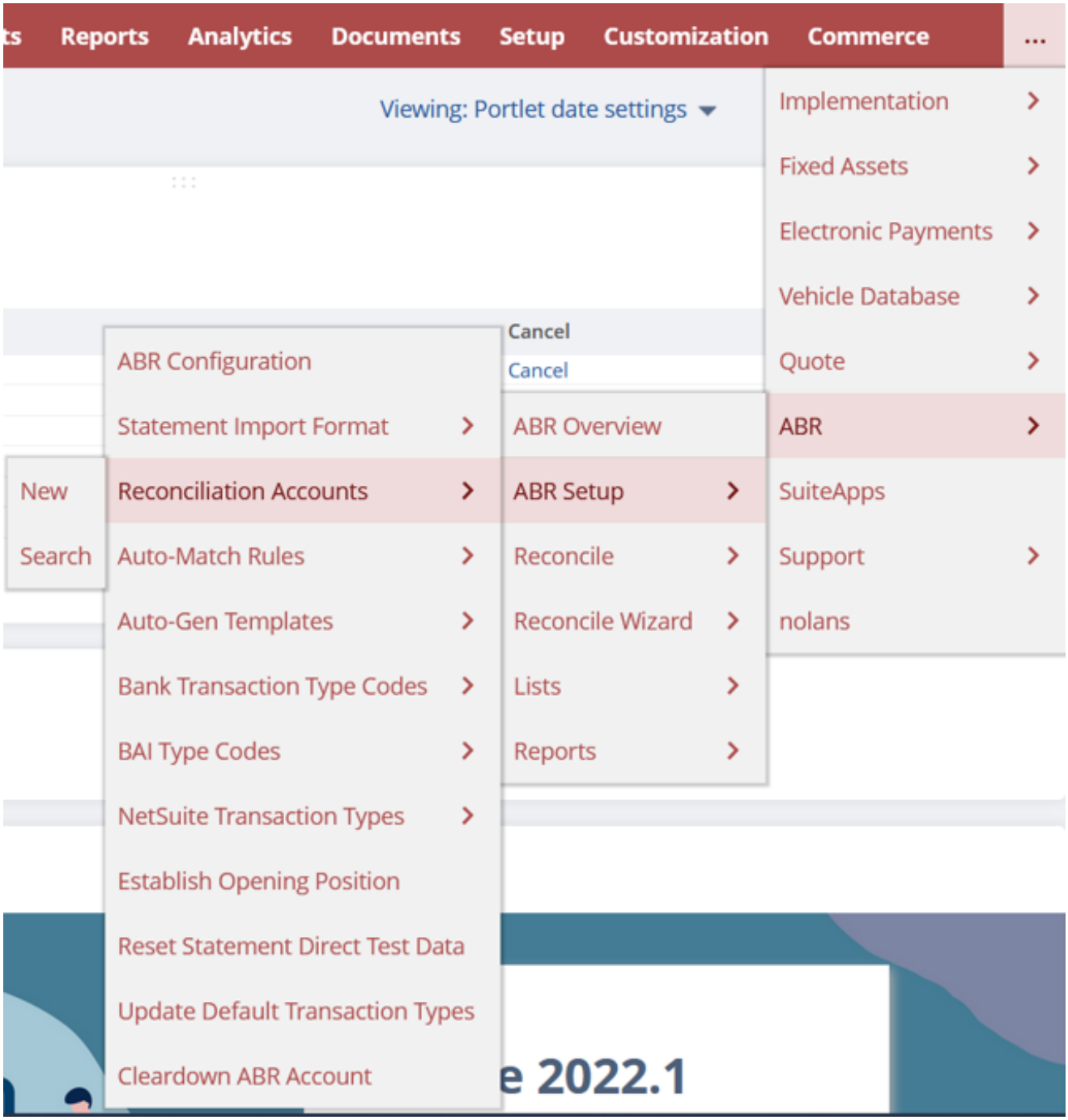
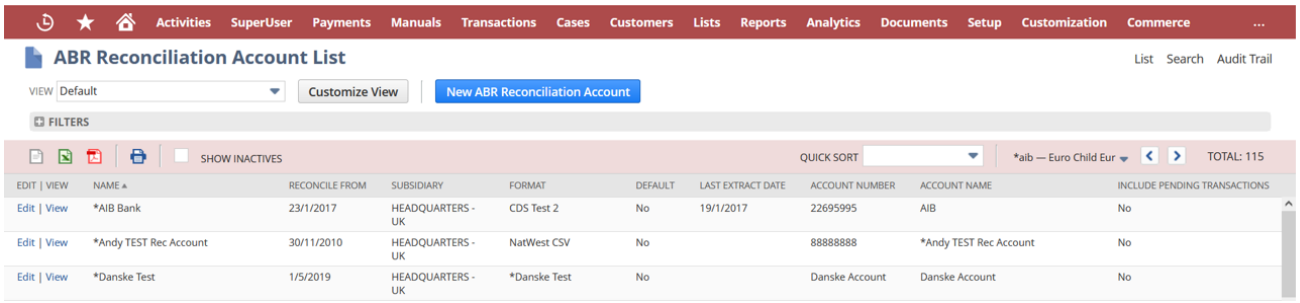
Adjust Beginning Balances After Importing Outstanding Items

Last updated: July 25, 2022

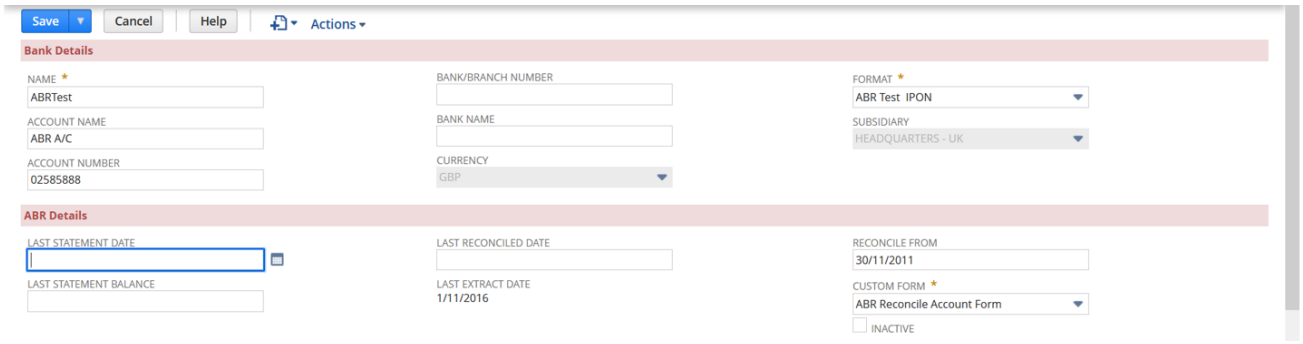
First go to **ABR -> ABR Setup -> Reconciliation Accounts**.



This will bring you to the **ABR Reconciliation Accounts** screen. From here choose the **Account** which you wish to **Update** the **Beginning Balance** and select **Edit**.



Under the **ABR Details Tab** you will need to amend the following **Fields**.



Last Statement Date – Enter the **Last Reconciled** date/cutover date.

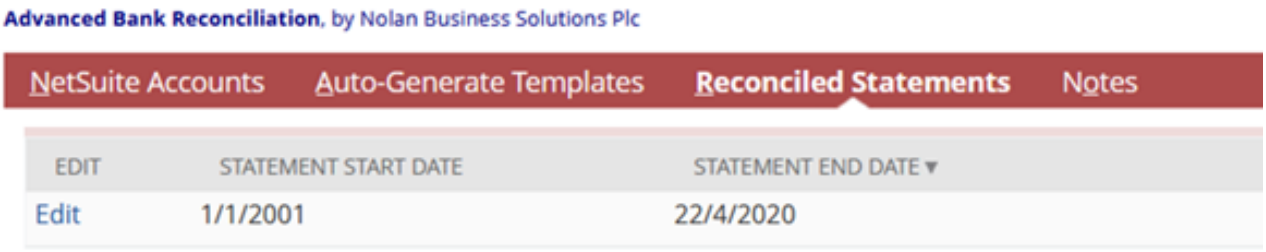
Last Statement Balance – Enter the **Bank Statement Ending Balance** on the **Cutover Date**.

Last Reconciled Date – Enter the **Last Reconciled/Cutover Date**.

Reconcile From - Enter the **Last Reconciled/Cutover Date**.

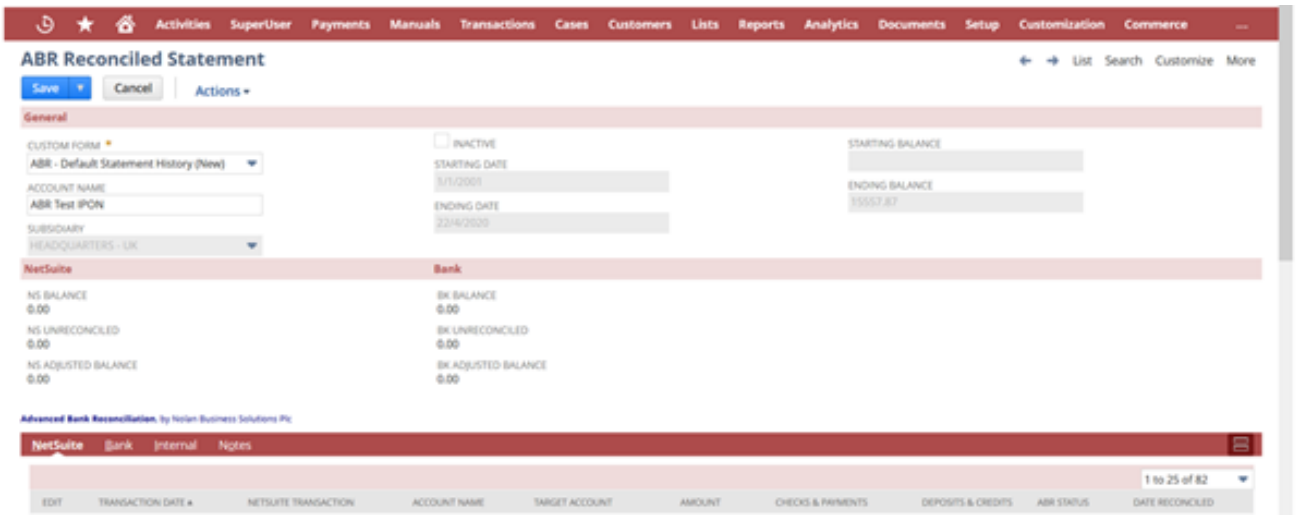
Now click **Save**.

Now select the **Reconciled Statements Tab**



Now click **Edit** next to the **Statement Start Date**.

This will bring you to the following screen.



You are now going to need to make the following **Changes**.

Firstly, change the **Custom Form** to **Standard ABR Reconciled Statement Form**. Now make the following changes:

Statement Start Date – Can be left blank during the **Initial Setup**, or use the **Confirmed Starting Date for ABR**.

Statement End Date – Enter the **Last Reconciled Date/Cutover Date**

Starting Balance – Leave blank

Ending Balance – This should be the **Bank Statement Balance** on the **Last Reconciled Date/Cutover Date**

NS Balance – This should be the **General Ledger Cash Account Balance** on the **Last Reconciled Date/Cutover Date**

NS Reconciled – Leave this blank, the system will automatically update it.

NS Unreconciled - Leave this blank, the system will automatically update it.

NS Adjusted Balance – This should be the **Bank Statement Balance** on the **Last Reconciled Date/Cutover Date**

BK Balance - This should be the **Bank Statement Balance** on the **Last Reconciled Date/Cutover Date**

BK Reconciled – Leave this blank, the system will automatically update it.

BK Unreconciled - Leave this blank, the system will automatically update it.

BK Adjusted Balance - This should be the **Bank Statement Balance** on the **Last Reconciled Date/Cutover Date**

Now **Save**

Next navigate to **ABR -> Reconcile -> Reconcile Bank Statement** you will then be faced with the screen below.



Select the **Bank Account** you wish to **Reconcile** and click **Reconcile**.

Now check the following information is correct.

GL Closing Balance – This should be the **General Ledger Account Balance** on the **Last Reconciled Date/Cutover Date**.

GL Outstanding Balance – This should be the **Sum** of **Imported Outstanding Transactions** on the **Last Reconciled Date/Cutover Date**.

GL Net Balance – This should be the **General Ledger Closing Balance** minus the **GL Outstanding Transactions**.

GL Difference – This should be **0**

Bank Closing Balance – This should be the **Bank Statement Balance** on the **Last Reconciled Date/Cutover Date**.

Bank Outstanding Balance – This is typically **0**.

Bank Net Balance – This should be the **Bank Statement Balance** on the **Last Reconciled Date/Cutover Date**.

Once you have done this, click **Match**.