

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.



1

Enter information in Ajera.



2

Verify 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.
4. If you have other bank accounts, repeat this step for each bank account.

Select the bank account.

Enter the date of your last reconciled statement, which may be different from your starting date in Ajera.

Enter the ending balance from your last reconciled bank statement. This amount determines the current or beginning balance that appears on your bank register.

In this table, enter all outstanding items since your last bank statement through your starting date.

As you enter items, Ajera automatically displays the balances here.

Date	Type	Payee	Check Number	Reference	Payments	Deposits
08/02/10	Deposit			122903		15,391.03
07/26/10	Check	ADP	12550		430.85	
07/26/10	Check	American Express	12551		1,259.60	
07/26/10	Check	BVA Group	12552		9,000.00	
07/26/10	Check	Fortis, CPA	12553		540.00	
07/26/10	Check	Elemenz Engineeri...	12554		1,200.00	
07/26/10	Check	Global Blueprinting	12555		79.89	
					12,720.34	15,391.03

Bank account: Washington Mutual | Statement date: 08/04/10 | Ending balance: 48,805.15 | Notes: []

Outstanding: 2,670.69 | Register balance: 51,475.84 | Account balance 08/04/2010: 51,475.84

Buttons: Close, Save, Cancel, Delete, Help

Step 2: Verify the balances you entered

1. Click the **Reports**  button, and select the **Beginning Balance Bank Account** report.

Beginning Balances - Bank Account

Bank account: Washington Mutual Statement date: 08/04/10 Ending balance: 48,805.15

Date	Type	Payee	Check Number	Reference	Payments	Deposits
08/02/10	Deposit			122903		15,391.03
07/26/10	Check	ADP	12550		430.85	
07/26/10	Check	American Express	12551		1,259.60	
07/26/10	Check	BVA Group	12552		9,000.00	
07/26/10	Check	CPA	12553		540.00	
07/26/10	Check	Elemenz Engineeri...	12554		1,200.00	
07/26/10	Check	Global Blueprint	12555		78.88	
					12,720.34	15,391.03

Outstanding: 2,670.69 Register balance: 51,475.84 Account balance 08/04/2010: 51,475.84

Beginning Balance Bank Account

Beginning Balance Bank Accounts Accutera Architects

Thursday, December 09, 2010 Page 1

Date	Type	Vendor/Employee	Check Number	Reference	Payments	Deposits	
Washington Mutual						12,720.34	15,391.03
Statement date: 8/4/2010							
Ending balance: 48,805.15							
						Ending Balance	48,805.15
						Deposits	15,391.03
						Payments	-12,720.34
						Washington Mutual Total	51,475.84
Washington Mutual - Payroll						0.00	0.00
Statement date: 8/4/2010							
Ending balance: 447.55							
						Ending Balance	447.55
						Deposits	0.00
						Payments	0.00
						Washington Mutual - Payroll Total	447.55
Date	Type	Vendor/Employee	Payee	Reference	Charges	Payments	
American Express Card						0.00	0.00
Statement date: 8/4/2010							
Ending balance: 0.00							
						Ending Balance	0.00

To see more detail for the bank account, expand it by clicking the plus sign.

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.

To print the report, click the Print button.

Beginning Balance Bank Accounts Accutera Architects

Thursday, December 09, 2010
Page 1

Date	Type	Vendor/Employee	Check Number	Reference	Payments	Deposits
Washington Mutual					12,720.34	15,391.03
Statement date:		8/4/2010				
Ending balance:		48,805.15				
07/26/10	Check	ADP	12550		430.85	
07/26/10	Check	American Express	12551		1,259.60	
07/26/10	Check	BVA Group	12552		9,000.00	
07/26/10	Check	Fortis, CPA	12553		540.00	
07/26/10	Check	Elemenz Engineering	12554		1,200.00	
07/26/10	Check	Global Blueprinting	12555		79.89	
07/26/10	Check	Qwest	12556		210.00	
08/02/10	Deposit			122903		15,391.03
Entry Total					12,720.34	15,391.03
					Ending Balance	48,805.15
					Deposits	15,391.03
					Payments	-12,720.34
					Washington Mutual Total	51,475.84

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.