



Bank Balance Breakdown Report

Property Management Solutions for Over 30 Years

Overview

The Bank Balance Breakdown report has two main sections. The first section is an Overview. The second section has 4 optional sub-sections which can include ledgers with positive balances, ledgers with negative balances, undeposited receipts, and uncleared transactions.

The default is to show the Overview and the ledger balances - both positive and negative.

Field Overview:

Ledger Balance - the amount of money in the bank account for all ledgers based on all income, expense, liability and equity transactions posted. There is a line for positive balances and one for negative balances. Those ledgers with their balances are detailed after the summary section.

Plus **Receipts Dated After Deposit Slip** - these are receipts that are in the bank (on a deposit slip) but not yet part of the ledger balance. This happens when the deposit slip date falls on or before the report date, but some of the receipts on the deposit slip are dated after the report date.

Minus **Undeposited Receipts** - these receipts are part of the ledger balance (because their date is on or before the report date) but are not part of the bank balance until put on a deposit slip or are on a deposit slip dated after the report date.

Bank Activity Balance - This is the checkbook balance and should match the Bank Activity report.

- Plus **Uncleared Checks** includes checks posted prior to the report date
- Plus **Uncleared ACH** includes ACH transactions posted prior to the report date
- Minus **Uncleared Additions** includes uncleared deposits and uncleared journal entries dated before the date of the report.
- Plus **Uncleared Subtractions** includes uncleared journal entries dated before the date of the report.
- Plus or **Minus Discrepancies** – see the Internal Checkup report for what might have caused this to appear.
- **Bank Cleared Balance** - this is the balance that has cleared the bank as of the last bank reconciliation and should match the cleared balance on the bank reconciliation.

A third and fourth sub-section can be selected that will show the undeposited receipts and uncleared transactions. This is done from the Bank Reports screen by clicking Options.

- ❖ Go to <<Reports, Bank Reports>>.
- ❖ Highlight the Bank Balance Breakdown report.
- ❖ Click <Options> in the lower right.
- ❖ On the Bank Breakdown tab mark the checkbox next to the options you want to display.
- ❖ Click <Save>.
- ❖ Click <Preview>.
- ❖ Set the Report Date and choose the bank.
- ❖ Click <Preview>.

See sample report on the next page.

Bank Balance Breakdown

April 30, 2016

Bank Account Checking

Post Date	Description	Amount	Balance
Overview			
	Ledgers with Positive Balances	\$7,053.59	
	Ledgers with Negative Balances	(\$15.00)	
	Ledger Balance		\$7,038.59
	Receipts Dated After Deposit Slip	\$1,000.00	
	Undeposited Receipts	(\$2,300.00)	
	Bank Activity Balance		\$5,738.59
	Uncleared Checks	\$8,232.45	
	Uncleared Additions	(\$3,885.00)	
	Uncleared Subtractions	\$200.00	
	Bank Cleared Balance		\$10,286.04
	Overview	\$10,286.04	
Ledgers with Positive Balances			
	CLAYTON: Frederick L. Clayton	\$250.00	
	FISCELLA: David & Judy Fiscella	\$200.00	
	GRAY: Peyton T. Gray	\$400.00	
	HARRIS: Charles W. Harris	\$250.00	
	LEBENSON: Ira C. Lebson	\$2.86	
	NU: NUZIG Inc.	\$3,300.00	
	PM LEDGER: Property Management	\$1,950.73	
	PORACH: James J. Porach	\$100.00	
	SCHENK: Donald S. Schenk	\$600.00	
	Ledgers with Positive Balances	\$7,053.59	
Ledgers with Negative Balances			
	GOLDEN: Harrison S. Golden	(\$15.00)	
Receipts Dated After Deposit Slip			
5/17/2016	Payment Received from Harrison S. Golden - Furnace replacement - Deposited	\$1,000.00	
4/30/2016			
Undeposited Receipts			
4/6/2016	Payment Received to NUZIG Inc. from Phyllis Schrader for Willow Brooke Unit 203 - Deposited 5/19/2016	\$1,150.00	
4/8/2016	Payment Received to Harrison S. Golden from Joseph P. Bruno for 436 Fairway Drive - Deposited 5/19/2016	\$1,150.00	
	Undeposited Receipts	\$2,300.00	