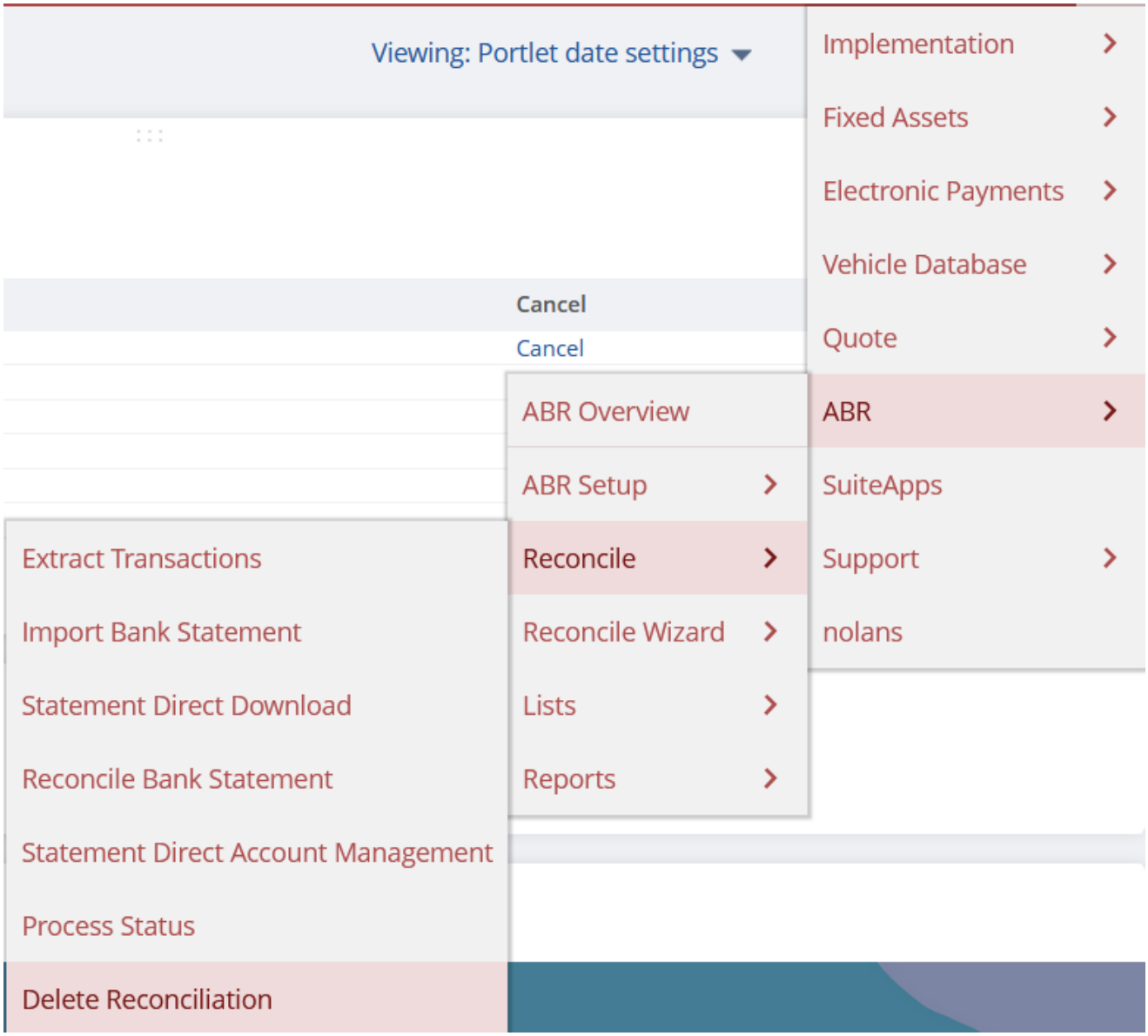
Delete Reconciliation

Last updated: July 25, 2022

Occasionally you may need to undo a **Reconciliation**. This is possible through the **Delete Reconciliation** function. You can find this function by going to **ABR -> Reconcile -> Delete Reconciliation** as seen below.



You then need to select the **Bank Account** containing the **Reconciliation** you wish to **Delete**. Once it has loaded, select the **Delete** button at the top of the screen. Be aware that you can only **Delete** the **Most Recent Reconciliation**.



When you **Delete** a **Reconciliation**, the system will **Reverse** the **Reconcile Process**, returning the **Transactions** to the **Matched** status in the **Reconcile Window**.