Reconcile

Figure 143 Accounting >> Reconcile

This section is for situations when a department does not anticipate pending charges to be paid. They need to mark the period for which they need to reconcile. This action is irreversible, so the admin should be certain and careful before using this option.

Figure 144 Reconcile

Once the reconcile is completed it will display a success message.

Figure 145 Reconcile success message

A spreadsheet report of each reconcile can be saved by clicking the Download option.

Figure 146 Reconcile History