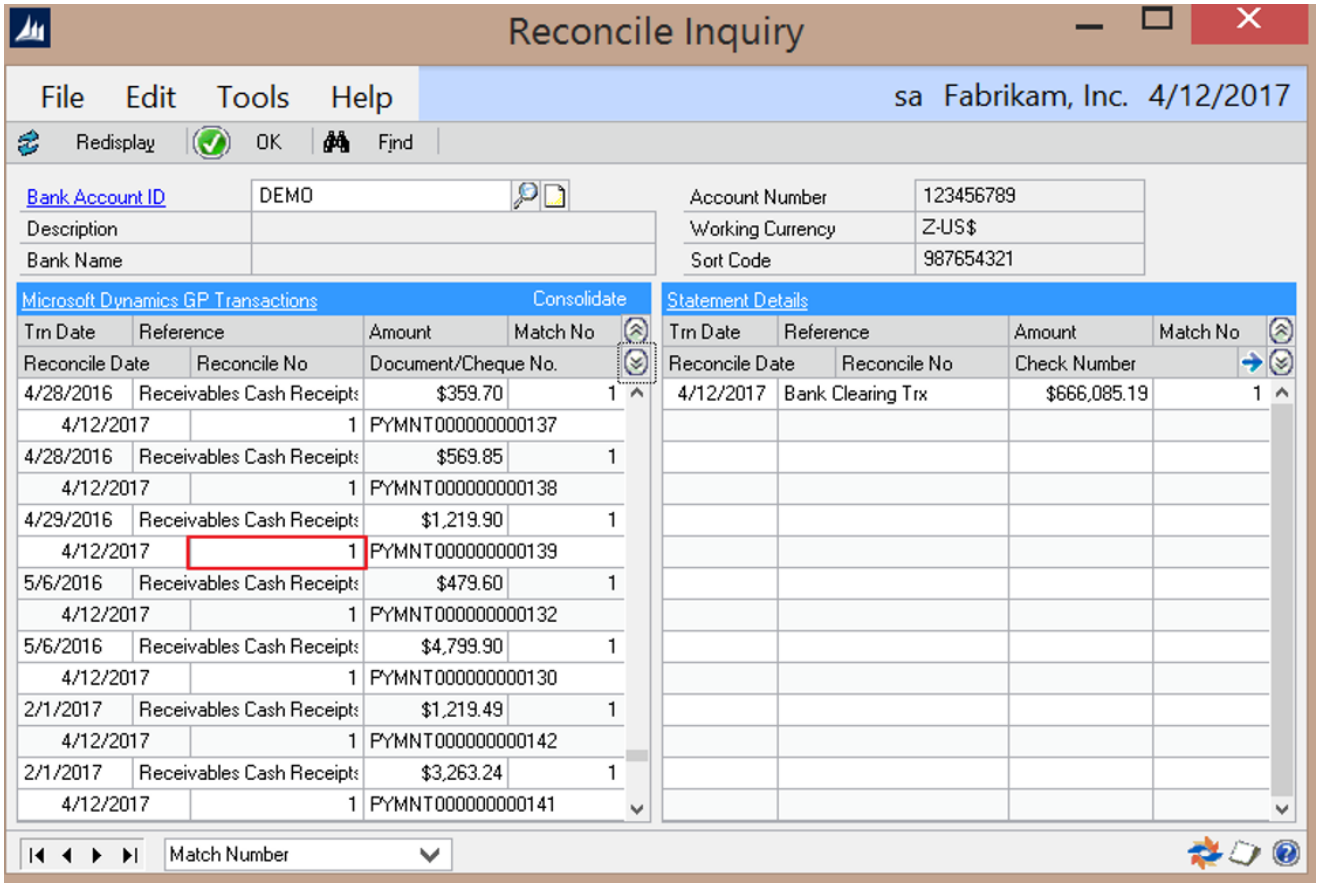
Un-Reconciling a Bank Account

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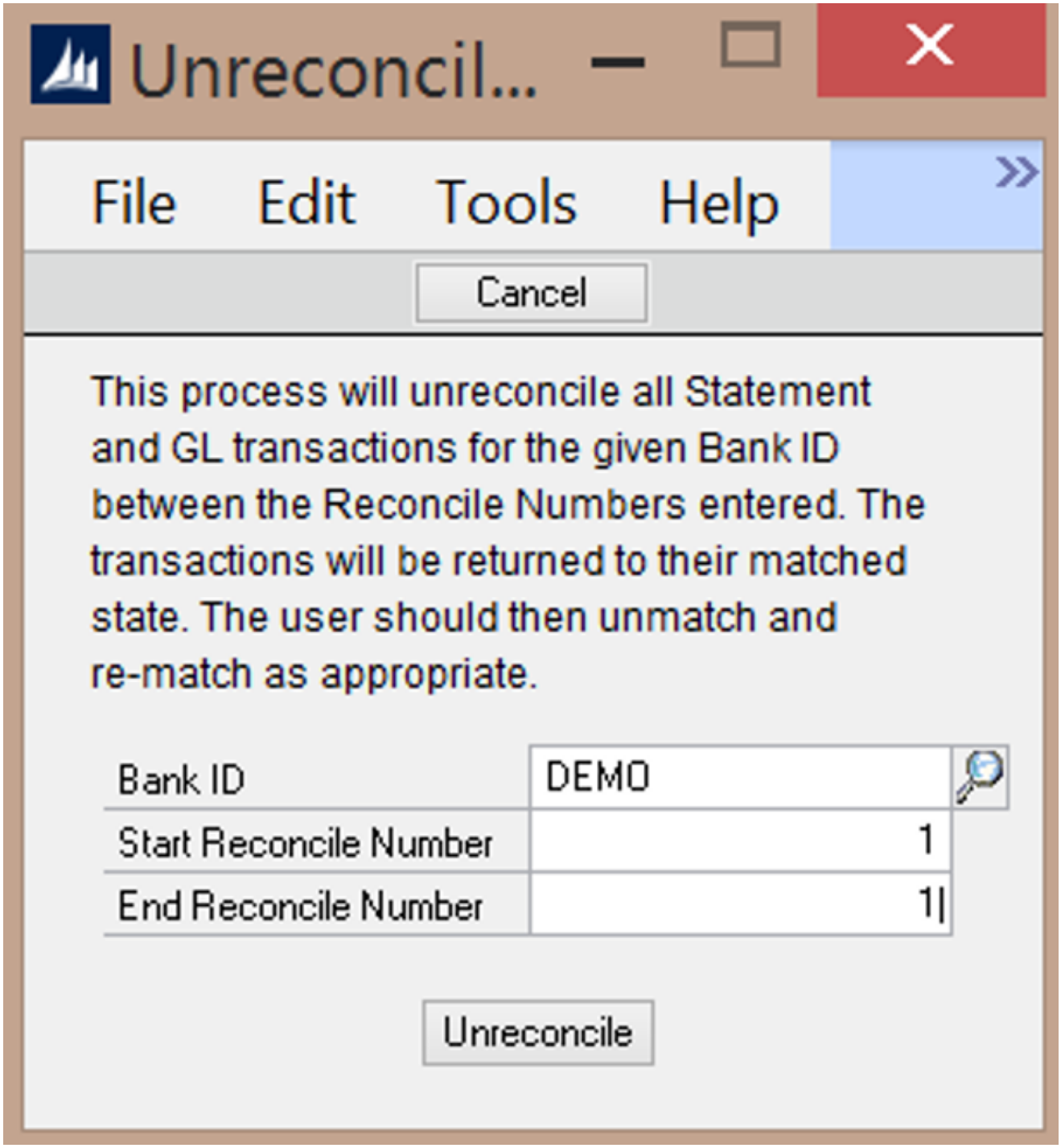
It may be necessary to un-reconcile a bank account, because of incorrectly matched transactions. When a reconciliation is un-done, all the matched/reconciled transactions are returned to the Reconcile window. They will no longer have match numbers assigned, which means all transactions must be re-matched.

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.



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



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.