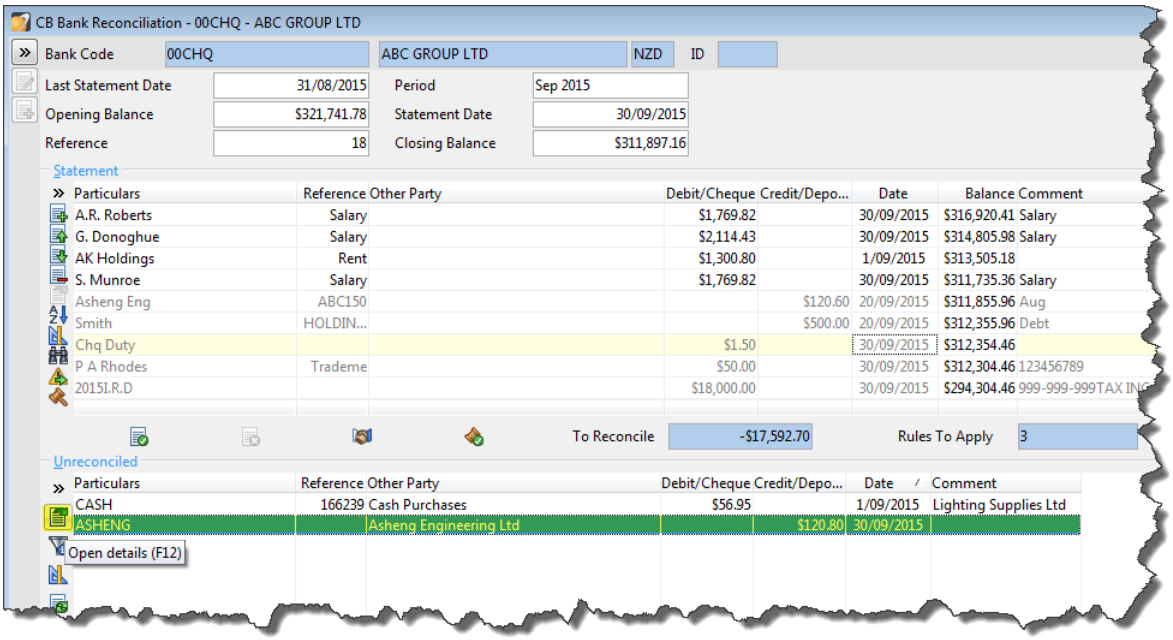
Unbanking Receipts

Did you know you can now Unbank Customer Receipts and Creditor Electronic Payments, allowing you to fix any errors, then Bank them again. Unbanking reverses the transactions from Cash Book, and leaves the Accounts Payable and Accounts Receivable transactions in an editable state, letting you to make changes then Bank them again.

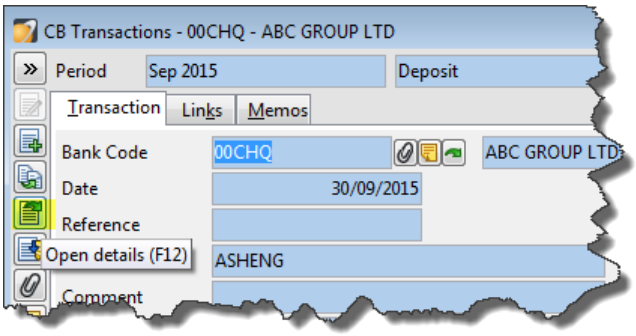
Note: AR Receipts and AP Payments are only editable if they have not been transferred to GL.

The steps below walk through Unbanking a Customer Receipt from the Bank Reconciliation screen.

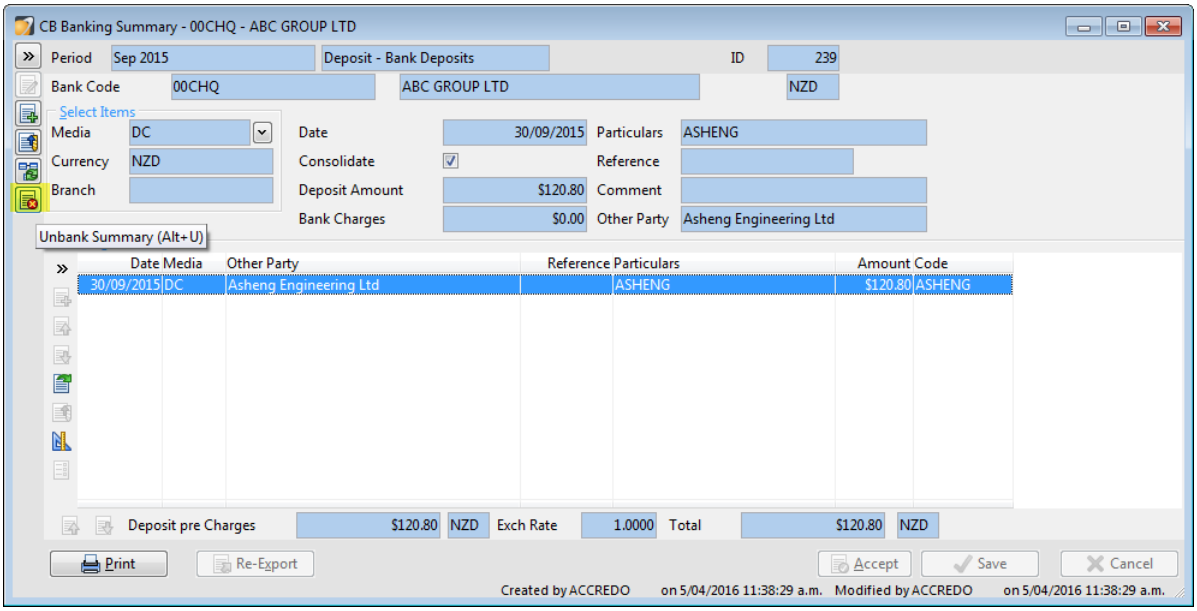
1 Select the receipt to Unbank then click the **Open Details** (`F12`) button to open the Cash Book Transaction.



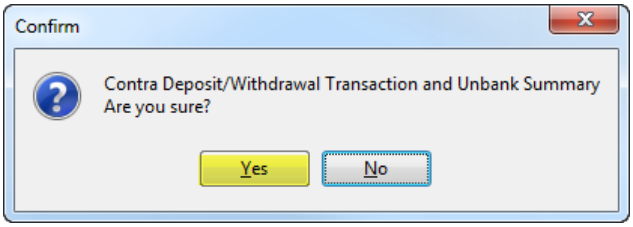
2 Click the **Open Details** (`F12`) button to open the Banking Summary.



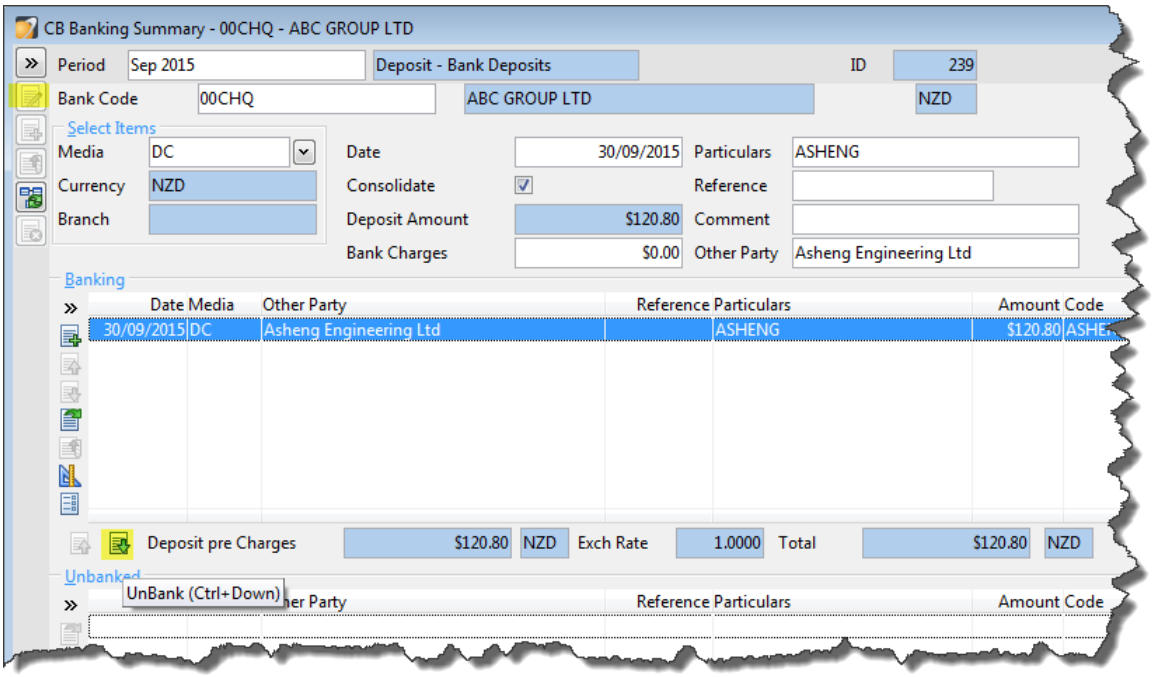
3 Click the **Unbank Summary** (`Alt+U`) button to reverse the Cashbook Transaction.



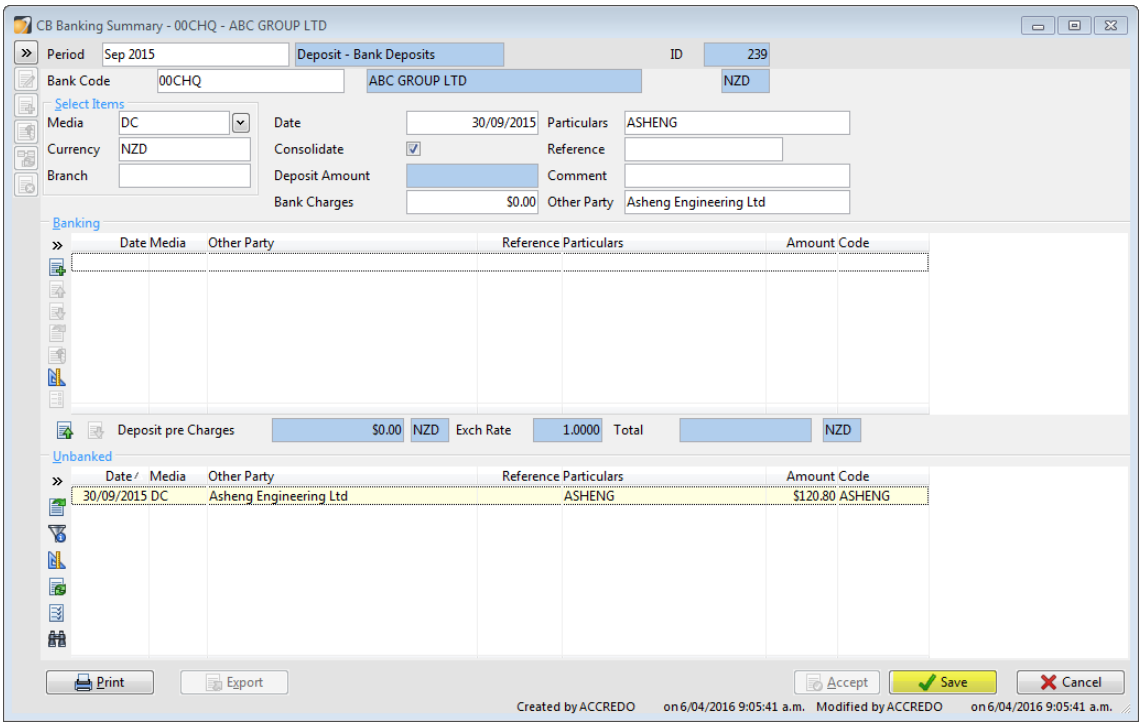
4 A confirmation box will appear advising you the CB transaction will be reversed and the Summary will be returned to an Unbanked state. Click **Yes**.



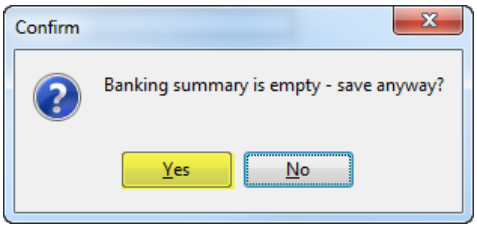
5 Press **Edit** (`F11`), then click the **UnBank** (`Ctrl+Down`) button to move the Receipt to the Unbanked Grid.



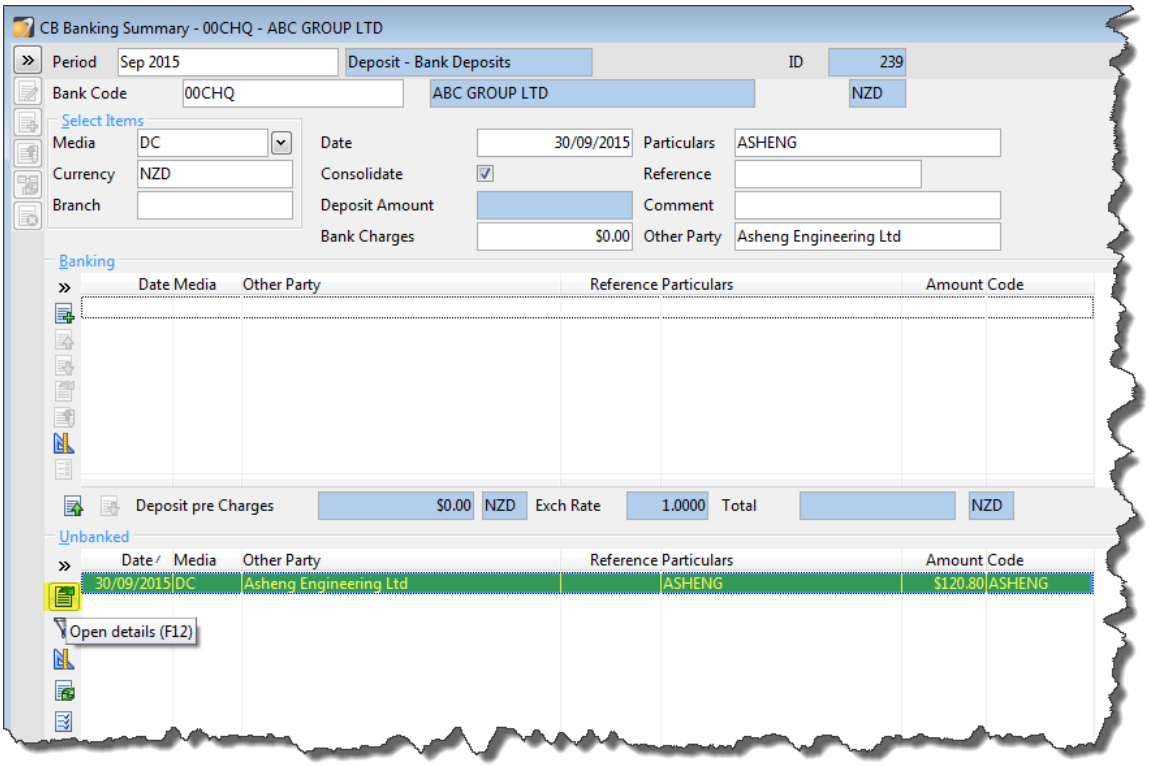
6 Click **Save** (F9). This will allow the AR Receipt to be edited.



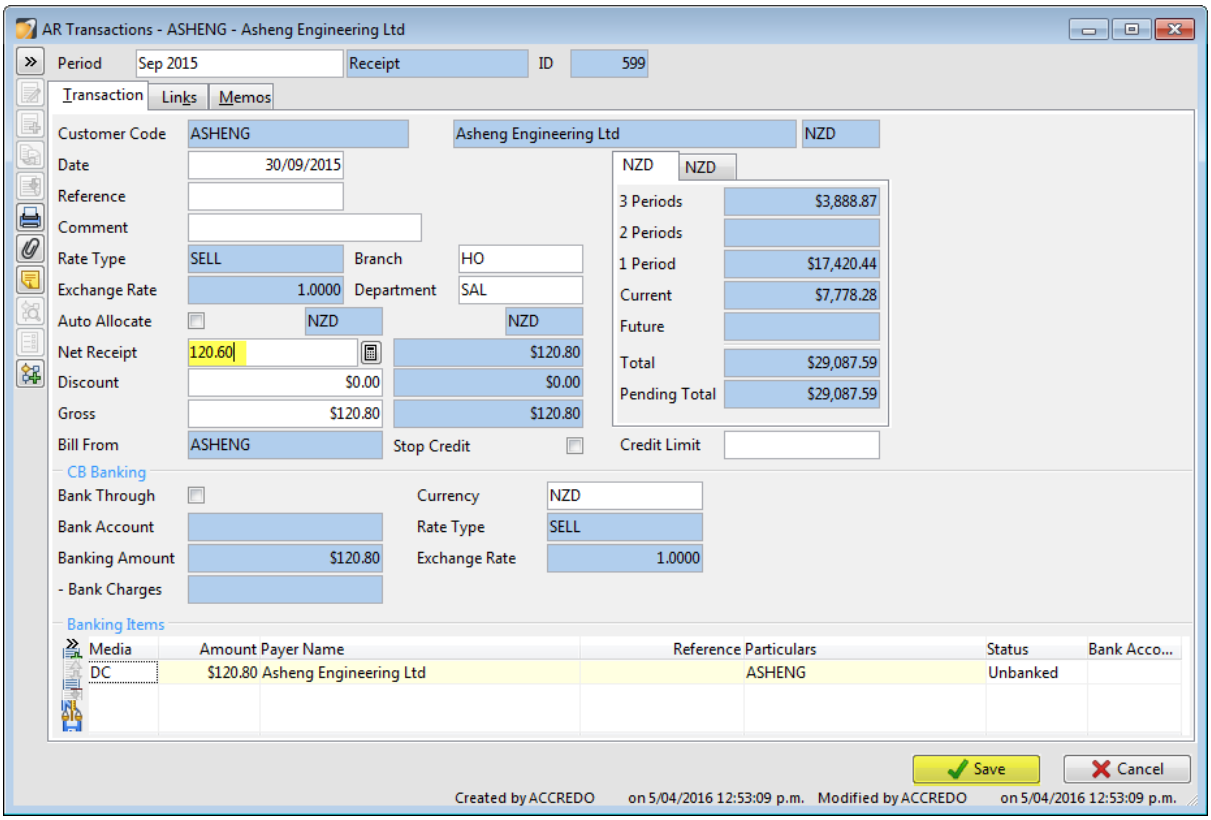
7 A confirmation message will warn you the Summary is empty. Click **Yes**.



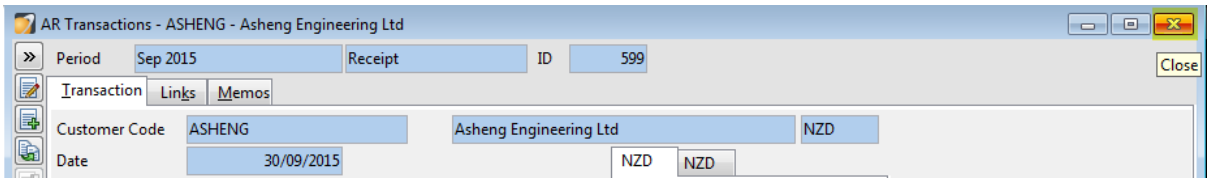
8 Select the Receipt and click the **Open Details** (F12) button.



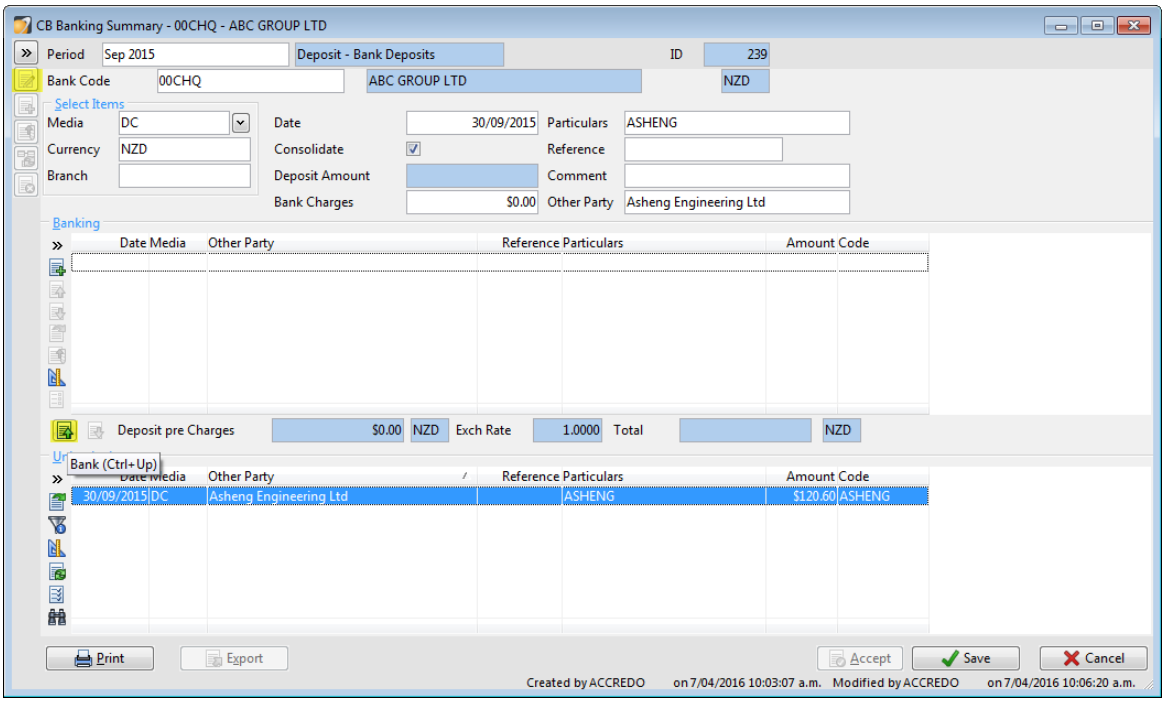
9 Click **Edit** (`F11`) and attempt to change the NET RECEIPT amount. If The NET RECEIPT field is not editable, this means the Receipt has been Allocated and needs to be Unallocated first, so click **Cancel** (`Esc`), then click **Unallocate** (`Ctrl+U`), then click **Edit** (`F11`) again. Change the NET RECEIPT Amount then click **Save** (`F9`).



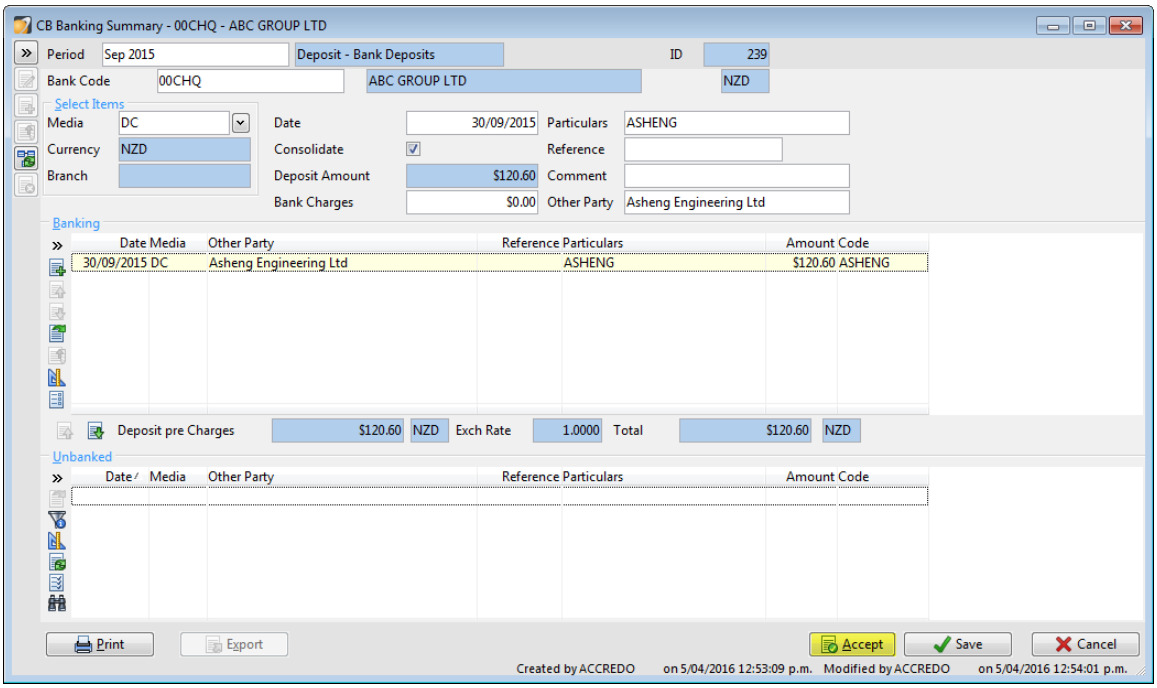
10 Close the Receipt window.



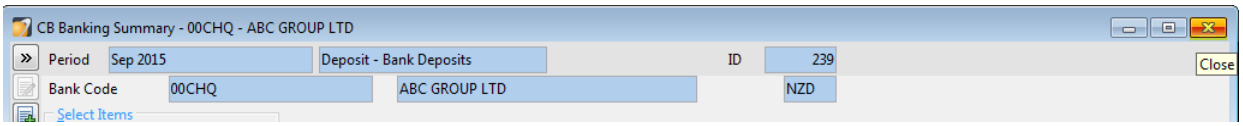
11 Click **Edit** (`F11`) on the Banking Summary, then click the **Bank** (`Ctrl+Up`) button to move the edited Receipt back up to the Banking Grid.



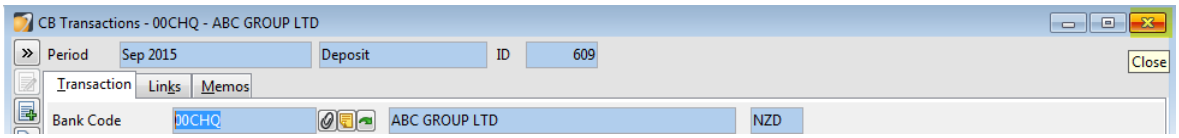
12 Click **Accept** (`Alt+A`) to create the new Cashbook Transaction.



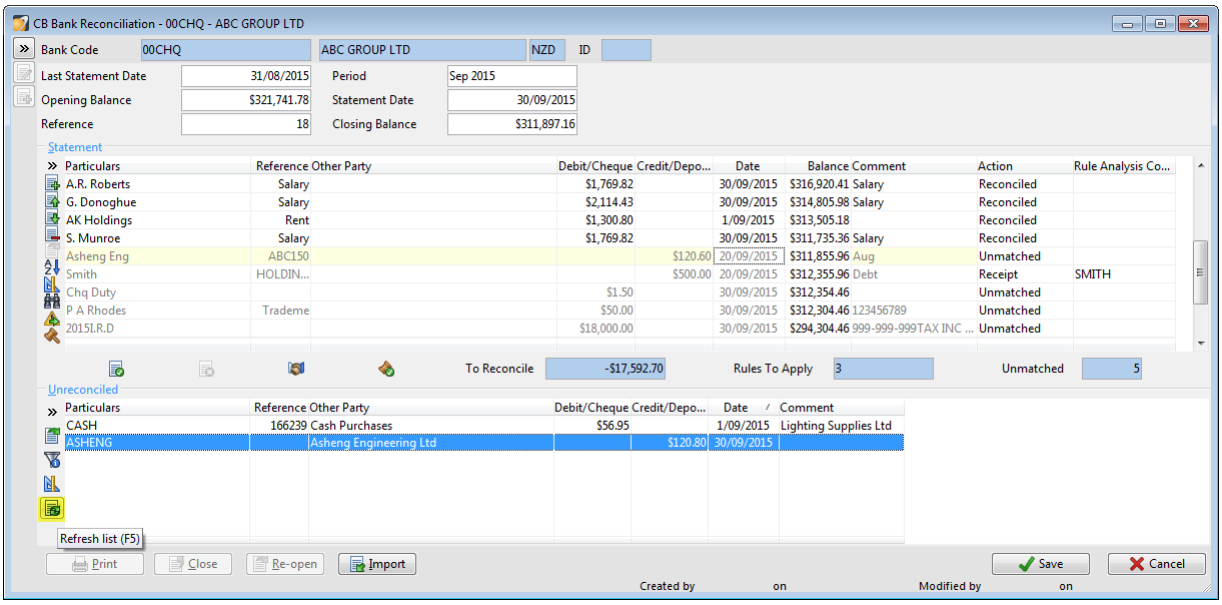
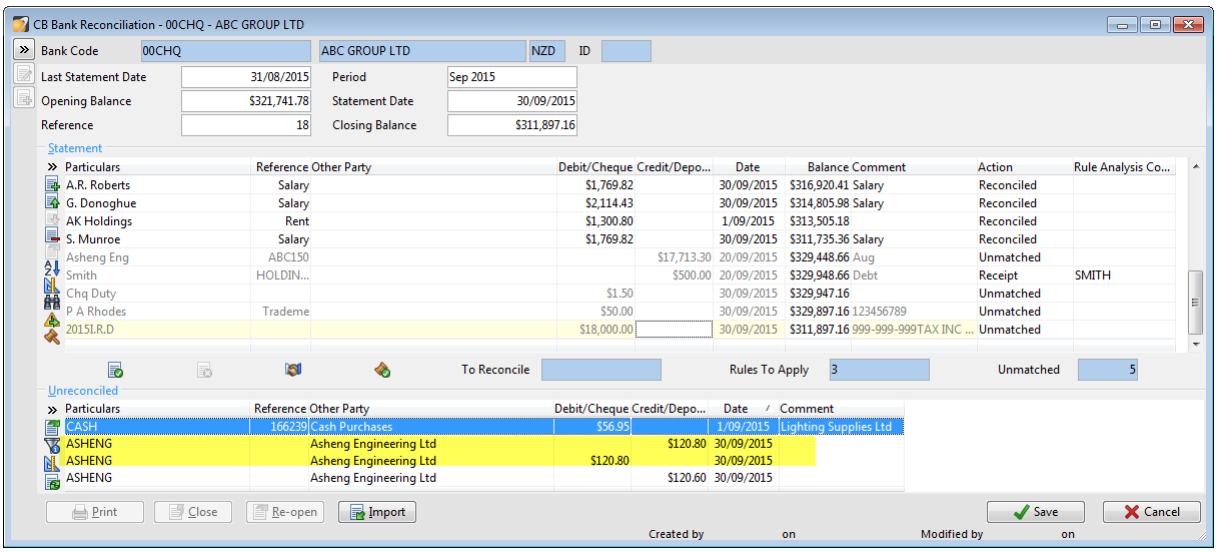
13 Close the Summary window.



14 Close the CB Transactions window.



15 Click the **Refresh** (F5) button in the **Unreconciled** grid on the Bank Reconciliation window. The Contra Transaction and new Banking Transaction will appear.



16 You can then carry on with your Bank Reconciliation. The original CB Transaction and the Contra CB Transaction can both be moved to the Statement Grid, as they equate to zero.