



How to update Bank Reconciliation Opening Balance?

Scenario:

Update Bank Reconciliation Opening Balance and all your unreconciled transactions carried forward into cloud accounting system only takes a few steps. Read on to learn more.

Solution

Unreconciled transactions relating to your bank accounts as of the Cut-off date should also be included as part of the Opening Balances for General Ledgers.

To create a Bank Reconciliation Opening Balances, go to **Navigation Pane > General Ledger > Bank Reconciliation OB.**

The screenshot displays the QNE Software interface for 'SAMPLE TRADING (M) SDN. BHD.' with the user 'shirleychoong@qne.com.my'. The navigation pane on the left shows the following menu items: Dashboard, General Ledger, Chart of Account, Journal Vouchers, Receipt Vouchers, Payment Vouchers, Assets And Depreciation, Opening Balances, Bank Reconciliation, Bank Reconciliation OB (highlighted), Stock Value Maintenance, Account Receivable, and Account Payable. The main content area is titled 'Bank Reconciliation Opening Balance' and includes a 'Bank Account' dropdown menu. Below this is a table with the following columns: Date, Doc #, Description, Ref No., Debit, and Credit. The table currently displays 'No Data'. The footer of the interface states 'Copyright © 2023 QNE SOFTWARE SDN. BHD. Build@2023.04.10'.

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Page | 1 QNE SOFTWARE

First, select the **Bank Account** from the dropdown.

Home / GL / Bank Reconciliation Opening Balance

Bank Reconciliation Opening Balance

Add **Reload**

Bank Account:

700-0310 : MAYBANK

700-0320 : PUBLIC BANK BER...

700-0310 - MAYBANK

Description	Ref No.	Debit	Credit
No Data			

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Next, click '**Add**' button to add a new record.

Home / GL / Bank Reconciliation Opening Balance

Bank Reconciliation Opening Balance

Add **Reload**

Bank Account:

700-0320 - PUBLIC BANK BER...

Date	Doc #	Description	Ref No.	Debit	Credit
Dec 31, 2021	PV99/1223	Mr. Tan Yew Lai	PBB235698		200.00

< 1 > 10 / page

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The **Bank Reconciliation Opening Balance** screen will appear, allowing the user to enter the details of the unreconciled receipt or payment transaction.

Bills BIL - New Supplier Debit Notes APDN - New Bank Reconciliation Opening Balances

Home / GL / Bank Reconciliation Opening Balance

Bank Reconciliation Opening Balance

Add **Reload**

Bank Account:

700-0320 - PUBLIC BANK BER...

Date	Doc #
Dec 31, 2021	PV99/1223
Apr 30, 2021	PV12090

Bank Reconciliation Opening Balance

Date: 11/04/2023

* Doc #:

Currency: MYR

Rate: 1.000000

Description:

Ref No:

Debit:

Credit:

Cancel OK

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Once the transaction details have been entered, click '**OK**'.

Bank Reconciliation Opening Balance

Date: 11/04/2023

* Doc #: PV12090

Currency: MYR

Rate: 1.000000

Description: PAYMENT FOR INV98223

Ref No: MBB801299

Debit: 4,509.00

Credit:

Cancel OK

The record created will then now appear in the list.

Bank Reconciliation Opening Balance

Bank Account: 700-0320 - PUBLIC BANK BER...

Date	Doc #	Description	Ref No.	Debit	Credit
Dec 31, 2021	PV99/1223	Mr. Tan Yew Lai	PB8235698		200.00
Apr 30, 2021	PV12090	PAYMENT FOR INV98223	MBB801299	4,509.00	



NOTES

1. Go to **Navigation Pane > General Ledger > Bank Reconciliation OB** to **update** any unreconciled transactions from previous cut-off date.
2. After selecting the Bank Account> Click Add to create the record.
3. Update relevant details and amount and Click OK to Save the transaction.