

Overview

This document has information on reconciling the bank accounts and correcting bank errors.

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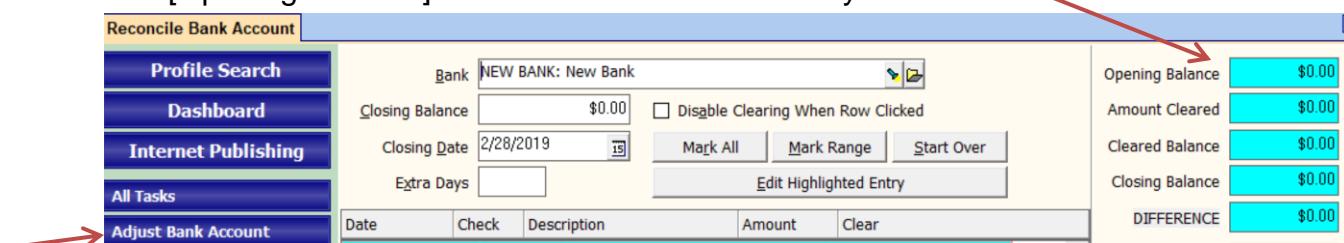
[Wrong item cleared on bank reconciliation-Help Document #245](#)

First Time Reconciliation

Each defined bank account should be reconciled when the bank statement is received. The first reconciliation uses the starting balances for each owner and the net of uncleared transactions to reconcile the bank statement from the day prior to the starting date in order to establish the beginning bank balance.

Help document [R-745 Getting Started](#) explains how to enter beginning balances for your owners and tenants.

1. Go to <<GL, Reconcile Bank Account>>
2. Select the [Bank] account from the drop down list
3. The [Opening Balance] will be zero - leave it that way



The screenshot shows the 'Reconcile Bank Account' screen. On the left, there's a sidebar with buttons for Profile Search, Dashboard, Internet Publishing, All Tasks, and Adjust Bank Account (which is highlighted). The main panel has fields for Bank (set to NEW BANK: New Bank), Closing Balance (\$0.00), Closing Date (2/28/2019), Extra Days, and checkboxes for Disable Clearing When Row Clicked, Mark All, Mark Range, and Start Over. Below these are buttons for Edit Highlighted Entry, Date, Check, Description, Amount, and Clear. To the right, there's a summary table with columns for Opening Balance, Amount Cleared, Cleared Balance, Closing Balance, and DIFFERENCE, all showing \$0.00.

4. Type in the [Closing Balance] from your bank statement
5. Change the [Closing Date] if different from the default.
6. Mark each owner balance line item as cleared by clicking in the [Clear] checkbox. You could also use the <Mark All> button to mark all line items clear at one time.
7. Note the dollar amount in the [Difference] field - If there is a difference click on the adjust bank account speedbutton.

The adjustment you will post is made up of any management money in the bank account, and any uncleared checks and uncleared deposits that are part of the owner's beginning balances.

Adjust Bank Account – first time reconciliation

- a. Change the [Date] to the bank statement closing date.
- b. Select the [Bank] account from the drop down list
- c. Select the Management Group for the [Ledger].
- d. Click the <Increase> radio button if the [Difference] is negative and the <Decrease> button if the [Difference] is positive.

The screenshot shows the 'Adjust Bank Account' tab selected in a software interface. The form includes fields for Date (2/28/2019), Bank (NEW BANK: New Bank), Ledger (PM LEDGER: Property Management [Management Group]), Management Group, Reference (Beginning Balance), Account (RETAINED: Retained Earnings), Amount (\$437.00), Memo, and Comment. Radio buttons for Interest or Other Increase and Service Charge or Other Decrease are present, with the former selected. Buttons for Post, Cancel, and Print are at the bottom.

- e. Select Retained Earnings for the [Account].
- f. Type in the difference [Amount]
- g. Click <Post>
8. Click on the Other Additions (or Other Subtractions) tab and mark the line item you just posted. This will make the [Difference] zero.
9. Click <Post>
10. Click <Yes> to print the report
11. Click <Yes> to record the reconciliation

Reconcile Each Month

Every bank account should be reconciled monthly when the bank statement comes.

1. Go to <<GL, Bank Reconciliation>>
2. Select the [Bank] from the drop down list
3. Verify that the [Opening Balance] matches the opening balance on the statement
4. Type in the closing bank statement balance in the [Closing Balance] field
5. Type in the [Closing Date] from the bank statement
6. Click on the Deposits tab
7. Mark each deposit on the screen that matches a deposit on the bank statement by clicking in the [Clear] checkbox
8. Click the checks tab
9. Mark each check on the screen that matches a check on the bank statement by clicking in the Clear checkbox
10. If there were no other items on the bank statement (interest, service charges) the [Difference] field should be zero. If so, print the report and <Post>.

The screenshot shows the PROMAS Landlord Software interface for bank reconciliation. On the left, a main window displays a grid of transactions with columns for Date, Check, Description, Amount, and Clear status. Transactions include deposits from various sources like ACH Batch and HOA Fee, and checks to companies like Hero Electric and Mortgage Payment. On the right, a summary panel provides financial details:

| | |
|------------------|--------------|
| Opening Balance | \$11,110.02 |
| Amount Cleared | (\$1,162.29) |
| Cleared Balance | \$9,947.73 |
| Closing Balance | \$9,947.73 |
| DIFFERENCE | \$0.00 |
| Checks | (\$4,847.29) |
| ACH | (\$1,500.00) |
| Other | \$0.00 |
| Subtractions | (\$6,347.29) |
| Deposits | \$5,185.00 |
| Other | \$0.00 |
| Additions | \$5,185.00 |
| Uncleared | (\$5,460.44) |
| Awaiting Deposit | \$14,355.00 |
| Current Balance | \$18,842.29 |

At the bottom of the main window, there is a navigation bar with numbered links: 1. All, 2. Cleared, 3. Uncleared, 4. Stale, 5. Deposits, 6. Other Additions, 7. Checks, 8. ACH, 9. Other Subtractions, 10. By Amount.

Bank Reconciliation

Bank Account Checking [Acct# 00037029011]

November 30, 2018

| Reconciliation Summary for 11/30/2018 | | |
|---------------------------------------|---------------------|--|
| Opening Balance | \$11,110.02 | |
| Less Cleared Checks | \$4,847.29 9 Items | |
| Less Cleared ACH | \$1,500.00 1 Item | |
| Plus Cleared Deposits | \$5,185.00 2 Items | |
| Cleared Balance | \$9,947.73 12 Items | |
| | | |
| Cleared Balance | \$9,947.73 12 Items | |
| Less Statement Balance on 11/30/2018 | \$9,947.73 | |
| Difference | \$0.00 In Balance | |
| Available Balance on 11/30/2018 | | |
| Cleared Balance | \$9,947.73 12 Items | |
| Less Uncleared Checks | \$5,100.40 10 Items | |
| Plus Uncleared Deposits | \$1,000.00 1 Item | |
| Available Balance | \$5,847.33 | |
| Cleared Checks | | |
| 1719 9/18/2018 Peyton T. Gray | \$376.53 | |
| 1721 10/2/2018 Mortgage Payment | \$477.38 | |
| 1724 10/17/2018 David & Judy Fiscella | \$823.98 | |
| 1730 10/12/2018 Hero Electric | \$823.98 | |
| 1730 11/17/2018 Peyton T. Gray | \$823.98 | |
| 1732 11/19/2018 HOA Fee | \$134.50 | |
| 1733 11/19/2018 Mortgage Payment | \$793.46 | |
| 1734 11/1/2018 Mortgage Payment | \$477.38 | |
| 1738 11/20/2018 Patriot Bank | \$116.10 | |
| Cleared Checks | \$4,847.29 | |
| Cleared ACH | | |
| 11/16/2018 ACH Batch | \$1,500.00 | |
| Cleared Deposits | | |
| 11/3/2018 Deposit | \$2,885.00 | |
| 11/19/2018 Deposit | \$2,300.00 | |
| Cleared Deposits | \$5,185.00 | |
| Uncleared Checks | | |
| 1728 10/17/2018 James J. Porach | \$823.98 | |
| 1735 11/20/2018 Peachtree National | \$391.53 | |
| 1736 11/20/2018 Oceanside Bank | \$866.87 | |
| 1737 11/20/2018 David & Judy Fiscella | \$391.53 | |
| 1738 11/20/2018 Peyton T. Gray | \$391.53 | |
| 1740 11/20/2018 Charles W. Harris | \$391.53 | |
| 1741 11/20/2018 James J. Porach | \$391.53 | |
| 1742 11/21/2018 Hero Electric | \$980.00 | |
| 1743 11/21/2018 Donald S. Schenk | \$404.62 | |

Prepared by PROMAS on April 16, 2019 at 3:30 PM

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Bank Reconciliation

Bank Account Checking [Acct# 00037029011]

November 30, 2018

| Uncleared Checks | | |
|------------------------------|------------|--|
| 1745 11/26/2018 Vidor Garcia | \$67.28 | |
| Uncleared Checks | \$5,100.40 | |
| Uncleared Deposits | | |
| 11/30/2018 Deposit | \$1,000.00 | |

Adjust Bank Account - Interest, Service Charges

To record any interest or service charge, use the <<Adjust Bank Account>> button.

1. Click the <<Adjust Bank Account>> button

The screenshot shows the 'Adjust Bank Account' dialog box. The 'Date' field is set to 4/27/2018. The 'Bank' dropdown is set to 'CHECKING: Bank Account Checking'. The 'Ledger' dropdown is set to 'PM LEDGER: Property Management [Management Group]'. The 'Type' radio button is selected for 'Service Charge or Other Decrease'. The 'Reference' field contains 'Service Charge'. The 'Account' dropdown is set to 'BANK SERV: Bank Service Charge'. The 'Amount' field contains '\$15.00'. The 'Memo' and 'Comment' fields are empty.

2. Change the [Date] to the bank statement closing date
3. Select the Management Group for the [Ledger]
4. Click the appropriate radio button. In the case of a bank error post a transaction with each one.
5. Use the default [Account] code. For a bank error either use the default and modify the memo or enter an account code of Bank Error.
6. Type in the difference for [Amount]
7. Click <Post>
8. The items to mark in reconciliation will be in either Other Additions or Other Subtractions.

The screenshot shows the 'Reconcile Bank Account' window. On the left, there's a transaction list table with columns: Date, Check, Description, Amount, and Clear. A single row is selected, showing '4/27/2018', ' ', 'Service Charge', '(\$15.00)', and a delete icon. On the right, there's a summary table with various bank account metrics:

| | |
|------------------|--------------|
| Opening Balance | \$10,286.04 |
| Amount Cleared | \$2,837.34 |
| Cleared Balance | \$13,123.38 |
| Closing Balance | \$13,123.38 |
| DIFFERENCE | \$0.00 |
| Checks | (\$2,332.66) |
| Other | (\$15.00) |
| Subtractions | (\$2,347.66) |
| Deposits | \$5,185.00 |
| Other | \$0.00 |
| Additions | \$5,185.00 |
| Uncleared | (\$5,761.29) |
| Awaiting Deposit | \$1,060.00 |
| Current Balance | \$8,422.09 |

Bank Error

If the bank makes an error on your account that shows on a bank statement, the first thing is to ensure they will correct the error. Then use the <<GL, Adjust Bank Account>> function to post 2 transactions – an increase and a decrease. One will be used to reconcile the error. The other will be used to reconcile the correction.

Adjust Bank Account

1. Go to <<GL, Adjust Bank Account>>.
2. Change the [Date] to the bank statement closing date.
3. Select the [Bank].
4. Select the Management Group for the [Ledger].
5. Click the Interest or Other Increase radio button.
6. Fill in the [Amount] of the error.
7. Enter a memo of “Bank error check #2468”
8. Click <New>.
9. Select the [Bank].
10. Select the Management Group for the [Ledger].
11. Click the Service Charge or Other Decrease radio button.
12. Fill in the [Amount] of the error.
13. Enter a memo of “Bank error check #2468”
14. Click <Post>.

The transactions will be in the Other Additions or Other Subtractions tabs of the reconciliation screen. One will be cleared on the current reconciliation, the other should appear on next month’s bank statement.

Example 1: You process a check to a vendor for \$163 on check #2468. The bank processes the check for \$168, which you discover when doing your bank reconciliation. The amount you post as the bank adjustments would be \$5. The subtraction would be cleared on this bank reconciliation, the addition next month when the bank corrects its error.

Example 2: You enter a tenant receipt for \$745.50 but the bank processes it as \$745. The amount you post as the bank adjustments would be \$0.50. The subtraction would be cleared on this month’s bank reconciliation, the addition next month when the bank corrects the error.

The screenshot shows the 'Adjust Bank Account' window. The 'Date' field is set to 2/28/2019. The 'Bank' field is set to 'CHECKING: Bank Account Checking'. The 'Ledger' field is set to 'PM LEDGER: Property Management [Management Group]'. A dropdown menu for 'Management Group' is open. The 'Interest or Other Increase' radio button is selected. The 'Reference' field contains 'Interest'. The 'Account' field is set to 'DEP INT: Deposit Interest'. The 'Amount' field contains '\$5.00'. The 'Memo' field contains 'bank error check #2468'. The 'Comment' field is empty.

Deposit to Wrong Bank

Situation 1

In PROMAS, you receive money into correct bank (Checking).

At the bank, money went into wrong bank account (Escrow).

The goal is to make the transactions in PROMAS match the transactions at the bank so you can reconcile.

1. At the bank, transfer the money from Escrow to Checking. Do NOT record in PROMAS.
2. Do 2 GL, Adjust Bank Account transactions:
 - Bank is Escrow
 - Ledger is Management
 - Account code is SDXfer
 - One Interest or other increase (see A below)
 - Another Service charge or other decrease (see B below)

A

This screenshot shows the 'Adjust Bank Account' dialog box. The Date is set to 9/24/2018. The Bank is set to ESCROW: Bank Account Escrow. The Ledger is set to PM LEDGER: Property Management [Management Group]. The radio button for 'Interest or Other Increase' is selected. The Reference field contains 'Deposit Error'. The Account is set to SD XFER: Security Deposit Transfer. The Amount is 100. The Memo field is empty. The Comment field is also empty.

B

This screenshot shows the 'Adjust Bank Account' dialog box. The Date is set to 9/24/2018. The Bank is set to ESCROW: Bank Account Escrow. The Ledger is set to PM LEDGER: Property Management [Management Group]. The radio button for 'Service Charge or Other Decrease' is selected. The Reference field contains 'Deposit Error'. The Account is set to SD XFER: Security Deposit Transfer. The Amount is \$100.00. The Memo field is empty. The Comment field is empty.

| Function | Bank | | PROMAS | |
|------------------|----------|--------|----------|--------------|
| | Checking | Escrow | Checking | Escrow |
| Receipt/Deposit | | +100 | +100 | |
| Transfer at bank | +100 | -100 | | |
| GL, Adjust Bank | | | | +100 -100 |

A
B

The net to the management group is \$0. The spreadsheet above shows that the \$100 will be in the right bank account. The bank transactions in PROMAS will match your bank statement.

Suppose one of the receipts on the deposit is NSF. The NSF transaction will show in the Escrow bank at the bank, and in the Checking bank in PROMAS.

1. You will first have to do a bank to bank transfer in PROMAS to make it look like the bank.
2. Then do a bank to bank transfer in PROMAS and at the bank to move the money back from Checking to the Escrow bank.

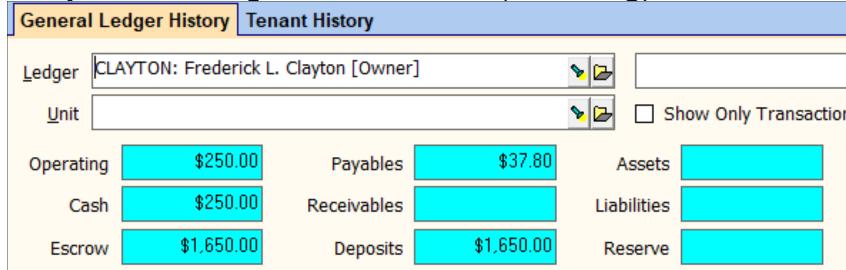
| Function | Bank | | PROMAS | |
|------------------------------------|----------|---------|----------|--------------------|
| | Checking | Escrow | Checking | Escrow |
| Receipt/Deposit | | +41,000 | +41,000 | |
| Transfer at bank | +41,000 | -41,000 | | |
| GL, Adjust Bank | | | | +41,000 -41,000 |
| NSF | | -3100 | -3100 | |
| Fix-B to B only in PROMAS | | | +3100 | -3100 |
| Fix – B to B at bank and in PROMAS | -3100 | +3100 | -3100 | +3100 |

1
2

Cancel during bank reconciliation.

Situation 2

- In PROMAS, you receive money into wrong bank (Escrow).
- At the bank, money went into right bank account (Checking).



The goal is to make the transactions in PROMAS match the transactions at the bank so you can reconcile. And to make the money show in the right bank in GL History that will match where the money actually went.

In Promas, transfer the money from Escrow to Checking using the ledger involved. Do NOT do it at the bank.

| Function | Promas | | Bank | |
|--------------------|----------|--------|----------|--------|
| | Checking | Escrow | Checking | Escrow |
| Receipt/Deposit | | +500 | +500 | |
| Transfer in Promas | +500 | -500 | | |

The bank statement will show \$500 deposited to Checking.

After the transfer, Promas will show \$500 deposited to Checking. It will show cancelling \$500 transactions that will not show on the bank statement.

Check written from wrong bank

In PROMAS, you post the check from correct bank (Business). Wrong check stock was in the printer so at the bank, money came from wrong bank account (Checking).

The goal is to make the transactions in PROMAS match the transactions at the bank so you can reconcile.

3. At the bank, transfer the money from Business to Checking. Do NOT record in PROMAS.
4. Do 2 GL, Adjust Bank Account transactions:
 - Bank is Checking
 - Ledger is Management
 - Account code is SDXfer
 - One Interest or other increase
 - Another Service charge or other decrease

| Function | Bank | | PROMAS | |
|------------------|----------|----------|----------|----------|
| | Checking | Business | Checking | Business |
| Check | -100 | | | -100 |
| Transfer at bank | +100 | -100 | | |
| GL, Adjust Bank | | | +100 | |
| | | | -100 | |

The actual check will match the subtraction you post through the Adjust Bank Account.

The Promas check will match the transfer you do at the bank (but not in Promas).

| Function | Bank | | PROMAS | |
|------------------|----------|----------|----------|----------|
| | Checking | Business | Checking | Business |
| Check | -100 | | | -100 |
| Transfer at bank | +100 | -100 | | |
| GL, Adjust Bank | | | +100 | |
| | | | -100 | |

Opening Balance Discrepancy

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, 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 | | |

Wrong check cleared on bank reconciliation

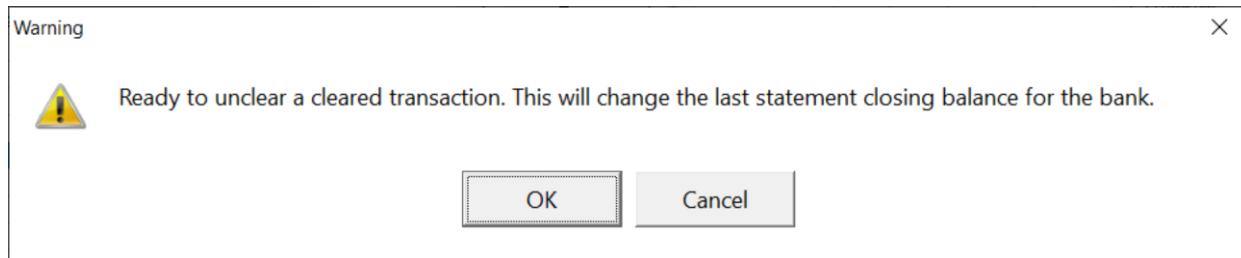
It sometimes happens that the wrong check, for the same amount, is cleared during a bank reconciliation. When this happens, follow the steps below.

Go into bank account history and make note of the Last Statement Balance. Find the check you marked. Highlight it and click the Unclear button.

The screenshot shows the 'Bank Account History' window for a 'CHECKING: Bank Account Checking'. The 'Last Statement' balance is listed as \$11,951.03. A context menu is open over a transaction from 'Peyton T. Gray' on 9/20/2019, with the 'Unclear' option highlighted. The menu also includes 'Edit', 'Void', and 'General Ledger'.

| Date | Check | Description | Additions | Subtractions | Date Cleared |
|------------|-------|-----------------------|------------|--------------|--------------|
| 9/1/2019 | 1734 | Mortgage Payment | | \$477.38 | 9/30/2019 |
| 9/3/2019 | | Deposit | \$2,885.00 | | 9/30/2019 |
| 9/19/2019 | | Deposit | \$2,300.00 | | 9/30/2019 |
| 9/19/2019 | 1732 | HOA Fee | | \$134.50 | 9/30/2019 |
| 9/19/2019 | 1733 | Mortgage Payment | | \$793.46 | 9/30/2019 |
| 9/20/2019 | 1738 | Patriot Bank | | \$116.10 | 9/30/2019 |
| 9/20/2019 | 1740 | Charles W. Harris | | \$391.53 | 9/30/2019 |
| 9/20/2019 | 1739 | Peyton T. Gray | | \$391.53 | 9/30/2019 |
| 9/20/2019 | 1737 | David & Judy Fiscella | | \$391.53 | |
| 9/20/2019 | 1741 | James J. Porach | | \$391.53 | |
| 9/20/2019 | 1735 | Peachtree National | | \$391.53 | 9/30/2019 |
| 9/21/2019 | 1743 | Donald S. Schenk | | \$404.62 | |
| 9/21/2019 | 1742 | Hero Electric | | \$980.00 | |
| 9/26/2019 | | Victor Garcia | | \$67.28 | |
| 9/30/2019 | | Deposit | \$1,000.00 | | |
| 11/22/2019 | | ACH Batch | | \$166.87 | |

You will get a warning about it changing the reconciled balance. Click OK and the Unclear will go through.



That will change the Last Statement Balance by that amount.

| | |
|-------------------|--------------|
| Last Statement | \$12,342.56 |
| Current Balance | \$7,970.31 |
| Awaiting Deposit | (\$1,000.00) |
| Available Balance | \$8,970.31 |

Go into GL, Reconcile Bank Account.

Choose the bank, set the closing date and enter the actual Last Statement Balance from step 1.

| | |
|-----------------|-------------|
| Opening Balance | \$12,342.56 |
| Amount Cleared | \$0.00 |
| Cleared Balance | \$12,342.56 |
| Closing Balance | \$11,951.03 |
| DIFFERENCE | \$391.53 |

Mark the right check - that will make the difference number \$0.

| | | | | |
|-----------|-------|-----------------------|------------|-------------------------------------|
| Date | Check | Description | Amount | Clear |
| 9/26/2019 | | Victor Garcia. | (\$67.28) | <input type="checkbox"/> |
| 9/30/2019 | | Deposit | \$1,000.00 | <input type="checkbox"/> |
| 7/18/2019 | 1719 | Peyton T. Gray | (\$376.53) | <input type="checkbox"/> |
| 8/2/2019 | 1721 | Mortgage Payment | (\$477.38) | <input type="checkbox"/> |
| 8/17/2019 | 1728 | James J. Porach | (\$823.98) | <input type="checkbox"/> |
| 9/20/2019 | 1737 | David & Judy Fiscella | (\$391.53) | <input checked="" type="checkbox"/> |
| 9/20/2019 | 1739 | Peyton T. Gray | (\$391.53) | <input type="checkbox"/> |
| 9/20/2019 | 1741 | James J. Porach | (\$391.53) | <input type="checkbox"/> |
| 9/21/2019 | 1742 | Hero Electric | (\$980.00) | <input type="checkbox"/> |
| 9/21/2019 | 1743 | Donald S. Schenk | (\$404.62) | <input type="checkbox"/> |

| | |
|------------------|--------------|
| Opening Balance | \$12,342.56 |
| Amount Cleared | (\$391.53) |
| Cleared Balance | \$11,951.03 |
| Closing Balance | \$11,951.03 |
| DIFFERENCE | \$0.00 |
| Checks | (\$391.53) |
| Electronic | \$0.00 |
| Other | \$0.00 |
| Subtractions | (\$391.53) |
| Deposits | \$0.00 |
| Other | \$0.00 |
| Additions | \$0.00 |
| Uncleared | (\$2,980.72) |
| Awaiting Deposit | (\$1,000.00) |
| Current Balance | \$7,970.31 |

Post. You can print the report to attach to the original reconciliation report or just make a note on the original report.

How to reprint a bank reconciliation report.

Once the bank rec has been posted, it is not possible to get a consolidated report like the one you print before posting. The original report shows all the cleared and uncleared transactions as well as the available bank balance based on those numbers.

Original Bank Reconciliation Report:

| Bank Reconciliation | | |
|---|--------------------|---|
| Bank Account Checking [Acct# 00037029011] | | |
| July 31, 2021 | | |
| Reconciliation Summary for 7/31/2021 | | |
| Opening Balance | \$12,438.59 | ← |
| Less Cleared Checks | \$1,320.00 2 Items | |
| Less Cleared Electronic | \$6,210.55 2 Items | |
| Plus Cleared Additions | \$1,612.20 2 Items | |
| Cleared Balance | \$6,520.24 6 Items | |
| Cleared Balance | \$6,520.24 6 Items | ← |
| Less Statement Balance on 7/31/2021 | \$6,520.24 | |
| Difference | \$0.00 In Balance | |
| Available Balance on 7/31/2021 | | |
| Cleared Balance | \$6,520.24 6 Items | |
| Less Uncleared Checks | \$2,686.00 8 Items | |
| Available Balance | \$3,834.24 | → |
| Cleared Checks | | |
| 7/30/2021 Charles W. Harris | \$660.00 | |
| 7/30/2021 David & Judy Fiscella | \$660.00 | |
| Cleared Checks | \$1,320.00 | |
| Cleared Electronic | | |
| 4/16/2021 ACH Batch | \$5,833.68 | |
| 6/14/2021 ACH Batch | \$376.87 | |
| Cleared Electronic | \$6,210.55 | |
| Cleared Additions | | |
| 4/9/2021 Bank Transfer | \$1,112.20 | |
| 6/29/2021 Journal Voucher | \$500.00 | |
| Cleared Additions | \$1,612.20 | |
| Uncleared Checks | | |
| 6/15/2021 Patriot Bank | \$300.00 | |
| 7/30/2021 Patriot Bank | \$395.00 | |
| 7/30/2021 Peyton T. Gray | \$660.00 | |
| 7/30/2021 James J. Porach | \$660.00 | |
| 7/30/2021 Peachtree National | \$660.00 | |
| 1234 7/26/2021 Victor Garcia | \$5.00 | |
| 1744 6/15/2021 Victor Garcia | \$1.00 | |
| 4321 6/29/2021 Victor Garcia | \$5.00 | |
| Uncleared Checks | \$2,686.00 | |

What you will have to do instead is print 2 reports, one showing cleared transactions and one showing uncleared.

Use the bank report Reconciliation Details to show the cleared transactions:

| Reconciliation Details | | | | | |
|-------------------------------|-----------|--|---------------|------------|-------------|
| July 1, 2021 to July 31, 2021 | | | | | |
| Bank Account Checking | | | | | |
| Check | Posted | Description | Deposit | Withdrawal | Balance |
| July 1, 2021 | | Beginning Reconciliation Balance | | | \$12,438.59 |
| July 31, 2021 | | | | | |
| | 4/9/2021 | Transfer to Bank Account Checking | \$1,112.20 | | \$13,550.79 |
| | 4/16/2021 | Bank Account Checking | | \$5,833.68 | \$7,717.11 |
| | 6/14/2021 | Bank Account Checking | | \$376.87 | \$7,340.24 |
| | 6/29/2021 | Bank Account Checking from Harrison S. Golden | \$500.00 | | \$7,840.24 |
| | 7/30/2021 | Bank Account Checking to Charles W. Harris from NUZIG Inc. | | \$660.00 | \$7,180.24 |
| | 7/30/2021 | Bank Account Checking to David & Judy Fiscella from NUZIG Inc. | | \$660.00 | \$6,520.24 |
| | | | July 31, 2021 | | |
| | | | \$1,612.20 | \$7,530.55 | |
| | | | \$1,612.20 | \$7,530.55 | |

Use the bank report Bank Balance Breakdown to show the uncleared transactions and the bank activity balance.

- Highlight the report and click the <Options> button.
- Unmark the Positive and negative ledger balance checkboxes. Mark the checkbox for Uncleared Transactions. Save.

| Report Options | | | | |
|-----------------|---|---|---|--|
| | Bank Breakdown | Bank | Report | Aggregates |
| Include Details | <input type="checkbox"/> Positive Ledger Balances | <input type="checkbox"/> Negative Ledger Balances | <input type="checkbox"/> Undeposited Receipts | <input checked="" type="checkbox"/> Uncleared Transactions |

Run the report.

| Bank Balance Breakdown | | | |
|------------------------|--|--------------|------------|
| July 31, 2021 | | | |
| Bank Account Checking | | | |
| Post Date | Description | Amount | Balance |
| Overview | | | |
| | Ledgers with Positive Balances | \$8,144.24 | |
| | Ledger Balance | | \$8,144.24 |
| | Undeposited Receipts | (\$4,310.00) | |
| | Bank Activity Balance | | \$3,834.24 |
| | Uncleared Checks | \$2,686.00 | |
| | Bank Cleared Balance | | \$6,520.24 |
| | Overview | | \$6,520.24 |
| Uncleared Checks | | | |
| 6/15/2021 | #1744 to Victor Garcia | \$1.00 | |
| 6/15/2021 | Check #Pending to Patriot Bank from Harrison S. Golden - Account #W221-C2312 H S | \$300.00 | |
| 6/29/2021 | #4321 to Victor Garcia | \$5.00 | |
| 7/26/2021 | #1234 to Victor Garcia - check memo | \$5.00 | |
| 7/30/2021 | Check #Pending to Patriot Bank from Harrison S. Golden - Account #W221-C2312 H S | \$395.00 | |
| 7/30/2021 | Check #Pending to Peyton T. Gray from NUZIG Inc. | \$660.00 | |
| 7/30/2021 | Check #Pending to James J. Porach from NUZIG Inc. | \$660.00 | |
| 7/30/2021 | Check #Pending to Peachtree National from NUZIG Inc. - Account 24116 Cheek,CW | \$660.00 | |
| | Uncleared Checks | | \$2,686.00 |