

# SAVING A BANK RECONCILIATION

If you find that something is wrong or missing when you are doing a bank reconciliation you can always save it and update it later. To do this start your bank reconciliation as you would do normally and reconcile what you can and Confirm and Record. You will probably have a difference but you can accept the warning message advising you of this. After you have made your additions and/or amendments and want to return to the bank reconciliation you would do the following:-

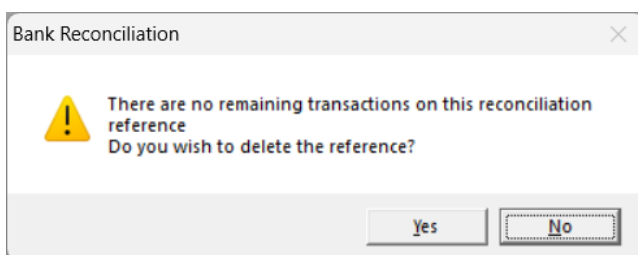
- Choose the 'Update' option at the top of the screen.
- Select the Money a/c.
- Select the 'Reference' of the bank rec you want to change or complete.
- Enter your Bank Statement figure at the top right of the screen.
- Click on Confirm.
- A message will be displayed asking if you want to 'Add unreconciled items to the bottom of the grid?'. Click on Yes.
- Click on the Update button at the bottom of the screen.
- You can continue reconciling your transactions in the normal way.
- When complete click on Record.

You can go back to a previous bank reconciliation at any time and follow this procedure.

## Deleting a Reconciliation

If you wanted to delete the bank reconciliation completely change the Recon column to N against all the entries and Record the reconciliation. Then do the following:-

- Choose the 'Update' option at the top of the screen.
- Select the Money a/c.
- Select the 'Reference' of the bank rec you want to delete (it should have no reconciled entries).
- You will get a message asking if you wish to delete the reference.



- Click on Yes and the reference will be removed.