

# Un-Reconciling a Bank Account

Last updated: August 25, 2022

It may be necessary to un-reconcile a bank account, because of incorrectly matched transactions. When a reconciliation is un-done, all the matched/reconciled transactions are returned to the Reconcile window. They will no longer have match numbers assigned, which means all transactions must be re-matched.

The first step in un-reconciling an account is to locate the reconcile number associated to the transactions that were incorrectly matched, by looking at the Reconciled Transactions report that was generated during the initial reconciliation. This number can also be found in the Reconcile Inquiry window (Inquiry >> Financial >> Advanced Bank Reconciliation >> Reconcile Enquiry).

Once in the window, select the Bank Account ID and locate the transactions that were mismatched. Expand the list to view the Reconcile Number.

**Reconcile Inquiry**

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Redisplay OK Find

Bank Account ID: DEMO

Description:

Bank Name:

Account Number: 123456789

Working Currency: Z-US\$


Sort Code: 987654321

Microsoft Dynamics GP Transactions				Consolidate
Trn Date	Reference	Amount	Match No	
Reconcile Date	Reconcile No	Document/Cheque No.		
4/28/2016	Receivables Cash Receipts	\$359.70	1	
4/12/2017		1 PYMNT000000000137		
4/28/2016	Receivables Cash Receipts	\$569.85	1	
4/12/2017		1 PYMNT000000000138		
4/29/2016	Receivables Cash Receipts	\$1,219.90	1	
4/12/2017		1 PYMNT000000000139		
5/6/2016	Receivables Cash Receipts	\$479.60	1	
4/12/2017		1 PYMNT000000000132		
5/6/2016	Receivables Cash Receipts	\$4,799.90	1	
4/12/2017		1 PYMNT000000000130		
2/1/2017	Receivables Cash Receipts	\$1,219.49	1	
4/12/2017		1 PYMNT000000000142		
2/1/2017	Receivables Cash Receipts	\$3,263.24	1	
4/12/2017		1 PYMNT000000000141		

Statement Details			
Trn Date	Reference	Amount	Match No
Reconcile Date	Reconcile No	Check Number	
4/12/2017	Bank Clearing Trx	\$666,085.19	1

Match Number

Once the reconcile number is located, launch the Unreconcile window (Tools >> Utilities >> Financial >> Advanced Bank Reconciliation >> Unreconcile Transactions).



Unreconcil...


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Cancel

This process will unreconcile all Statement and GL transactions for the given Bank ID between the Reconcile Numbers entered. The transactions will be returned to their matched state. The user should then unmatched and re-match as appropriate.

Bank ID	DEMO	
Start Reconcile Number	1	
End Reconcile Number	1	

Unreconcile

Enter in the Bank Account ID and the Start Reconcile and End Reconcile numbers. These numbers can be the same if a range is not being reconciled. Click Unreconcile to return the transactions to the Reconcile window.