

# The Cash Management Bank Account Balance Verification report has variances

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## Cause

Variances print on the report when the balance derived from the transactions does not match the balance on the bank in **Setup, Bank Accounts**.

The report calculates balances based on the status of the transactions, (**Open, Cleared, or Reconciled**). It then compares those calculated or derived balances to the balances on the master file.

## Resolution

**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?](#)
- **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?](#)

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

1. From Cash Management **Reports**, select **Reconciliation, Bank Acct Bal Verification** report.
2. Select the **Register** file. Click **OK**.
3. Select **Print Preview**.
4. When the preview opens, select the bank account from the list on the left. Review for variances. If variances print or there are differences in the **Bank Account Totals Verification** section:
  1. Have other users exit all Sage 300 Construction and Real Estate applications that may be accessing Cash Management Bank Accounts. This includes Accounts Payable, Accounts Receivable, Payroll, Job Cost, and/or Property Management.
  2. Turn on **Audit setup activity**. See [How do I use Audit setup activity?](#)
  3. Select **Setup, Bank Account**.
  4. Choose the bank from the **Bank Account List**.
  5. If you have a variance in **Bank Balance Verification**, on the **General** tab, replace the **Bank Balance** with the report's **Derived Bank Balance**.
  6. If you have a variance in **CM Posted Balance Verification**:
    - On the **Totals by GL Cash Acct** tab, replace the **Posted (CM) Balance** and **Amount** with the report's **Derived Posted CM Balance**.
    - If you use multiple cash accounts with your bank account, you may have multiple cash accounts and amounts on the **Totals by GL Cash Acct** tab. Determine the correct amount for each cash account and adjust the amounts for each. Delete any lines with blank cash accounts. When you finish, the amounts for each cash account should sum to the **Derived Posted (CM) Balance**.
  7. If you have a variance in **Register Balance Verification**, on the **General** tab, replace the **Register balance** with the report's **Derived Register Balance**.
  8. Check for variances in **Bank Account Totals Verification**:
    - Verify the **Open Derived amounts** equal the **Open from Bank Account amounts** for each line item. For example, the derived open amount for **Checks** equals the open from bank account for **Checks**.
    - Verify the **Unreconciled Derived amounts** equal the **Unreconciled from Bank Account amounts**. For example, the unreconciled derived **Deposits** equals the unreconciled from bank account for **Deposits**
9. If you identified variances:
  - On the **Totals** tab, replace each of the open amounts with the report's **Open Derived** amounts.
  - Replace each of the various unreconciled amounts with the correct report's **Unreconciled Derived** amounts.



- After you correct the open and unreconciled amounts press Enter to update the **Open total** and **Unreconciled total**
10. Click **Close**.
  11. Print the verification report to confirm there are no variances.
  12. Turn off **Audit setup activity**.

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**Did this help?**

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yes

## Related resources

- [Can the CM Bank Account Balance Verification report be ran for one bank instead of all of them?](#)
- [CM Register Balance is incorrect after canceling a Split Deposit or Split Withdrawal entry](#)
- [Deleted transactions in Edit Register do not update bank balances](#)
- [How do I change the reconciliation status of a transaction in Cash Management?](#)
- [How do I use Audit setup activity?](#)
- [Reconciling Cash Management to Cash Management](#)

## Additional information

### Information about the different balances on the Bank Account:

- **Last reconciled date** (aka Last statement date): This should be the bank statement date of the last bank reconciliation. You can only change this date with the **Reconcile** task.
- **Last reconciled balance** (aka Last statement balance): This should be the bank statement ending balance of the last completed bank reconciliation. You can only change this balance with the Reconcile task. This balance should include items with a **Reconciliation Status** of **R**.
- **Bank Balance**: This should be the **Last reconciled balance** +/- items with a **Reconciliation Status** of **C**. If there are no items with that status, the balance should match the **Last reconciled balance**.

- **Posted (CM) Balance:** This includes posted **Last reconciled balance** +/- items with a **Reconciliation Status of O or C**. Check for a marked posted box on the transaction in CM. This balance doesn't include unposted items.
  - **Cash Account Amount** (on the **Totals by GL Cash Account** tab in the Bank Account setup window): This should be the amount posted to this GL cash account. If you have more than one cash account for this bank, the sum of the **Amounts** for these cash accounts should match the **Posted (CM) Balance**. If an invalid account for this bank shows here, one or more entries may have this account as the "cash account" for this bank.
  - This account and amount do not link to the balance on the account in General Ledger. It should match the Future Balance on the account in General Ledger.
- **Register Balance:** This should be the **Last reconciled balance** +/- items with a **Reconciliation Status of O or C** and includes both posted and unposted items.
- **Open totals:** Posted items with an **O** status (not yet cleared or reconciled).
- **Unreconciled totals:** Posted items with an **O** or **C** status (not yet reconciled).

# Keywords

amount is off, BABV report, CM Bank balances wrong, balances did not update correctly, adjusted bank balance off from register as of balance

Keywords:

Product: Sage 300 Construction and Real Estate

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Applies to: Processing > Reconciliation