

Researching Out of Balances In Nextgen

Bank Reconciliation

AP/PCRD: Check Reconciliation (v3.09)

Report by: ☒ Bank Code ☐ Account #

Bank Code: 0001

Statement Ending Date: 10/31/2019

Fiscal Year: 2020 Period: 1

☐ Print Report

Reconciliation Summary	Amounts
Statement Ending Balance	612,309.95
Outstanding Checks	884.00
Outstanding Other Reconciliable Items	405.00
Adjusted Statement Balance	611,830.95
Beginning Book Balance	611,830.95
Total Debits	300.00
Total Credits	0.00
Ending Book Balance	612,130.95
Statement And Book Out of Balance	300.00

If out of balance on your bank reconciliation you will need to compare the Adjusted Statement Balance to your Ending Book Balance.

If the Adjusted Statement Balance is more than the Book Balance then the Bank has more money that you have in your book.

Things to look for:

1. Look to see if the amount the bank cleared the checks for are the same as you entered them into Nextgen
2. Check to make sure that all deposit are credited correctly.
3. Make sure to post any interest.

If the Book Balance is more than the Adjusted Statement Balance then you have more than the bank.

Things to look for:

1. Make sure all deposits are on the bank statement.
2. Make sure all checks batches have been updated to the General Ledger.
3. Check to see if you have any NSF or Bank charges

Run the reconciliation report with journal entries use this to balance against your bank statement.

Verification Report

LS/VERF: Verification Report (v3.07)

Cost Center: 0020 CCTR 0020 Sort By: Activity

Fiscal Year: 2020 Period: October ☐ Include Account Detail ☐ Run Report

Verification Action	Result
Beginning Balances	CORRECT
CCTR Control Accounts in Balance with Activity Accounts	CORRECT
Activity Balances in Balance with Assets and Liabilities	CORRECT
Open Purchase Orders	INCORRECT
Open Invoices	INCORRECT
Transfer-In Accounts in Balance with Transfer-Out Accounts	CORRECT

Report Destination:

☒ To Report Viewer ☐ To Grid ☐ To File

☐ To Printer Milton 2.0 (redirected 40)

Setup

Run the verification report to check for out of balances for:

Open PO's

Invoices

Transfer In's and Out's

Open PO's

Things to look for:

Run the verification report for the next month if PO's are in balance then it is a date issue and will clear up the next month.

If still out of balance then you will need to Run the verification report with detail.

Check to see how much you are off (the difference between the encumbrance and the open PO's)

Run the principals report check the encumbrance column to see if it matches the verification report. Run the PO AS of Date report check the encumbrance column. Run the Trial Balance for classfunction 30341-30358 to see the total of encumbrances. You may need to put in a help desk call for us to look at it and correct.

Incorrect Invoices:

Run the verification report for the next month to see if they are correct. If correct it is a date issue.

Run the Accounts Payable Register to check if you have open invoices.

Run the Trial Balance for classfunction 20251 to see if you have any debits or credits.

Transfer In's and Outs

If they show incorrect on the verification report run the report with detail. Check to see if you have more In's than Out's.

The transfer In's function code 9210 and Out function object code 9910-920 should only be used to transfer fund from one activity to another within your cost center.

Function code 9230 and function object code 9910-923 should only be use to transfer fund outside of your cost center. To central office or another school.