

Refreshing Checkbook Reconciliation with Additional GL Accounts to a Prior Year

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Follow the steps below to refresh the general ledger accounts to a prior year with the **Options** button.

1. Navigate to *Accounting / G/L / Checkbook Reconciliation*.
2. Choose the necessary general ledger account, and select **Reconcile**.
3. Select the **Options** button on the *Checking Account Reconciliation* window.
4. On the *Add External Databases* window, change the DB Path for the accounts in the grid to the path where the prior year dataset resides.
5. Change the *Fiscal Month* to 12.
6. Select **Save** on the *Add External Databases* window.
7. Select **Refresh** on the *Checking Account Reconciliation* window