How to "Undo" a Reconciliation and reprint a Reconciliation Report

*** Please note that Professional Innovative Programs recommends that you **"Undo"** a **Reconciliation** only to reprint the most current report in the event that it was lost. If you **"Undo" Reconciliations** to change **amounts, dates** or **GL Codes**, you may invalidate many of the reports that were produced during the month of the **Reconciliation** and all subsequent months. Therefore, Professional Innovative Programs recommends that you make **adjustments** against **reconciled transactions** to correct any data-entry mistakes. Furthermore all edits are recorded in the database for an audit trail. ***

*** Please note that you must *un-reconcile* previous *Reconciliations* in order, meaning that you cannot select a *Reconciliation* period in the middle of the list; you must *un-reconcile* each *Reconciliation* period that preceded it. ***

"Undoing" a Reconciliation:

- **01.** Log onto District Finance.
- 02. Click on the GL Browse/Modify/Reconcile button.
- 03. Click on the Reconcile tab.
- 04. Click on the AC/Bank tab.
- 05. Enter a Fund.
- 06. Enter an Account.
- 07. Click on the OK button.
- **08.** Click on the **Undo** button; the following menu will appear:

District Finance - Browse GL Entries - [General Ledger Transactions for - Fund: GENERAL FUND Acct General Fund Checking]											
Tag	Туре	Trans #	Date	Recipient	Amount R	GrossAmount	Year C	VendorXfer	DateOfEntry	B. ▲	
	Check 🔻	10344	01-16	EMPLOYEE B	118.20 🗖	0.00	2009	0	16/2009 9:04:20 AM	- Note	
N	Check	10347	01-16	EMPLOYEE G	582.01 🔽	0.00	2009	0	16/2009 9:04:26 AM	To normanonthy remove	
N	Depos	0	01-30	TOWN OF SOUTHOLD	631,155.00 🔽	0.00	2009	0	2/2009 10:00:11 AM	reconciled transactions	
N	Depos	0	01-30	VFIS CLAIMS SETTLEMENT	(a. 11)				12/2009 9:59:43 AM	from list, left click SAVE	
	PR	0	01-30	NYS EMPLOYMENT TAXES EFTPS	Reconcilation	15	-	-)/2009 10:08:21 AM	tab.	
N	PR	0	01-30	UNITED STATES TREASURY EFTPS	General	Fund Checking - B	enorts)/2009 10:08:21 AM		
N	PR	0	01-30	UNITED STATES TREASURY EFTPS	Rec	onciled On 🔺	CI-)/2009 10:08:21 AM		
N	PR	0	01-30	UNITED STATES TREASURY EFTPS	▶ 2009/0	2/16 1059	010	aiou)/2009 10:08:21 AM		
	PR	0	01-30	UNITED STATES TREASURY EFTPS	2009/0	29 1434	Oute	anding)/2009 10:08:21 AM		
	PR	0	01-30	UNITED STATES TREASURY EFTPS	2008/1	/18 1002	Outs		3/2009 10:08:21 AM	Hide me	
	Check	10352	01-30	EMPLOYEE C	2008/11	0/251417	Show	Undos	3/2009 10:06:54 AM		
9	Check	10353	01-30	EMPLOYEE I	2008/0	8/18 0941	011011)/2009 10:06:57 AM		
	Check	10354	01-30	EMPLOYEE B	2008/07	7/08 1512)/2009 10:07:00 AM		
N	Check	10355	01-30	Employee M	2008/0	5/091319			1/2009 10:07:02 AM		
N I	Check	10356	01-30	Employee L1	2008/0	I/14 1433 U	Indo Functi	ons	1/2009 10:07:04 AM		
N	Check	10357	01-30	Employee M	2008/03	3/21 1410	_)/2009 10:07:06 AM		
	Check	10358	01-30	Employee N	2008/0	/11 1906	Pa	rtital)/2009 10:07:08 AM		
N	Check	10359	01-30	Employee O	2007/12	2/14 1524			3/2009 10:07:10 AM		
N I	Check	10360	01-30	Employee P	2007/1	1/191305		niete	1/2009 10:07:12 AM		
N	Check	10361	01-30	Employee Q	2007/0	3/10 1422)/2009 10:07:14 AM		
	Check	10362	01-30	NYS EMPLOYEES' RET. SYSTEM	2007/0	3/13 0921)/2009 11:32:39 AM	- View Reconcilation Options	
9	Check	10362	01-30	NYS EMPLOYEES' RET. SYSTEM	2007/0	5/08 1 4 4 8			J/2009 11:32:39 AM		
N	Depos	0	02-10	SUFFOLK COUNTY WATER AUTHORITY	2007/0	5/07 1121			10/2009 2:21:58 PM	 Show Both 	
N	Check	10363	02-11	ALPINE SOFTWARE CORP.	2007/0	2/09/13/02			12/2009 9:28:38 AM	C Tagged Only	
	Check	10364	02-11	ATCO INTERNATIONAL	2007/0	2/08 1553 *	Ca	ncel	12/2009 9:28:40 AM	C Untagged Only	
	Check	10365	02-11	BIG BUOYS MARINE SERVICE					12/2009 9:28:42 AM		
	Check	10366	02-11	BOUND TREE MEDICAL LLC	36.00	0.00	2009 +	10	12/2009 9:28:44 AM	Use F8 key to turn on/off	
	Check	10366	02-11	BOUND TREE MEDICAL LLC	164.12	0.00	2009 +	0	12/2009 9:28:44 AM	Hide Me	
	Check	10366	02-11	BOUND TREE MEDICAL LLC	330.36 🗖	0.00	2009 +	0	12/2009 9:28:44 AM		
save	Save Cacitank Reconcile Taglo Undo CR LEX Opt Add Refresh C GOMO Blowse Modify Reconcile LOCK TT EXIL										
		2				A CONTRACTOR OF THE OWNER				1:49 PM	
🥶 -										03/17/2010	

- **09.** Click on the **Partial** button to **"Undo"** the **Reconciliation** but keep all transactions tagged, or the **Complete** button to **"Undo"** the **Reconciliation** and un-tag all the transactions that were saved from that **Reconciliation**.
- 10. Click on the Exit tab.
- 11. Click on the Utilities tab.
- 12. Click on the *Repair Budget* button.
- 13. Click on the *Repair Account Balances* button.

If you have done a *Complete "Undo"* of a *Reconciliation*, the records are now unlocked and can be edited.

*** Please note that after any edits, you must perform the *utilities* again to record the changes before re-reconciling. ***

If you have done a *Partial "Undo"* of a *Reconciliation*, all the transactions are still tagged and you can return to re-print the report.

Reprinting the Reconciliation Report:

- **01.** Click on the *General Ledger* tab.
- 02. Click on the GL Browse/Modify/Reconcile button.
- 03. Click on the *Reconcile* tab.
- 04. Click on the AC/Bank tab.
- 05. Enter a Fund.
- 06. Enter an Account.
- 07. Enter the Bank Closing Balance.
- **08.** Click on the **OK** button.
- **09.** Highlight the last transaction of the month.
- 10. Click on the *Reconcile* tab (next to the *Ac/Bank* tab).
- 11. The report will appear; verify that it "zeroes out."

*** Please note that if you "zeroed out" the first time that you reconciled and have not made any changes, you should "zero out" again; if you do not, verify that you have entered the correct **Bank Closing Balance**. ***

- **12.** Click on the **Print** button located in the top left corner.
- **13.** Select a printer and print the report.
- **14.** Click on the *x* located in the top right corner to exit the report.
- 15. Click on the Save button to re-save the Reconciliation.
- 16. Click on the Verify Save button.
- **17.** Click on the *Exit* button to exit this menu.