

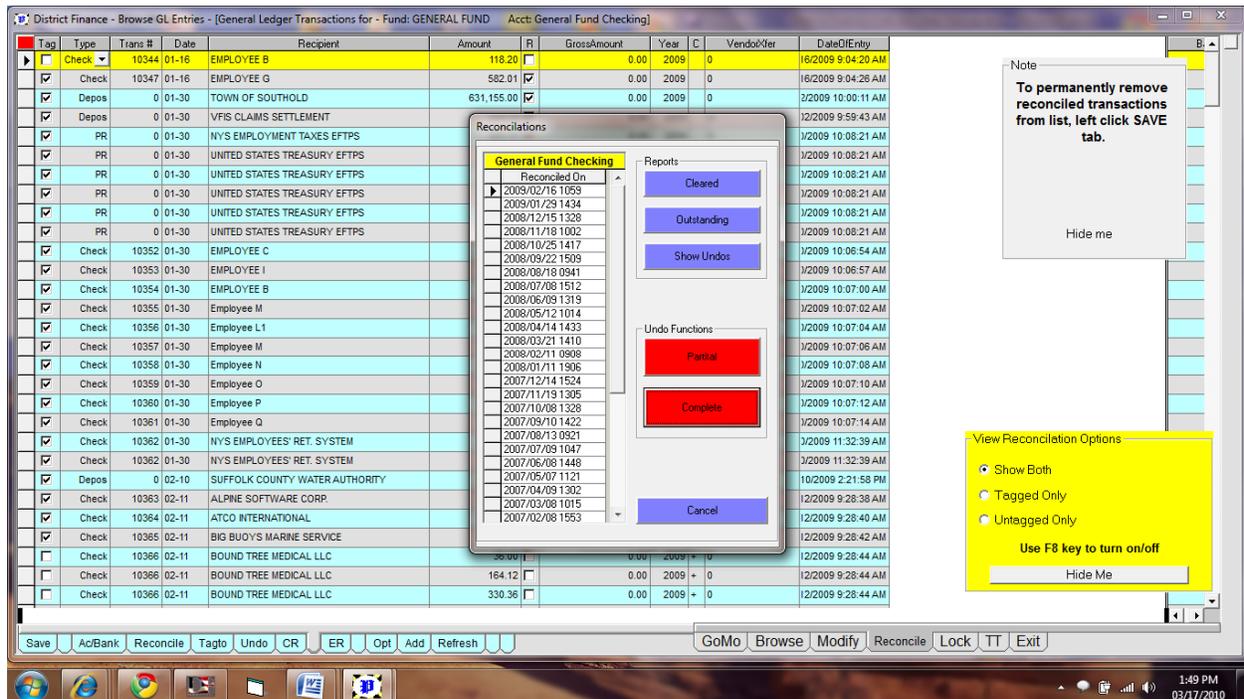
How to “Undo” a Reconciliation and reprint a Reconciliation Report

*** 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:



- 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.