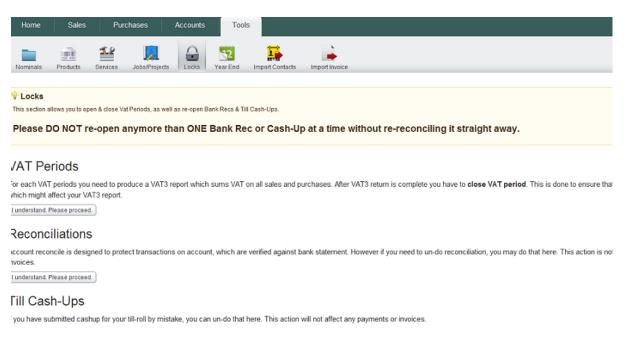
## How to re-open a bank Reconciliation.

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



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.

Home Sales Purcha Nominals Products Services Jo	01/03/2010 - 31/ Reopening this bank r	× ase transactions made during D3/2010 on Bank Account. ec will cause your start date or start change in line with the previous rec. ed?	
Locks This section allows you to open & close Vat Per	Bank Reconciliations		
Please DO NOT re-open any	By clicking <b>OK</b> below you will be reopening this Bank Rec.		re-reconciling it straight away.
VAT Periods	This action cannot be undone!		
or each VAT periods you need to produc which might affect your VAT3 report. Lunderstand. Please proceed.	If you are sure you want to go ahead with this then click "Ok" to continue.		n is complete you have to close VAT period. This is done to ensure that you
Reconciliations			
account reconcile is designed to protect t nvoices.		Ok Cancel	you need to un-do reconciliation, you may do that here. This action is not re
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