

How to re-open a bank Reconciliation.

Please Note: You are only able to have one bank reconciliation open at a time. Once you have made changes you need to close it before you can open a second rec.

Go to **Tools** and **Locks**, Under **Reconciliations** select the **I Understand Please Proceed** button



Locks

This section allows you to open & close Vat Periods, as well as re-open Bank Recs & Till Cash-Ups.

Please DO NOT re-open anymore than ONE Bank Rec or Cash-Up at a time without re-reconciling it straight away.

VAT Periods

For each VAT periods you need to produce a VAT3 report which sums VAT on all sales and purchases. After VAT3 return is complete you have to **close VAT period**. This is done to ensure that which might affect your VAT3 report.

Reconciliations

Account reconcile is designed to protect transactions on account, which are verified against bank statement. However if you need to un-do reconciliation, you may do that here. This action is not reversible.

Till Cash-Ups

If you have submitted cashup for your till-roll by mistake, you can un-do that here. This action will not affect any payments or invoices.

A list of bank accounts and dates for your bank Reconciliations will appear, select the date you want to open and a **“Are you sure”** box will come up click the **OK** button to re-open.

Are you sure?

⚠ You are about to release transactions made during **01/03/2010 - 31/03/2010 on Bank Account.**

Reopening this bank rec will cause your start date or start balance for this rec to change in line with the previous rec. Do you wish to proceed?

Reopening Bank Reconciliations

By clicking **OK** below you will be reopening this Bank Rec. **This action cannot be undone!**

If you are sure you want to go ahead with this then click "ok" to continue.

Account Name	Starting Date	Ending Date	Starting balance
Income tax account	01/01/2010	30/06/2011	
Bank account 2	01/05/2011	31/08/2011	-8986.5
Bank Account	01/04/2010	30/04/2010	10242