Beginning balances – bank accounts

Goal: Enter beginning bank account balances to establish the current balance for your bank registers in Ajera.

In this quick lesson

Step 1: Enter beginning bank account balances

2

Step 2: Verify the balances you entered

3

When entering your beginning bank account balances, you enter the balance from the last reconciled bank statement and all uncleared bank entries through the beginning balance date (which you set in Company > Preferences).

Ajera automatically creates the first bank statement using the statement date and ending balance you enter.

For an overview of the entire process, be sure to see the *Beginning balances introduction* quick lesson.

The process

Before you start

Gather this information:

- The last reconciled bank statement before your beginning balance date.
- A list of uncleared deposits and payments from your old system.



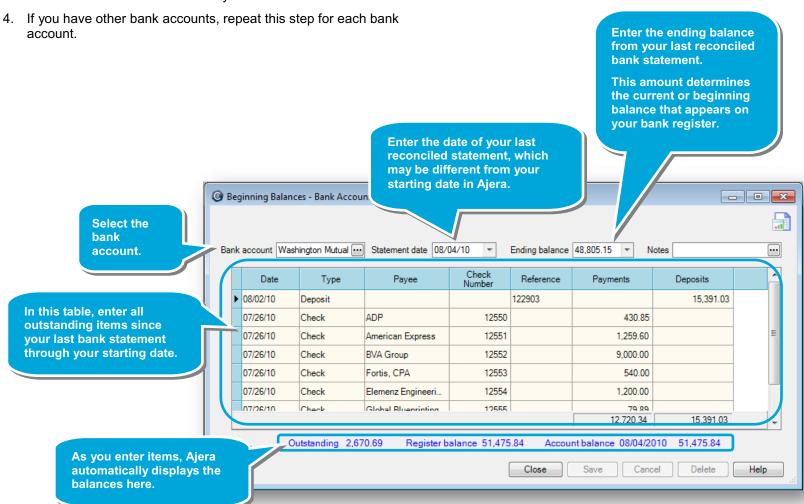




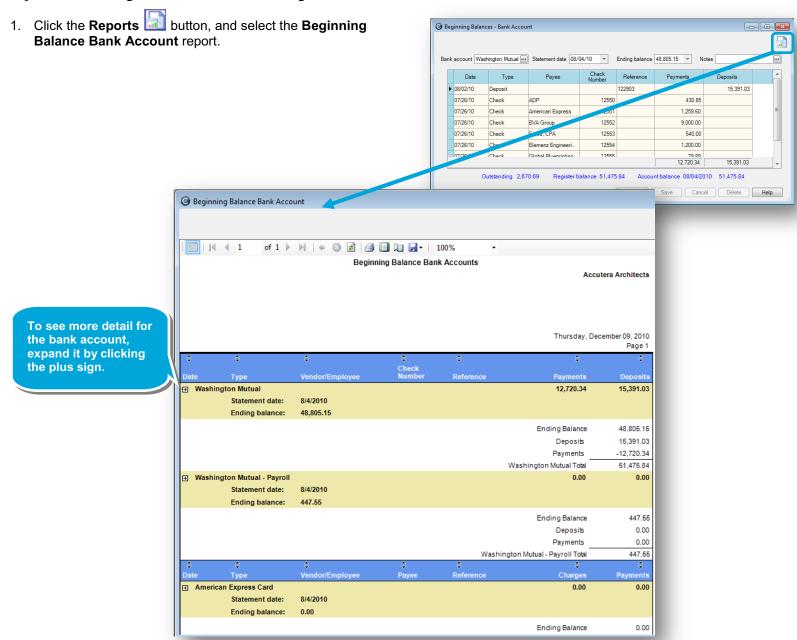
Werify the information you entered.

Step 1: Enter beginning bank account balances

- 1. Click Company > Beginning Balances > Bank Account.
- 2. Enter information about the bank account, your last reconciled statement, and outstanding items.
- 3. Remember to click **Save** to save your work.

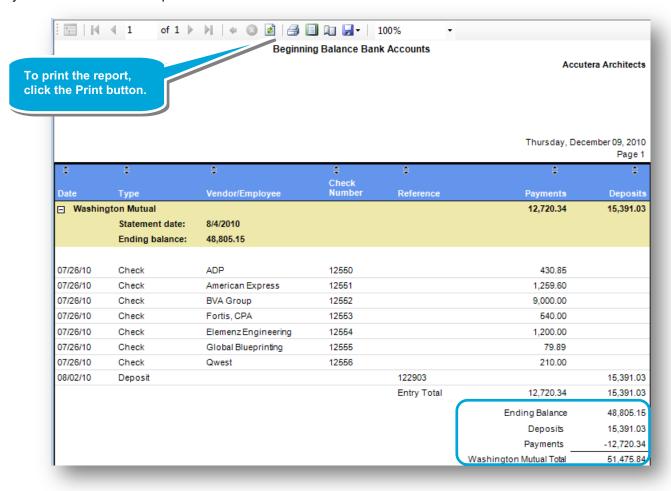


Step 2: Verify the balances you entered



Step 2: Verify the balances you entered (continued)

- 2. Verify that:
 - The ending balance on your bank statement matches the ending balance on this report.
 - The deposit and payment amounts on this report are correct.



Summary

In this lesson, you learned how to enter beginning balances for bank accounts and how to verify what you entered.

Be sure to see the other quick lessons about beginning balances.