



Bank Accounts-Reconciling and Correcting Errors

Property Management Solutions for Over 30 Years

Overview

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

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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

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.

Reconcile Bank Account Adjust Bank Account

Date 2/28/2019

Bank NEW BANK: New Bank

Ledger PM LEDGER: Property Management [Management Group] Management Group

Interest or Other Increase
 Service Charge or Other Decrease

Reference Beginning Balance

Account RETAINED: Retained Earnings

Amount \$437.00

Memo

Comment

- 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>.

Date	Check	Description	Amount	Clear
11/3/2018		Deposit	\$2,885.00	<input checked="" type="checkbox"/>
11/16/2018		ACH Batch	(\$1,500.00)	<input checked="" type="checkbox"/>
11/19/2018		Deposit	\$2,300.00	<input checked="" type="checkbox"/>
11/30/2018		Deposit	\$1,000.00	<input type="checkbox"/>
9/18/2018	1719	Peyton T. Gray	(\$376.53)	<input checked="" type="checkbox"/>
10/2/2018	1721	Mortgage Payment	(\$477.38)	<input checked="" type="checkbox"/>
10/17/2018	1724	David & Judy Fiscella	(\$823.98)	<input checked="" type="checkbox"/>
10/17/2018	1728	James J. Porach	(\$823.98)	<input type="checkbox"/>
10/12/2018	1730	Hero Electric	(\$823.98)	<input checked="" type="checkbox"/>
11/17/2018	1730	Peyton T. Gray	(\$823.98)	<input checked="" type="checkbox"/>
11/19/2018	1732	HOA Fee	(\$134.50)	<input checked="" type="checkbox"/>
11/19/2018	1733	Mortgage Payment	(\$793.46)	<input checked="" type="checkbox"/>

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

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. ACH / 9. Other Subtractions / 0. 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	\$868.87
1737	11/20/2018	David & Judy Fiscella	\$391.53
1739	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 \$87.28
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

Reconcile Bank Account Adjust Bank Account

Date: 4/27/2018

Bank: CHECKING: Bank Account Checking

Ledger: PM LEDGER: Property Management [Management Group] Management Group

Interest or Other Increase

Service Charge or Other Decrease

Reference: Service Charge

Account: BANK SERV: Bank Service Charge

Amount: \$15.00

Memo:

Comment:

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.

Reconcile Bank Account

Bank: CHECKING: Bank Account Checking

Closing Balance: \$13,123.38 Disable Clearing When Row Clicked

Closing Date: 4/30/2018 Mark All Mark Range Start Over

Extra Days: Edit Highlighted Entry

Date	Check	Description	Amount	Clear
4/27/2018		Service Charge	(\$15.00)	<input checked="" type="checkbox"/>

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

1. All 2. Cleared 3. Uncleared 4. Stale 5. Deposits 6. Other Additions 7. Checks 8. Other Subtractions 9. By Amount

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' form with the following details:

- Date:** 2/28/2019
- Bank:** CHECKING: Bank Account Checking
- Ledger:** PM LEDGER: Property Management [Management Group]
- Reference:** Interest
- Account:** DEP INT: Deposit Interest
- Amount:** \$5.00
- Memo:** bank error check #2468
- Comment:** (empty text area)

Radio buttons are set to 'Interest or Other Increase'. A 'Management Group' dropdown is visible next to the Ledger field.

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

Adjust Bank Account

Date 9/24/2018

Bank ESCROW: Bank Account Escrow

Ledger PM LEDGER: Property Management [Management Group] Management Group

Interest or Other Increase
 Service Charge or Other Decrease

Reference Deposit Error

Account SD XFER: Security Deposit Transfer

Amount 100

Memo

Comment

B

Adjust Bank Account

Date 9/24/2018

Bank ESCROW: Bank Account Escrow

Ledger PM LEDGER: Property Management [Management Group] Management Group

Interest or Other Increase
 Service Charge or Other Decrease

Reference Deposit Error

Account SD XFER: Security Deposit Transfer

Amount \$100.00

Memo

Comment

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).

General Ledger History		Tenant History	
Ledger	CLAYTON: Frederick L. Clayton [Owner]		
Unit			
	<input type="checkbox"/> Show Only Transaction		
Operating	\$250.00	Payables	\$37.80
Cash	\$250.00	Receivables	
Escrow	\$1,650.00	Deposits	\$1,650.00
		Assets	
		Liabilities	
		Reserve	

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
		<u>\$20,285.00</u>	<u>\$16,844.46</u>	<u>\$3,440.54</u>	

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.

Bank Account History

Bank: CHECKING: Bank Account Checking

Date Range: Custom

From: 9/1/2019 to 12/7/2019

Last Statement: \$11,951.03

Current Balance: \$7,970.31

Awaiting Deposit: (\$1,000.00)

Available Balance: \$8,970.31

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	

Buttons: Filter, Edit, Void, Unclear, General Ledger

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

Warning

Ready to unclear a cleared transaction. This will change the last statement closing balance for the bank.

Buttons: OK, Cancel

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.

Bank Account History | Reconcile Bank Account

Bank: CHECKING: Bank Account Checking

Closing Balance: \$11,951.03 Disable Clearing When Row Clicked

Closing Date: 9/30/2019 [Calendar] [Mark All] [Mark Range] [Start Over]

Extra Days: [] [Edit Highlighted Entry]

Date	Check	Description	Amount	Clear

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.

Bank Account History | Reconcile Bank Account

Bank: CHECKING: Bank Account Checking

Closing Balance: \$11,951.03 Disable Clearing When Row Clicked

Closing Date: 9/30/2019 [Calendar] [Mark All] [Mark Range] [Start Over]

Extra Days: [] [Edit Highlighted Entry]

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

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Electronic / 9. Other Subtractions / 0. Filter

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

Positive Ledger Balances

Negative Ledger Balances

Undeposited Receipts

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 Golden	\$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 Golden	\$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