

# Reconciling Cash Management to Cash Management

[Print](#)

## Summary

Follow the steps below if:

- Your Adjusted Bank Balance does not equal your Register Balance as of Statement Date
- Your cash account does not tie to your financials

## Resolution

**! CAUTION:** Sage Customer Support does not assist with issues related to third-party products or enhancements, hardware, report customizations, state or federal tax-related questions, or specific accounting questions. Please get in touch with your Sage business partner, network administrator, or accountant for assistance. Please refer to our [Scope of Support \(view2.jsp?k2dockey=221924150011251\)](#) document for details.

**Before you print the report, ensure:**

- No bank reconciliation is in progress
- In CM Setup, Bank Accounts, General tab, the Last reconciled Date, and the Last reconciled balance are correct. Verify the last reconciled balance to the bank statement from the bank.
- Outstanding or open items are correct and have a Reconciliation Status of O. Look for previously reconciled items changed to "O" for error correction but were not re-reconciled. Look for items that should be outstanding/open but are not. Their status may have changed to C or R. Correct items with a status of C to O or R before correcting balances.
  - You can use **CM Inquiry, Bank Register**, drill down on the bank account to the transactions, and add a condition for the **Reconciliation Status equal to O** to see outstanding/open items. If you find items with an incorrect Reconciliation Status, see [How do I change the reconciliation status of a transaction in Cash Management? \(view2.jsp?k2dockey=222924750022176\)](#).
- Cleared but not reconciled items should have a **Reconciliation Status** of **C**. These are items marked cleared between bank statement reconciliations from using Import Cleared Checks. Look for Previously reconciled items changed for error correction that don't have the **R** status.
- Look for items that may have a cleared status (**C**) but should be outstanding/open (**O**).

- To see cleared (but not reconciled) items you can use **CM Inquiry, Bank Register**. Drill down to the bank account transactions, and add a condition for the **Reconciliation Status equal to C**. If you find items with the wrong Reconciliation Status, see [How do I change the reconciliation status of a transaction in Cash Management? \(view2.jsp?k2dockey=222924750022176\)](#)

**WARNING: The Derived totals on the report will not calculate correctly if any of the ABOVE items are incorrect.**

1. In Cash Management from the **Reports** menu, select **Reconciliation, Bank Acct Bal Verification**.
2. Select the **Register** file click **OK**.
3. Click **Print Preview** or click **Start** to print the report.
4. Review the report to verify your bank account balances are correct:
  - Verify the **Derived Bank Balance** equals the **Bank Account Bank Balance**.
  - Verify the **Derived Posted CM Balance** equals the **Posted (CM) Balance**.
  - Verify the **Derived Register Balance** equals the **Register Balance**.
  - Verify the **Open Derived** amounts equal the **Open from Bank Account** amounts.
  - Verify the **Unreconciled Derived** amounts equal the **Unreconciled from Bank Account** amounts.
5. If any totals do not match, turn on **Audit setup activity** and correct the totals on your bank account using the derived balances from the **Bank Account Balance Verification** report as follows:
  - **Note:** See [How do I use Audit setup activity? \(view2.jsp?k2dockey=222924150017021\)](#) for more information.
    1. In Cash Management, from the **Setup** menu, select **Bank Account**.
    2. If prompted, click **Start** to print the audit report.
    3. In the **Bank account** list, select your bank account.
    4. On the **General** tab, replace the **Register balance** with the **Derived Register Balance**.
    5. On the **General** tab, replace the **Bank balance** with the **Derived Bank Balance**.
    6. On the **Totals by GL Cash Acct** tab, replace the **Posted (CM) Balance** and **Amount** with the **Derived Posted CM Balance**.

7. On the **Totals by GL Cash Acct** tab determine the correct amount for each cash account and adjust the amount(s) for each account accordingly. If you use multiple cash accounts with your bank account, you may have multiple cash accounts and amounts to verify and / or correct. Delete any lines with blank cash accounts. When you finish, the amounts for each cash account should sum to the **Posted (CM) Balance**. In a one-to-one relationship, the amounts should equal.
8. On the **Totals** tab, replace each of the various open amounts with the appropriate **Open Derived** amounts.
9. On the **Totals** tab, replace each of the various unreconciled amounts with the appropriate **Unreconciled Derived** amounts.
10. Press ENTER to update the **Open total** and **Unreconciled total** after you correct the appropriate open and unreconciled amounts.
11. Click **Close** and then turn off **Audit setup activity**.

[Chat with support \(https://webchathub.sage.com/en-us/?e=eba123c3-1f03-4514-a5e9-7584814d0709&d=300CRE\\_CS\\_ALL\\_CHAT\\_ENUS\\_NA\)](https://webchathub.sage.com/en-us/?e=eba123c3-1f03-4514-a5e9-7584814d0709&d=300CRE_CS_ALL_CHAT_ENUS_NA)

## Related Solutions

DocLink: [Can the CM Bank Account Balance Verification report be ran for one bank instead of all of them? \(view2.jsp?k2dockey=220924460106085\)](#)

DocLink: [The Cash Management Bank Account Balance Verification report has variances \(view2.jsp?k2dockey=222924850025292\)](#)

DocLink: [Register Balance as of Statement Date does not match Adjusted Bank Balance on my Bank Reconciliation report \(item's Cleared date is before the Reference date\) \(view2.jsp?k2dockey=222924850025387\)](#)

DocLink: [Register Balance as of Statement Date or Adjusted Bank Balance totals are incorrect on the Bank Reconciliation report \(reconciled transaction has future date\) \(view2.jsp?k2dockey=223924250030443\)](#)

DocLink: [The Adjusted Bank Balance is incorrect on the Cash Management Bank Reconciliation report \(items are Cleared instead of Reconciled\) \(view2.jsp?k2dockey=223924450036153\)](#)

DocLink: [The Bank Statement Ending Balance on my Bank Reconciliation report is incorrect in Cash Management \(item was reconciled that did not clear the bank\) \(view2.jsp?k2dockey=224924250053413\)](#)

DocLink: [The Bank Statement Ending Balance on my Bank Reconciliation report is incorrect in Cash Management \(item that cleared the bank is open\) \(view2.jsp?k2dockey=224924350057297\)](#)

# Solution Properties

## Solution ID

222924650022089

## Last Modified Date

Wed May 03 21:15:23 UTC 2023

## Views

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