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# 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**

sa Fabrikam, Inc. 4/12/2017

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File Edit Tools Help

Redisplay OK Find

Bank Account ID: DEMO

Account Number: 123456789

Description:

Working Currency: Z-US\$

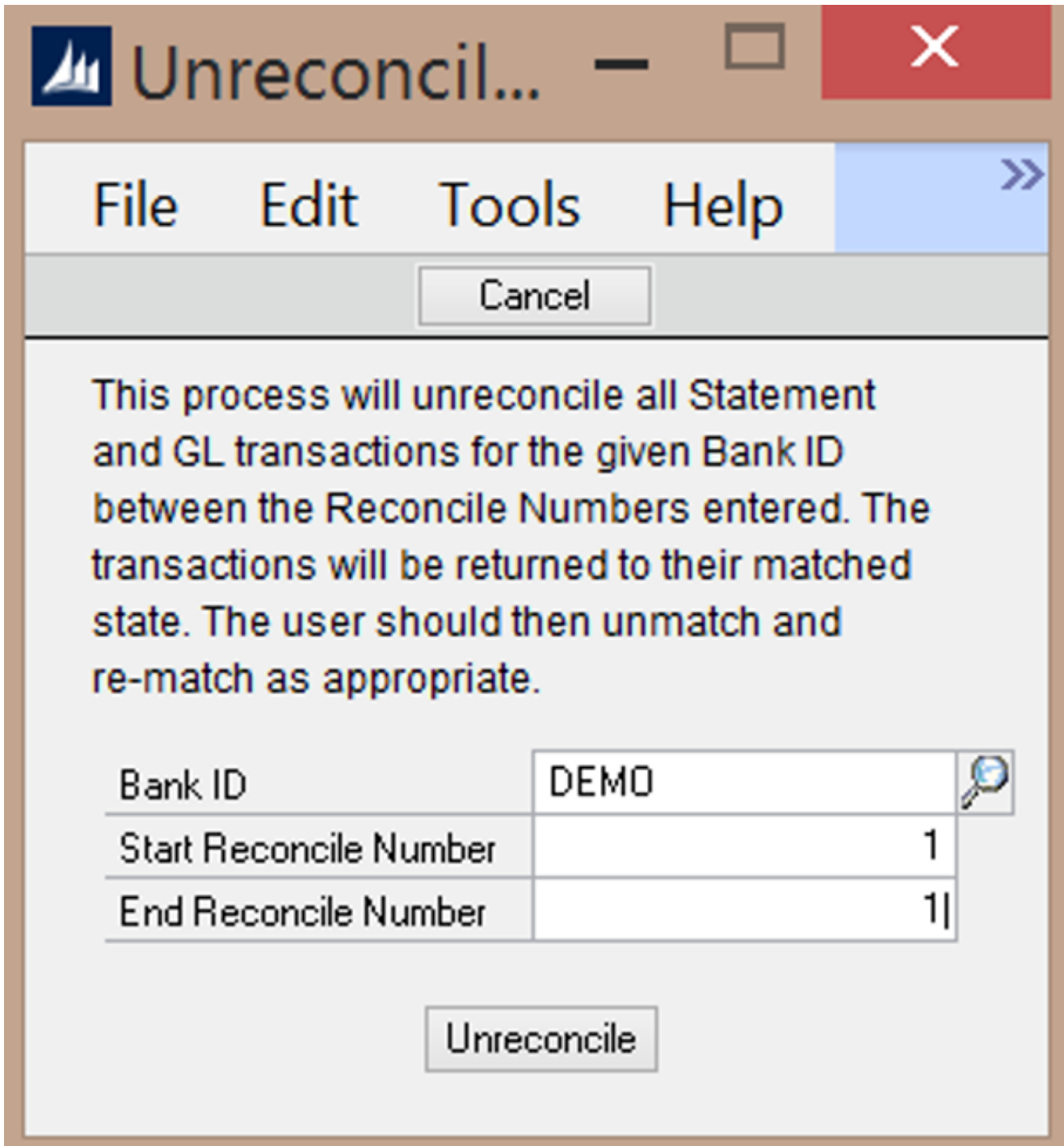
Bank Name:

Sort Code: 987654321

Microsoft Dynamics GP Transactions				Statement Details			
Trn Date	Reference	Amount	Match No	Trn Date	Reference	Amount	Match No
4/28/2016	Receivables Cash Receipts	\$359.70	1	4/12/2017	Bank Clearing Trx	\$666,085.19	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					

Match 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.