Overview

There are two kinds of audits - internal and external. An internal audit is you doing the tests, checks and balances that an external auditor might perform. A monthly review should assure you that from a bookkeeping viewpoint all is well.

All bank accounts should be reconciled with the bank statement.

- This should be done on a regular basis as soon as possible after receiving the statement. Performing an audit is not dependent on reconciling the bank statement but there is a higher probability of error when the reconciliaion is not performed.
- Print the report and post the reconciliation

Reports to run as of the last day of month or for a period:

Ledger Reports, Ledger Balances, all statuses
Bank Reports, Bank Balance Breakdown
Tenant Reports, Tenant Balances sorted by Ledger, for all tenants (current, future, past, inactive)
Bank Reports, Check Register
Bank Reports, Deposit Register
Bank Reports, Bank Activity
GL, Reconcile Bank Account, Reconciliation Report after reconciling each bank account
     Review the list of "Uncleared Deposits and Uncleared Additions" and "Uncleared Checks and Uncleared Subtractions" for items that will never show up on a future bank statement.
Ledger Reports, Balance Sheet - consolidate for all ledgers (be sure to include inactives)
Ledger Reports, Ledger Analysis
Tenant Reports, Tenant Balances, Filter on - Open Credits not equal to 0.
Unit Reports, Rental Analysis

Things to look for on the reports:

- Ledger Balances - scan down the balances - are any negative? Is the sum or the Distribution Reserve in line with the sum of the Balances?
- Tenant Balances - are there tenants with open credits and unpaid charges? Should those open credits be used to pay off charges? any negative open credits?
- Bank Balance Breakdown - are there any negative balances?
- Bank Reconciliation Report - any unreconciled items that will never be seen by the bank?

Comparisons:

Assumptions: 2 bank accounts, no security deposits held by owners
1. Tenant Open Credits on Trial Balance with Open Credits on Tenant Balance.
2. Security Deposits on Trial Balance (or Balance Sheet) with Deposits on Tenant Balance and with Ledger Fund Details on Bank Balance Breakdown for Escrow bank account. If they don't balance run the Cash Analysis (Suspect) report from Ledger Reports. This will identify monies that need to be moved from one bank account to another.
3. Total of Ledger Fund Details on Bank Balance Breakdown for checking bank account, minus the Management Group balance, with Total from Ledger Balances report plus open credits from Tenant Balances.
4. Available Balance on Bank Balance Breakdown with Available Balance from Reconciliation Report.

Assumptions: 2 bank accounts, some security deposits held by owners
1. Tenant Open Credits on Trial Balance (or Balance Sheet) with Open Credits on Tenant Balance.
2. Security Deposits on Trial Balance with Ledger Fund Details on Bank Balance Breakdown for Escrow bank account.
3. Total of Ledger Fund Details on Bank Balance Breakdown for checking bank account, minus the Management Group balance, with Total from Ledger Balances report plus open credits from Tenant Balances plus other liabilities from Balance Sheet.
4. Available Balance on Bank Balance Breakdown with Available Balance from Reconciliation Report.

Assumptions: 1 bank account, no security deposits held by owners
1. Tenant Open Credits on Trial Balance (or Balance Sheet) with Open Credits on Tenant Balance.
2. Security Deposits on Trial Balance with Deposits on Tenant Balance.
3. Total of Ledger Fund Details on Bank Balance Breakdown for checking bank account, minus the Management Group balance, with Total from Ledger Balances report plus open credits from Tenant Balances plus Security Deposits from Tenant Balances plus other liabilities from Balance Sheet.
4. Available Balance on Bank Balance Breakdown with Available Balance from Reconciliation Report.

Assumptions: 1 bank account, some security deposits held by owners

1. Tenant Open Credits on Trial Balance (or Balance Sheet) with Open Credits on Tenant Balance.
2. Total of Ledger Fund Details on Bank Balance Breakdown for checking bank account, minus the Management Group balance, with Total of Ledger Balances plus open credits from Tenant Balances plus Security Deposits from Trial Balance plus other liabilities from Balance Sheet.
3. Available Balance on Bank Balance Breakdown with Available Balance from Reconciliation Report.

Assumptions: 1 bank account, all security deposits held by owners

1. Tenant Open Credits on Trial Balance (or Balance Sheet) with Open Credits on Tenant Balance.
2. Total of Ledger Fund Details on Bank Balance Breakdown for checking bank account, minus the Management Group balance, with Total of Ledger Balances plus open credits from Tenant Balances plus other liabilities from Balance Sheet.
3. Available Balance on Bank Balance Breakdown with Available Balance from Reconciliation Report.

Audit Worksheet
2 bank accounts, no security deposits held by owner

1.	a. Tenant Open Credits on Balance Sheet	c. Open Credits on Tenant Balances
2.	a. Security Deposits on Balance Sheet	b. Ledger Balance on BBB for Escrow	c. Security Deposits on Tenant Balances
3.	a. Ledger Balance on BBB-checking		c. Total on Ledger Balances Report d. + Open Credits on Tenant Balances e. + other liabilities from Balance Sheet
4. 3 way	a. Bank Activity Balance on BBB-Checking d. Bank Activity Balance on BBB-Escrow	b. Ending Balance on Bank Activity-Checking e. Ending Balance on Bank Activity-Escrow	c. Available Balance on Bank Rec – Checking f. Available Balance on Bank Rec – Escrow
5. 3 way	a. Bank Cleared Balance on BBB-Checking d. Bank Cleared Balance on BBB-Escrow		c. Cleared Balance on Bank Rec-Checking f. Cleared Balance on Bank Rec-Escrow

Audit – Step by Step

2 bank accounts, no security deposits held by owner
When running dated reports, use the same date - either today's date or the date of the most recent bank reconciliation.

1. Go to <<Reports, Miscellaneous Reports>>.
   Select Report Name: Chart of Accounts.
   Click <Run Highlighted Report> and preview on screen.
   Note the items under Liabilities that have "Escrow" in the Options column – those are the accounts that PROMAS considers to be security deposits. (This may include Last Month's Rent, Pet Deposit, Security Deposits, etc.)

2. Go to <<Reports, Ledger Reports>>
   Select Report Name: Balance Sheet. Click <Options>.
   Mark the Consolidate Ledgers checkbox. <Save>.
   Click the <Filter> button.
   Unmark the Status checkbox. Click <Save>. Click <OK> to warning.
   Click <Run Highlighted Report>. Set the date.
   The Owners, Properties and Management Groups checkboxes should be marked, Click <Preview>.
   Enter the Tenant Open Credit amount in box 1a and box 3 line d.
   Enter the amounts in Security Deposit accounts in box 2a. (This may include Last Month's Rent, Pet Deposit, Security Deposits with Interest, Security Deposits with no Interest, etc.)
   Note any amounts under Liabilities, such as Tax or Set Aside (or Security Deposit Transfer -see note on next page) (not Tenant Open Credits). Enter those in box 3e.

3. Go to <<Reports, Tenant Reports>>.
   Select Report Name: Tenant Balances
   To include all tenants, click on <Modify>, then the Filter Fields Tab. Unmark the Status checkbox and <Save>.
   Click <Run Highlighted Report>, then <Preview>.
   Go to the last page.
   Enter the total open credits amount in box 1c.
   Enter the total security deposit amount in box 2c.

4. Go to <<Reports, Ledger Reports>>.
   Select Report Name: Ledger Balances.
   To include all owners, click on <Filter>. Unmark the Status checkbox and <Save>.
   Click <Run Highlighted Report>. Enter the date.
   The Owners, Properties and Management Groups checkboxes should be marked, Click <Preview>.
   Go to the last page.
   Enter the total balance amount in box 3c.

The PROMAS Landlord Software Center • 703-255-1400 • www.promas.com

5. Go to <<Reports, Bank Reports>>.
    Select Report Name: Bank Balance Breakdown.
    Restrict bank to your checking (rental escrow or owner trust) bank account.
    Click <Run Highlighted Report> and preview on screen or print.
    Enter the Ledger Balance in box 3a.
    Enter the Bank Activity Balance in 4a.
    Enter the Bank Cleared Balance in box 5a.

6. Still in <<Reports, Bank Reports>>, Bank Balance Breakdown report, restrict bank to the escrow (security deposit escrow or tenant trust) bank account.
    Click <Run Highlighted Report>, then <Preview>.
    Enter the Ledger Balance in box 2b.
    Enter the Bank Activity Balance in 4d.
    Enter the Bank Cleared Balance in box 5d.

7. Go to <<GL, Reconcile Bank Account>>. This only works after the most recent reconciliation.
    Select the Checking bank account.
    Set the date to the date of the reports.
    Enter the Opening Balance amount in the Closing Balance field.
    Click <Report> and preview on screen.
    Enter the Cleared Balance amount in 5c.
    Enter Available Balance in box 4c.
    <Cancel>. There is nothing to post since you have already reconciled.

8. Close back to the Reconciliation function.
    Select the Escrow bank account.
    Enter the Opening Balance amount in the Closing Balance field.
    Click <Report> and preview on screen.
    Enter the Cleared Balance amount in 5f.
    Enter the Available Balance in box 4f.
    <Cancel>. There is nothing to post since you have already reconciled.

9. Go to <<Reports, Bank Reports>>.
    Select Report Name: Bank Activity.
    Make the beginning and ending date your report date.
    Click <Run Highlighted Report>, then <Preview>.
    Enter the Ending Bank Balance amount for the Checking bank in box 4b.
    Enter the Ending Bank Balance amount for the Escrow bank in box 4e and 5f.

Comparisons: Boxes 1-5:
1a = 1c
2a = 2b = 2c
3 a = 3 c+d+e
4a = 4b = 4c
4d = 4e = 4f

NOTE: Security Deposit Transfer should not show up on the Balance Sheet under liabilities. If it does, it means security deposit funds were not moved between the checking bank account and the escrow bank account. Try running the Ledger Analysis report to determine where the discrepancies lie.

Audit Worksheet
2 bank accounts, some security deposits held by owner

#			
1.	a. Tenant Open Credits on Balance Sheet		c. Open Credits on Tenant Balances
2.	a. Security Deposits on Balance Sheet		c. Ledger Fund Details on BBB
3.	a. Ledger Balance on BBB-checking		c. Total on Ledger Balances Report d. + Open Credits on Tenant Balances e. + other liabilities from Balance Sheet
4. 3 way	a. Bank Activity Balance on BBB-Checking d. Bank Activity Balance on BBB-Escrow	b. Ending Balance on Bank Activity-Checking e. Ending Balance on Bank Activity-Escrow	c. Available Balance on Bank Rec-Checking f. Available Balance on Bank Rec-Escrow
5. 3 way	a. Bank Cleared Balance on BBB-Checking d. Bank Cleared Balance on BBB-Escrow		c. Cleared Balance on Bank Rec-Checking f. Cleared Balance on Bank Rec-Escrow

Audit – Step by Step

The PROMAS Landlord Software Center • 703-255-1400 • www.promas.com

2 bank accounts, some security deposits held by owner

When running dated reports, use the same date - either today's date or the date of the most recent bank reconciliation.

1. Go to <<Reports, Miscellaneous Reports>>.
   Select Report Name: Chart of Accounts.
   Click <Compile> and print or preview on screen.
   Note the items under Liabilities that have "Escrow" in the Options column – those are the accounts that PROMAS considers to be security deposits. (This may include Last Month's Rent, Pet Deposit, Security Deposits, etc.)

2. Go to <<Reports, Ledger Reports>>
   Select Report Name: Balance Sheet. Click <Options>.
   Mark the Consolidate Ledgers checkbox. <Save>.
   Click the <Filter> button.
   Unmark the Status checkbox. Click <Save>. Click <OK> to warning.
   Click <Run Highlighted Report>.
   Set the date.
   The Owners, Properties and Management Groups checkboxes should be marked, Click <Preview>.
   Enter the Tenant Open Credit amount in box 1a and box 3 line d.
   Enter the amounts in Security Deposit accounts in box 2a. (This may include Last Month's Rent, Pet Deposit, Security Deposits with Interest, Security Deposits with no Interest, etc.)
   Note any amounts under Liabilities, such as Tax or Set Aside (or Security Deposit Transfer -see note on next page) (not Tenant Open Credits). Enter those in box 3e.

3. Go to <<Reports, Tenant Reports>>.
   Select Report Name: Tenant Balances
   To include all tenants, click on <Modify>, then the Filter Fields Tab. Unmark the Status checkbox and <Save>.
   Click <Run Highlighted Report>, then <Preview>.
   Go to the last page.
   Enter the total open credits amount in box 1c.

4. Go to <<Reports, Ledger Reports>>.
   Select Report Name: Ledger Balances.
   To include all owners, click on <Filter>. Unmark the Status checkbox and <Save>.
   Click <Run Highlighted Report>. Enter the date .
   The Owners, Properties and Management Groups checkboxes should be marked, Click <Preview>.
   Go to the last page.
   Enter the total balance amount in box 3c.

5. Go to <<Reports, Bank Reports>>.
   Select Report Name: Bank Balance Breakdown.
   Restrict bank to your checking (rental escrow) bank account.
   Click <Run Highlighted Report> and preview on screen or print.
   Enter the Ledger Balance in box 3 line a.
   Enter the Bank Activity Balance amount in box 4a.
   Enter the Bank Cleared Balance in box 5a.

6. Still in <<Reports, Bank Reports>>, Bank Balance Breakdown report, restrict bank to the escrow (security deposit escrow or tenant trust) bank account.
   Click <Run Highlighted Report> and preview on screen or print.
   Enter the Ledger Balance in box 2c.
   Enter the Bank Activity Balance amount in box 4d.
   Enter Bank Cleared Balance in box 5d.

7. Go to <<GL, Reconcile Bank Account>>. This only works after the most recent reconciliation.
   Select the Checking bank account.
   Set the date to the date of the reports.
   Enter the Opening Balance amount in the Closing Balance field.
   Click <Report> and preview on screen.
   Enter the Cleared Balance amount in 5c.
   Enter the Available Balance in box 4c.
   <Cancel>. There is nothing to post since you have already reconciled.

8. Close back to the Reconciliation function.
   Select the Escrow bank account.
   Enter the Opening Balance amount in the Closing Balance field.
   Click <Report> and preview on screen.
   Enter the Cleared Balance amount in 5f.
   Enter the Available Balance in box 4f.
   <Cancel>. There is nothing to post since you have already reconciled.

9. Go to <<Reports, Bank Reports>>.
   Select Report Name: Bank Activity.
   Make the beginning and ending date your report date.
   Click <Run Highlighted Report>. Enter the date and <Preview>.
   Enter the Ending Balance amount for the Checking bank in box 4b.
   Enter the Ending Balance amount for the Escrow bank in box 4e

Comparisons: Boxes 1-5:
   1a = 1c
   2a = 2c
   3 a = 3 c+d+e
   4a = 4b = 4c

NOTE: Security Deposit Transfer should not show up on the Balance Sheet under liabilities. If it does, it means security deposit funds were not moved between the checking bank account and the escrow bank account. Try running the Ledger Analysis report to determine where the discrepancies lie.

Audit Worksheet
1 bank account, no security deposits held by owner

1.	a. Tenant Open Credits on Balance Sheet		c. Open Credits on Tenant Balances
2.	a. Security Deposits on Balance Sheet		c. Security Deposits on Tenant Balances
3.	a. Ledger Balance on BBB		c. Total on Ledger Balance Report
			d. + Open Credits on Tenant Balances
			e. + Security Deposits on Tenant Balances
			f. + other liabilities from Balance Sheet
4. 3-way	a. Bank Activity Balance on BBB	b. Ending Balance on Bank Activity	c. Available Balance on Bank Reconciliation
5. 3-way	a. Bank Cleared Balance on BBB		c. Cleared Balance on Bank Reconciliation

The PROMAS Landlord Software Center • 703-255-1400 • www.promas.com

Audit – Step by Step

1 bank account, no security deposits held by owner
When running dated reports, use the same date - either today's date or the date of the most recent bank reconciliation.

1. Go to <<Reports, Miscellaneous Reports>>.
   Select Report Name: Chart of Accounts.
   Click <Run Highlighted Report> and preview on screen.
   Note the items under Liabilities that have "Escrow" in the Options column – those are the accounts that PROMAS considers to be security deposits. (This may include Last Month's Rent, Pet Deposit, Security Deposits with Interest, Security Deposits with no Interest, etc.)

2. Go to <<Reports, Ledger Reports>>
   Select Report Name: Balance Sheet. Click <Options>.
   Mark the Consolidate Ledgers checkbox. <Save>.
   Click the <Filter> button.
   Unmark the Status checkbox. Click <Save>. Click <OK> to warning.
   Click <Run Highlighted Report>.
   Set the date.
   The Owners, Properties and Management Groups checkboxes should be marked, Click <Preview>.
   Enter the Tenant Open Credit amount in box 1a and box 3 line d.
   Enter the amounts in Security Deposit accounts in box 2a. (This may include Last Month's Rent, Pet Deposit, Security Deposits with Interest, Security Deposits with no Interest, etc.)
   Note any amounts under Liabilities, such as Tax or Set Aside (or Security Deposit Transfer -see note on next page) (not Tenant Open Credits). Enter those in box 3f.

3. Go to <<Reports, Tenant Reports>>.
   Select Report Name: Tenant Balances
   To include all tenants, click on <Modify>, then the Filter Fields Tab. Unmark the Status checkbox and <Save>.
   Click <Run Highlighted Report>, then <Preview>.
   Go to the last page.
   Enter the total open credits amount in box 1c and box 3 line d.
   Enter the total security deposit amount in box 2c and in box 3e.

4. Go to <<Reports, Ledger Reports>>.
   Select Report Name: Ledger Balances.
   To include all owners, click on <Filter>. Unmark the Status checkbox and <Save>.
   Click <Run Highlighted Report>. Enter the date.
   The Owners, Properties and Management Groups checkboxes should be marked, Click <Preview>.
   Go to the last page.
   Enter the total balance amount in box 3c.

The PROMAS Landlord Software Center • 703-255-1400 • www.promas.com

5. Go to <<Reports, Bank Reports>>.
   Select Report Name: Bank Balance Breakdown.
   Click <Run Highlighted Report> and preview on screen or print.
   Enter the Ledger Balance total in box 3 line a.
   Enter the Bank Activity Balance amount in box 4a.
   Enter the Bank Cleared Balance amount in box 5a.

6. Go to <<GL, Reconcile Bank Account>>. This only works after the most recent reconciliation.
   Select the Checking bank account.
   Set the date to the date of the reports.
   Enter the Opening Balance amount in the Closing Balance field.
   Click <Report> and preview on screen.
   Enter the Cleared Balance amount in 5c.
   Enter the Available Balance in box 4c.

7. Go to <<Reports, Bank Reports>>.
   Select Report Name: Bank Activity.
   Make the beginning and ending date your report date.
   Click <Run Highlighted Report>.
   Enter the Ending Balance amount for the Checking bank in box 4b and 5b.

Comparisons: Boxes 1-4:
   1a = 1c
   2a = 2c
   3 a = 3 c+d+e+f
   4a = 4b = 4c
   5a = 5c

Audit Worksheet
1 bank account, some security deposits held by owner

1.	a. Tenant Open Credits on Balance Sheet	c. Open Credits on Tenant Balances
2.	a. Ledger Balance on BBB	c. Total on Ledger Balance Report d. + Open Credits on Tenant Balances e. + Security Deposits on Balance Sheet f. + other liabilities from Balance Sheet
3. 3-way	a. Bank Activity Balance on BBB	b. Ending Balance on Bank Activity	c. Available Balance on Bank Reconciliation
4. 3-way	a. Bank Cleared Balance on BBB		c. Cleared Balance on Bank Reconciliation

Audit – Step by Step

1 bank account, some security deposits held by owner
When *running dated reports, use the same date - either today's date or the date of the most recent bank reconciliation.*

1. Go to <<Reports, Miscellaneous Reports>>.
   Select Report Name: Chart of Accounts.
   Click <Run Highlighted Report> and preview on screen.
   Note the items under Liabilities that have "Escrow" in the Options column – those are the accounts that PROMAS considers to be security deposits. (This may include Last Month's Rent, Pet Deposit, Security Deposits with Interest, Security Deposits with no Interest, etc.)

2. Go to <<Reports, Ledger Reports>>
   Select Report Name: Balance Sheet. Click <Options>.
   Mark the Consolidate Ledgers checkbox. <Save>.
   Click the <Filter> button.
   Unmark the Status checkbox. Click <Save>. Click <OK> to warning.
   Click <Run Highlighted Report>.
   Set the date.
   The Owners, Properties and Management Groups checkboxes should be marked, Click <Preview>.
   Enter the Tenant Open Credit amount in box 1a and box 2d.
   Enter the amounts in Security Deposit accounts in box 2e. (This may include Last Month's Rent, Pet Deposit, Security Deposits with Interest, Security Deposits with no Interest, etc.)
   Note any amounts under Liabilities, such as Tax or Set Aside (or Security Deposit Transfer -see note on next page) (not Tenant Open Credits). Enter those in box 2f.

3. Go to <<Reports, Tenant Reports>>.
   Select Report Name: Tenant Balances
   To include all tenants, click on <Modify>, then the Filter Fields Tab. Unmark the Status checkbox and <Save>.
   Click <Run Highlighted Report>, then <Preview>.
   Go to the last page.
   Enter the total open credits amount in box 1c and box 2d.

4. Go to <<Reports, Ledger Reports>>.
   Select Report Name: Ledger Balances.
   To include all owners, click on <Modify>, then the Filter Fields Tab. Unmark the Status checkbox and <Save>.
   Click <Run Highlighted Report>. Enter the date.
   The Owners, Properties and Management Groups checkboxes should be marked, Click <Preview>.
   Go to the last page.
   Enter the total balance amount in box 2c.

5. Go to <<Reports, Bank Reports>>.
   Select Report Name: Bank Balance Breakdown.
   Click <Run Highlighted Report> and preview on screen or print.
   Enter the Ledger Balance total in box 2a.
   Enter the Bank Activity Balance amount in box 3a.
   Enter the Bank Cleared Balance amount in box 5a.

6. Go to <<GL, Reconcile Bank Account>>. This only works after the most recent reconciliation.
   Select the Checking bank account.
   Set the date to the date of the reports.
   Enter the Opening Balance amount in the Closing Balance field.
   Click <Report> and preview on screen.
   Enter the Cleared Balance amount in 4c.
   Enter the Available Balance in box 3c.

7. Go to <<Reports, Bank Reports>>.
   Select Report Name: Bank Activity.
   Make the beginning and ending date your report date.
   Click <Run Highlighted Report>.
   Enter the Ending Balance amount for the Checking bank in box 3b and 4b.

Comparisons: Boxes 1-4:
   1a = 1c
   2 a = 2 c+d+e+f
   3a = 3b = 3c
   4a = 4c

Audit Worksheet
1 bank account, all security deposits held by owner

1.	a. Tenant Open Credits on Balance Sheet	c. Open Credits on Tenant Balances
2.	a. Ledger Balance on BBB	c. Total on Ledger Balances Report
		d. + Open Credits on Tenant Balances
		e. + other liabilities from Balance Sheet
3. 3 way	a. Bank Activity Balance on BBB	b. Ending Balance on Bank Activity	c. Available Balance on Bank Reconciliation
4. 3 way	a. Bank Cleared Balance on BBB		c. Cleared Balance on Bank Reconciliation

Audit – Step by Step
1 bank account, all security deposits held by owner
When running dated reports, use the same date - either today's date or the date of the most recent bank reconciliation.

1. Go to <<Reports, Miscellaneous Reports>>.
    Select Report Name: Chart of Accounts.
    Click <Run Highlighted Report> and preview on screen.
    Note the items under Liabilities that have "Escrow" in the Options column – those are the accounts that PROMAS considers to be security deposits. (This may include Last Month's Rent, Pet Deposit, Security Deposits with Interest, Security Deposits with no Interest, etc.)

2. Go to <<Reports, Ledger Reports>>
    Select Report Name: Balance Sheet. Click <Options>.
    Mark the Consolidate Ledgers checkbox. <Save>.
    Click the <Filter> button.
    Unmark the Status checkbox. Click <Save>. Click <OK> to warning.
    Click <Run Highlighted Report>.
    Set the date.
    The Owners, Properties and Management Groups checkboxes should be marked, Click <Preview>.
    Enter the Tenant Open Credit amount in box 1a.
    Note any amounts under Liabilities, such as Tax or Set Aside (not Tenant Open Credits). Enter those in box 2e.

3. Go to <<Reports, Tenant Reports>>.
    Select Report Name: Tenant Balances
    To include all tenants, click on <Modify>, then the Filter Fields Tab. Unmark the Status checkbox and <Save>.
    Click <Run Highlighted Report>, then <Preview>.
    Go to the last page.
    Enter the total open credits amount in box 1c and box 2d.

4. Go to <<Reports, Ledger Reports>>.
    Select Report Name: Ledger Balances.
    To include all owners, click on <Modify>, then the Filter Fields Tab. Unmark the Status checkbox and <Save>.
    Click <Run Highlighted Report>. Enter the date.
    The Owners, Properties and Management Groups checkboxes should be marked, Click <Preview>.
    Go to the last page.
    Enter the total balance amount in box 2c.

5. Go to <<Reports, Bank Reports>>.
   Select Report Name: Bank Balance Breakdown.
   Click <Run Highlighted Report> and preview on screen or print.
   Enter the Ledger Fund Details total in box 2a.
   Enter the Bank Activity Balance amount in box 3a and 3c.
   Enter the Bank Cleared Balance in box 4a.

6. Go to <<GL, Reconcile Bank Account>>. This only works after the most recent reconciliation.
   Select the Checking bank account.
   Set the date to the date of the reports.
   Enter the Opening Balance amount in the Closing Balance field.
   Click <Report> and preview on screen.
   Go to the last page of the report.
   Enter the Available Balance amount in 3c.
   Enter the Cleared Balance amount in 4d.

7. Go to <<Reports, Bank Reports>>.
   Select Report Name: Bank Activity.
   Make the beginning and ending date your report date.
   Click <Run Highlighted Report>.
   Enter the Ending Balance amount for the Checking bank in box 3b and 4b.

Comparisons: Boxes 1-3:
   1a = 1c
   2 a = 2 c+d+e
   3a = 3b = 3c
   4a = 4b
   4c = 4d