



Opening Balance Discrepancy on Bank Reconciliation

Property Management Solutions for Over 30 Years

Overview

If the opening bank balance in PROMAS, in the GL, Reconcile Bank Account function, doesn't match the opening balance on the bank statement, it means a previously cleared transaction has been uncleared and possibly voided. Doing that produces a warning that the reconciled balance will change.

To determine what transaction caused the problem you first have to determine when the reconciliation got out of balance. Then you have to compare the reconciliation report that was printed at the time of reconciliation with a reconciliation report printed now.

Go to Reports, Bank Reports. Run the Reconciliation Summary report for the last 6 months or so. It shows a list of dates and balances. The number in the Balance column is the reconciled balance on that date.

Reconciliation Summary					
January 1, 2018 to May 31, 2018					
Bank Account Checking					
Cleared	Description	Deposit	Withdrawal	Amount	Balance
1/1/2018	Beginning Reconciliation Balance				\$8,760.46
1/31/2018	16 Items Cleared January 31, 2018	\$5,370.00	\$5,204.58	\$165.42	\$8,925.88
2/28/2018	17 Items Cleared February 28, 2018	\$5,875.00	\$6,695.75	(\$820.75)	\$8,105.13
3/31/2018	14 Items Cleared March 31, 2018	\$8,225.00	\$6,044.09	\$2,180.91	\$10,286.04
		\$19,470.00	\$17,944.42	\$1,525.58	

Closing balance on 1/31.
Also the Opening balance on 2/28.

Compare that number to your bank statements or reconciliation reports from PROMAS. Find the month when the previous month's balance matched and that month's balance does not. That is the month where something has changed.

For example,

When you reconciled in January the reconciliation report showed

Beginning balance = \$8,760.46

Closing balance = \$8,925.88

When you reconciled in February the reconciliation report showed:

Beginning balance = \$8,925.88

Closing balance = \$8,000.00

But the report above shows a closing balance in February of \$8,105.13.

So you know the problem happened with a transaction cleared in February.

Now run the Reconciliation Details report for that month (February in our example above). Compare the cleared transactions on that report to the reconciliation report you printed from PROMAS or your bank statement. Find the missing transaction(s).

Another example:

- ❖ In April you get the bank statement for March. The Opening Balance on the bank statement shows \$11,542.44.
- ❖ When you go into the <<GL, Reconcile Bank Account>> function the opening balance shows \$12,366.42.
- ❖ To find the discrepancy run the Reconciliation Summary report - see below. Compare it to previous bank statements.
- ❖ You can see from the chart below that the bank reconciliation for January, although it matched when you posted it in PROMAS, now has the correct opening balance (\$8105.13) but the wrong closing balance (\$11,110.02 instead of \$10286.04). So that is the month where something changed.

Now run the reconciliation details report for January and compare it to the report you printed when you posted the reconciliation. In this case, you will find a check for \$823.98 that was originally cleared but is now missing from the report.

Reconciliation Summary					
December 1, 2015 to April 8, 2016					
Bank Account Checking					
Cleared	Description	Deposit	Withdrawal	Amount	Balance
12/1/2015	Beginning Reconciliation Balance				\$8,925.88
12/31/2015	17 Items Cleared December 31, 2015	\$5,875.00	\$6,695.75	(\$820.75)	\$8,105.13
1/31/2016	13 Items Cleared January 31, 2016	\$8,225.00	\$5,220.11	\$3,004.89	\$11,110.02
2/29/2016	14 Items Cleared February 29, 2016	\$6,185.00	\$4,928.60	\$1,256.40	\$12,366.42
		\$20,285.00	\$16,844.46	\$3,440.54	

A	B	C	D
Date	Bank Statement Opening Balance	Bank Statement Closing Balance	PROMAS Reconciliation Summary Balance (Closing Balance)
12/31/2015	\$8,925.88	\$8,105.13	\$8,105.13
1/31/2016	\$8,105.13	\$10,286.04	\$11,110.02
2/29/2016	\$10,286.04	\$11,542.44	\$12,366.42
3/31/2016	\$11,542.44		

