouts
`batch\`	*All accounts*: the bank accounts, one saved reconciliation per account and month, and files waiting for their account (in the team folder when working in a team)

To keep the personal data somewhere else (for example on a backed-up drive), start the app with `Closentry.exe web --data-dir "D:\Finance\Closentry"` from a shortcut.

Saves are atomic, so a crash never leaves half a file. A damaged file is set aside as `name.damaged-<time>` and you are told at start-up.

10. Backups and record keeping

- Include both the **personal data folder** and the **team folder** in the company's normal backups.
- Keep records for as long as your retention policy requires. **Close settings** → **Retention** records each policy with its source and owner; the UAE examples it starts with are interpretations to confirm with your adviser, not legal advice. The audit trail is never trimmed. It rolls over into archive files, which must be kept too.
- Each user can also export a portable copy of a session: **Export & print** → **Session file** (`.brsession`).
- With *Encrypt saved data with my Windows login* switched on, the personal files can only be opened by the same Windows account on the same PC. Keep session exports as well if PCs are replaced often.

11. Security and privacy

- **Local only.** The engine listens on `127.0.0.1` (this computer only), on a random port with a random key for each start. Nothing is reachable from the network, and only one copy runs per Windows user.
- **No cloud.** Files are read on the PC. Nothing is uploaded, and the app makes no internet connections.
- **Identity** comes from Windows. Roles and separation of duties are enforced in the app, and access to the team folder is controlled by Windows permissions.
- **Tamper evidence.** The personal and team audit logs are SHA-256 chained. The Audit trail page shows *Chain verified*, or the first entry that was altered.
- **Sign-off lock.** A signed-off or approved reconciliation can't be changed. Unlocking asks for a reason, and the reason is recorded.
- **Optional:** Windows DPAPI encryption of saved data, and IBAN masking in exports.

12. Updating and removing the app

Update

1. Close the app on that PC.
2. Replace `Closentry.exe` with the new version, keeping the same name and place so shortcuts still work.
3. Start it. Data, settings, licence and team membership are kept, because they live outside the program file.

Update every member of a team to the same version within a few days of each other.

Remove

1. Delete `Closentry.exe` and its shortcuts.
2. Only if the data is no longer needed (check the record-keeping periods first): delete `C:\Users\<you>\.bank_reconciliation_pro` and `%LOCALAPPDATA%\Closentry`.

13. Command line and automation

`Closentry-cli.exe` reconciles two files without a window, for example in a scheduled task:

```
Closentry-cli.exe reconcile BANK.xlsx LEDGER.xlsx --out report.xlsx
Closentry-cli.exe reconcile STATEMENT.csv LEDGER.csv --type supplier --out report.csv
Closentry-cli.exe reconcile JUL.xls GL-JUL.xlsx --carry-forward open-jun.csv --save-open open-jul.csv
```

Exit codes: `0` means it ties out, `2` means a difference remains, `1` means a file or usage error. Run `Closentry-cli.exe reconcile --help` for every option. `Closentry-cli.exe --selftest` checks the installation.

14. Troubleshooting

What you see	What to do
"Windows protected your PC"	Click **More info** → **Run anyway**, or have IT allow the file (section 2).
Antivirus quarantines the file	Restore it and add an exclusion for the file's path or hash. Unsigned single-file programs are sometimes flagged by mistake.
Nothing opens, or a message box with an error	Open `%LOCALAPPDATA%\Closentry\app.log` (if the app starts: **Help (?)** → **Open log folder**; if not: press `Win`+`R` and paste `%LOCALAPPDATA%\Closentry`) and send it to support. Check that Microsoft Edge is present and up to date.
"Closentry is already open"	Only one copy runs per Windows user. Use the window on the taskbar, or end `Closentry.exe` in Task Manager if it is stuck.
"The team folder cannot be reached"	Check the network drive, VPN or OneDrive sync, and that the folder path is the same on this PC. Then open the page again.
"You are not in this team yet"	The admin adds the exact login shown on the colleague's Team & roles page.
A workpaper says someone else is editing	Open it read-only, or ask them to close it. A forgotten lock stops counting after the edit-lock timeout set in the approval policy.
Everything is read-only	The trial or licence has ended (top bar and Licence page). Enter a key, or ask the team admin to renew the team licence.
The trial ended earlier than expected	The PC clock was set back or the trial record was edited. Correct the clock and contact the vendor for a trial extension key.
Audit trail shows a broken chain	A file was edited outside the app. Restore the folder from a backup, or keep the log as evidence and ask the auditor.
Scanned PDF reads badly	Ask the bank for an Excel, CSV, MT940 or CAMT export. OCR results are marked *READ BY OCR - CHECK AMOUNTS*.

Support

When contacting support, send the version (bottom left of the window), a description of the steps, and `app.log` (**Help (?)** → **Open log folder**). Don't send bank files unless you are asked to and allowed to.