

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.

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Bank Account ID DEMO								Account Number			123456789						
Description			,				Working Currency			Z-US\$							
Bank Name								Sort Code			987654321						
Microsoft Dyn	Microsoft Dynamics GP Transactions					Consolidate				Statement Details							
Trn Date	Refere	ance			Amount		Match No	6)	Trn Date	n Date Reference			Amount	Ma	tch No	\otimes
Reconcile Da	ate	Reconcile No		Document/Cheque No.		())	Reconcile Date Reconcil		e No	Check Number		-	8			
4/28/2016	Receiv	vables Cash Receipts		\$359.70		1 1	Ť	4/12/2017	Bank	Clearing T	rx	\$666,085.1	9		1 ^		
4/12/20	/12/2017 1		1	PYMNT00000000137													
4/28/2016	Receiv	∕ables Cash Receipt≲		\$569.85		1											
4/12/2017		1	PYMNT00000000138														
4/29/2016	1/29/2016 Receivables Cash Receipts		\$1,219.90 1														
4/12/20	4/12/2017 1		PYMNT00000000139														
5/6/2016	Receiv	ivables Cash Receipts		\$479.60		1											
4/12/20	4/12/2017 1		PYMNT00000000132														
5/6/2016	Receiv	ceivables Cash Receipts		\$4,799.90 1		1											
4/12/2017 1		PYMNT00000000130															
2/1/2017	Receiv	vables Cash Receipts		\$1,219.49		1											
4/12/20	17	1		PYMNT00000000142		J.											
2/1/2017	Receivables Cash Receipts		ceipt	\$3,263.24 1													
4/12/2017 1		PYMNT00000000141										¥					
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Once the reconcile number is located, launch the Unreconcile window (Tools >> Utilities >> Financial >> Advanced Bank Reconciliation >> Unreconcile Transactions).

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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 unmatch and re-match as appropriate.									
Bank II)		DEMO 🔎						
Start R	econcile Nu	umber	1						
End Re	concile Nu	mber	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.