

# Adjust Beginning Balances After Importing Outstanding Items

Last updated: July 25, 2022

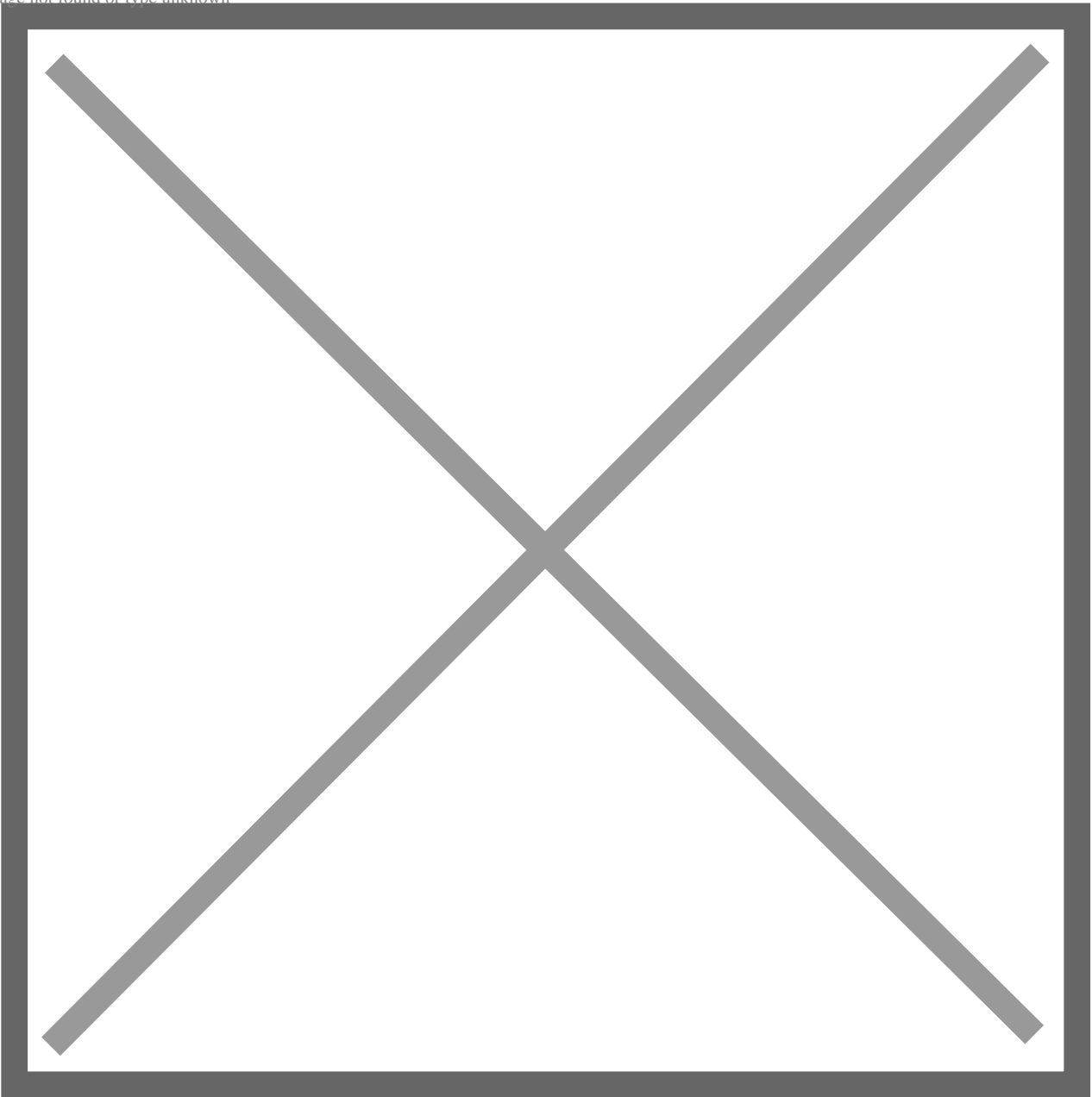
First go to **ABR -> ABR Setup -> Reconciliation Accounts**.

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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**.

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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**.

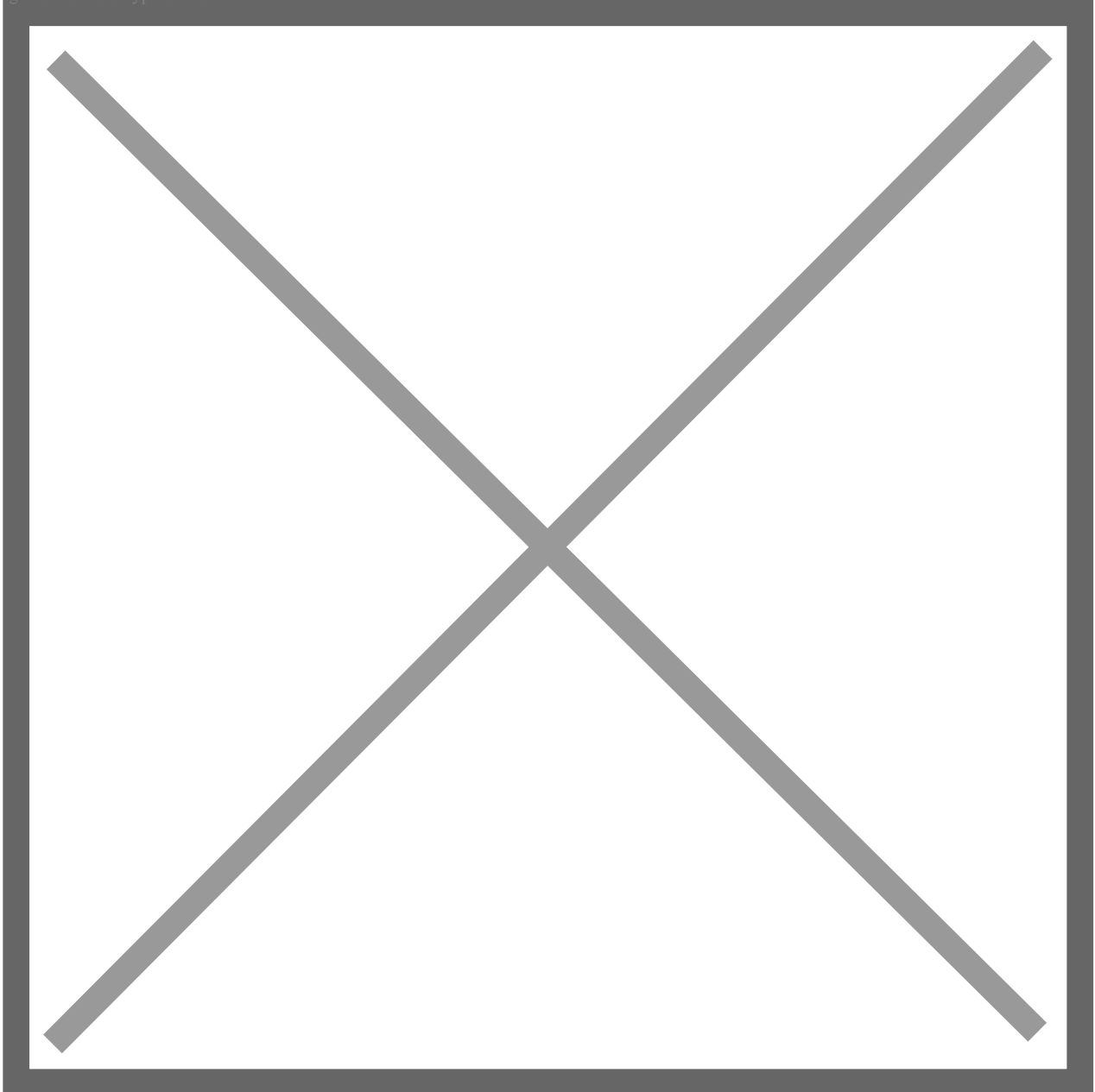
**Last Reconciled Date** – Enter the **Last Reconciled/Cutover Date**.

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

Now click **Save**.

Now select the **Reconciled Statements Tab**

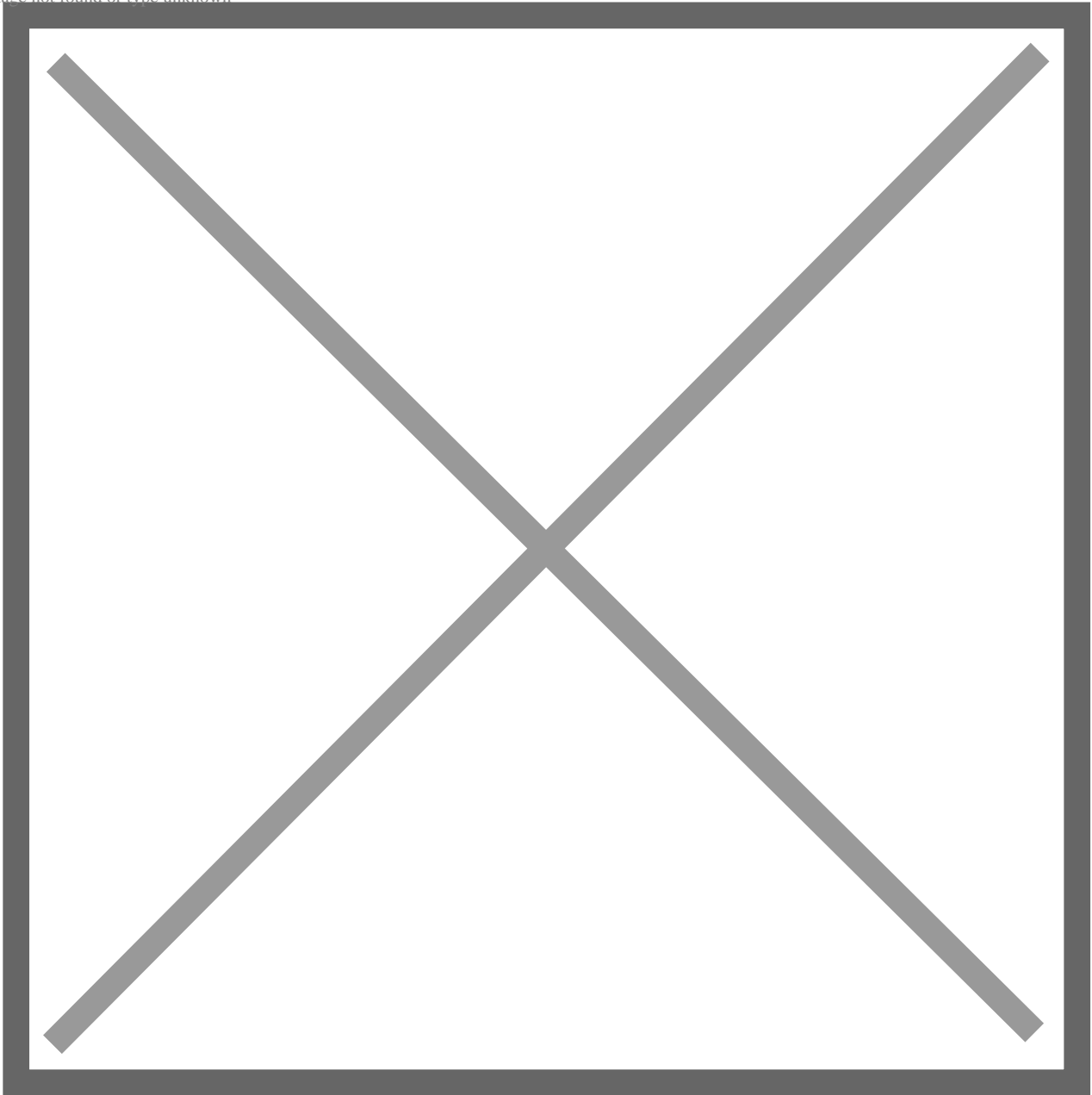
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Now click **Edit** next to the **Statement Start Date**.

This will bring you to the following screen.

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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.

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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**.