

# How to do Account Reconciliation / Unreconciliation

This video will show users the How to do Account Reconciliation

Navigate to Accounting, Account Register, View.

## STEP-BY-STEP:

1. Go to Accounting menu
  2. Select Account Register
  3. Select an account from the list of Accounts, user can enter keyword to search for the account.  
Posted journal entries and invoices for the selected period will then be shown in the table below.  
Reconciled entries are highlighted in yellow color.
  4. Select unreconciled entries (in white color), they will be highlighted in green / blue color.
  5. Click Reconcile button to reconcile the selected entries.  
In the pop up dialog window, system will auto-generate a letter for the Lettrage.  
Click OK to reconcile the entries.
  6. Select unreconciled entries (highlighted in yellow color).
  7. Click Unreconcile button to unreconcile the selected entries.  
In the pop up dialog window, confirm / enter the letter for the Lettrage to be unreconciled.  
Click OK to unreconcile the entries.  
Unreconciled entries will be shown in white color.
-