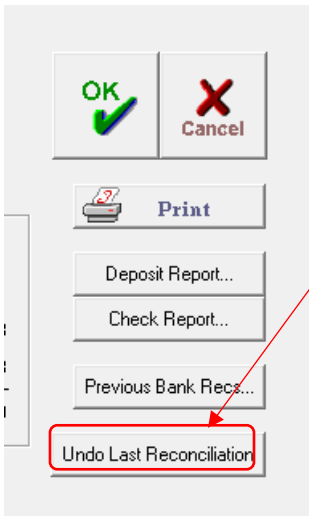


Undo Last Reconciliation – When and How



Jewel has an “Undo Last Reconciliation” feature on the Reconcile screen.

You may rarely need to use it, but for certain errors or problems, it can save you having to ask for assistance.

NOTE: If you do not have this feature, go to Jewel home page, “Help/Check for Updates” and say “Yes” to load the latest Jewel version.

Times when “Undo Last Reconciliation” is useful:

- The Bank Rec Report has the wrong “Ending Date” or “Ending Balance” but wasn’t noticed until it was too late.
- The “Adjusted Bank Balance” at the bottom of the Bank Rec Report does not match the “Financial Summary Ending Balance” for the same bank account. That often happens when the bank account was reconciled out of order, before the remittance check was written. (*Tutorial 3580*)

To “Undo” the Bank Rec:

1) Click on “Previous Bank Recs” and print the “Bank Rec Report” for the month you are going to “undo.” (If you have already printed it you can skip this step and just use what you have.)

2) Click on “Undo Last Reconciliation.”

3) You will get this message from Jewel. Click “Yes.”

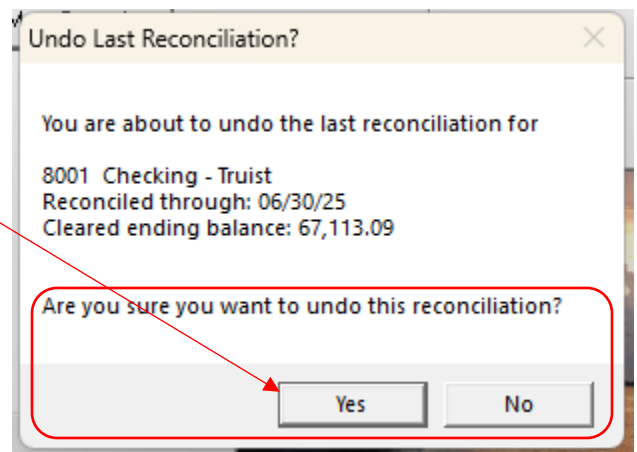
The “Last Reconciliation” date will change.

The “Ending Date” and “Ending Balance” for June will appear on the screen, also all of your deposit and check entries.

4) Fix the ending date or whatever else the problem was. Then use the printed Bank Rec Report to redo the bank rec, clicking on all the correct boxes until you have a zero difference. Click “OK ✓” to finish and then reprint the “Bank Rec Report.”

If the Adjusted Bank Balance was the problem, this can fix it.

5) Once you have a zero difference, click “OK ✓” to finish and then reprint the “Bank Rec Report.”



For more tutorials on BANK RECONCILIATIONS, see section 3500 on the gccsda.org auditor webpage.