REKORD POS

How to match your RekordPOS bank balance to your real bank balance

If the balance RekordPOS shows for a bank account is different from your real bank account, use **Adjust Bank Balance**. It takes about one minute per account. (The screens below use a sample shop and sample figures.)

Why the balances differ

When a bank account is added, RekordPOS starts from the opening balance you typed (often 0). After that, only payments recorded in RekordPOS change it. Money that was already in the bank is not counted. Once an account has any transactions, the opening balance is locked, so the correction is made with an adjustment.

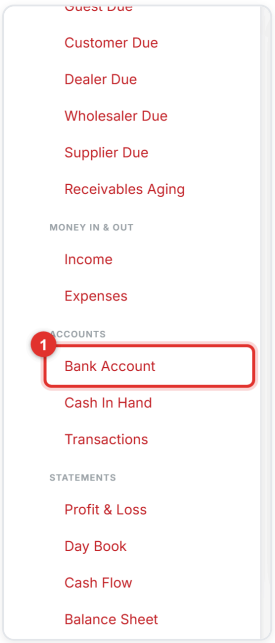
Before you start: work out the amount

Look at your real bank balance (statement or banking app), then at the balance RekordPOS shows.

Real bank balance		Balance in RekordPOS		Amount to adjust
15,000	−	**12,450**	=	**2,550**

RekordPOS shows **less** than the real balance: choose **Increase Balance**.
RekordPOS shows **more** than the real balance: choose **Decrease Balance** and enter the difference.

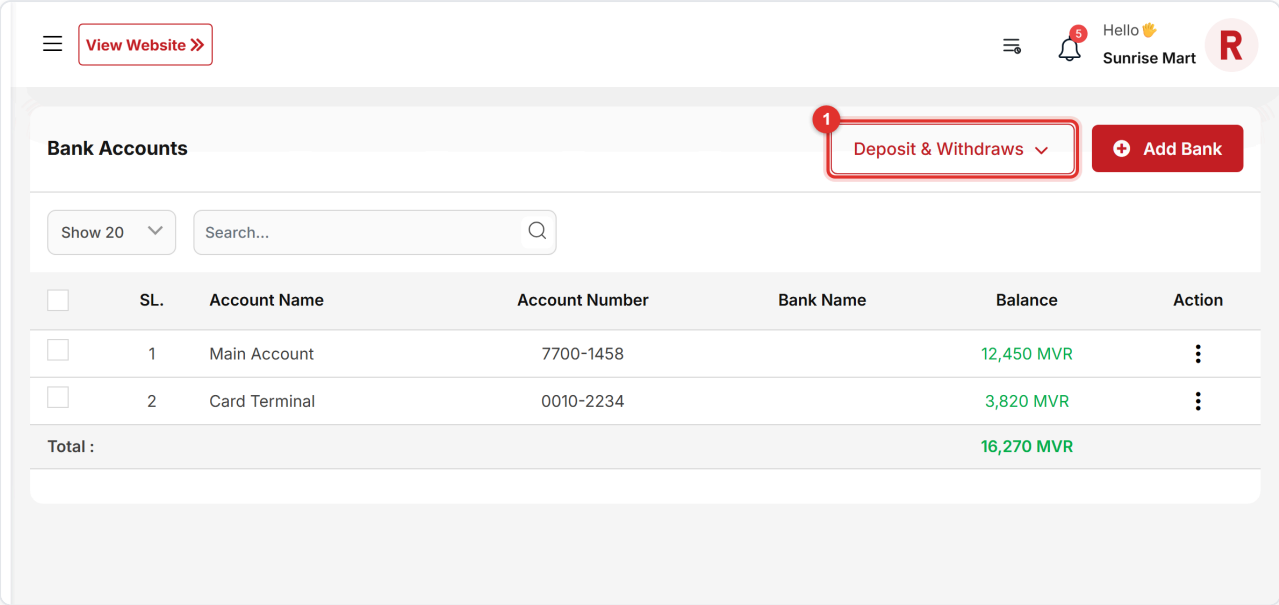
1 Open Bank Account



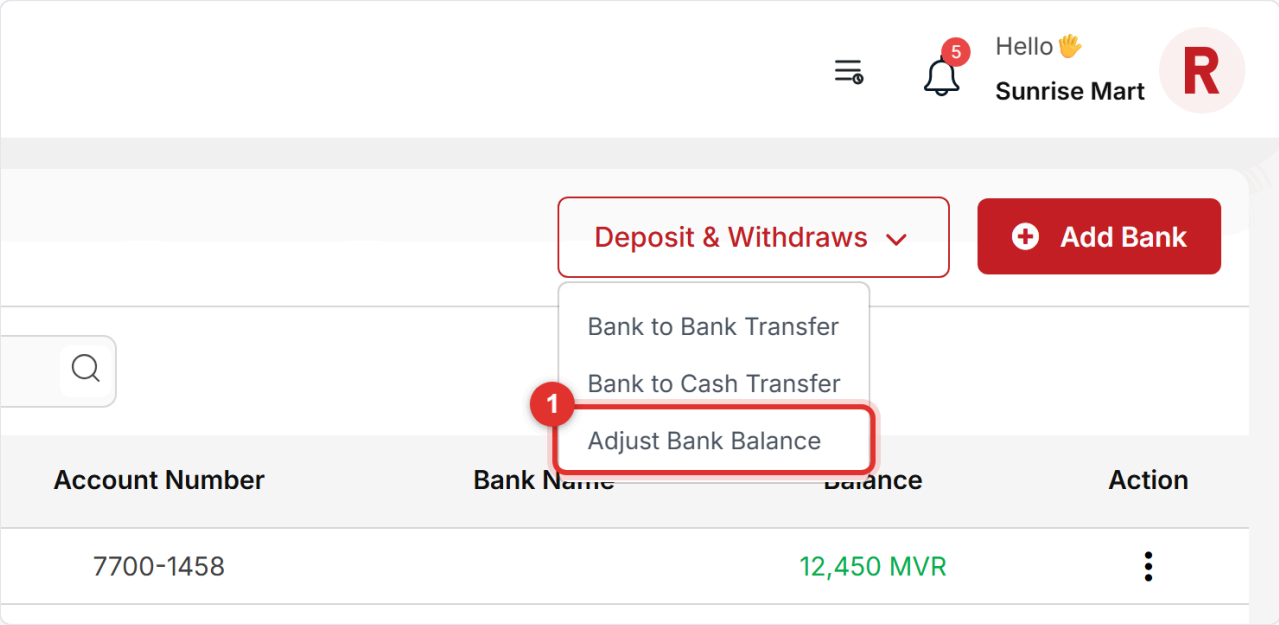
In the left menu, open **Finance & Accounts**, then click **Bank Account**.

2 Check the balance, then open the menu

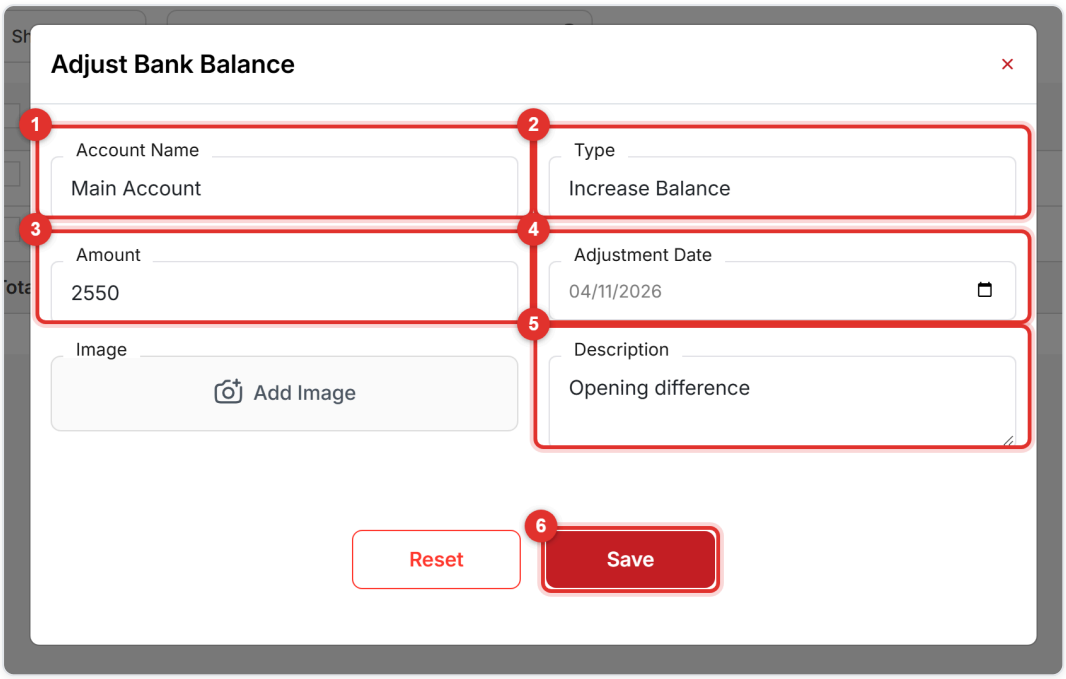
The **Balance** column shows what RekordPOS thinks each account holds. Compare it with your real bank balance. Then click **Deposit & Withdraws** (1).



3 Choose Adjust Bank Balance



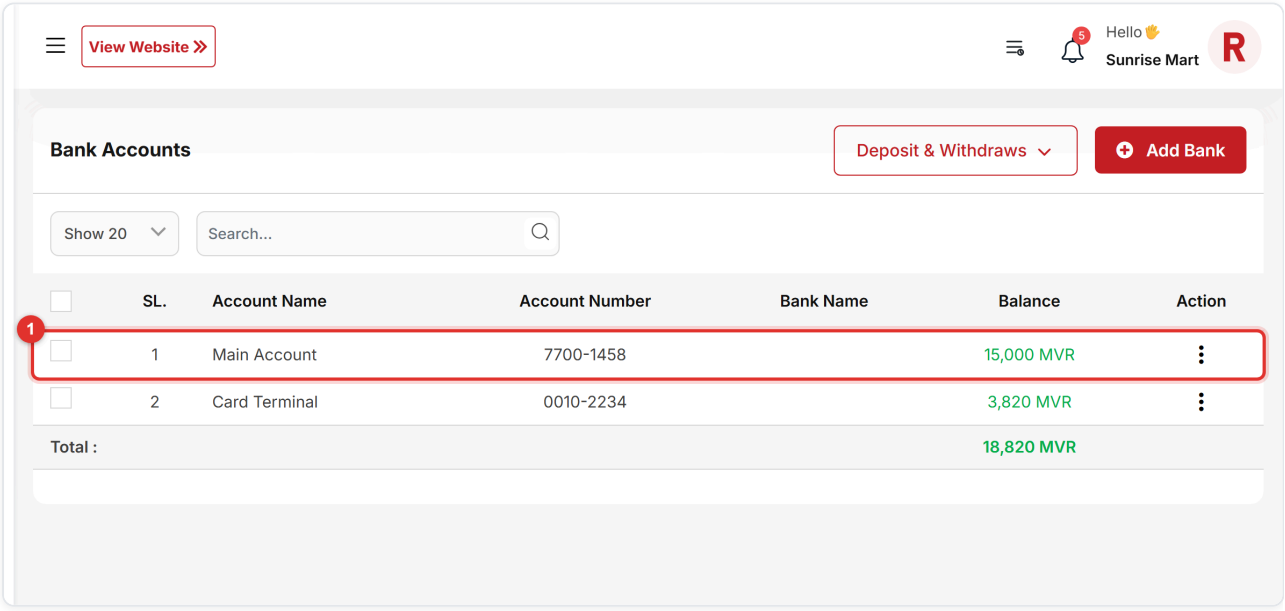
4 Fill in the form



1. **Account Name:** pick the bank account to correct.
2. **Type:** Increase Balance or Decrease Balance.
3. **Amount:** the difference you worked out (2,550 in this example).
4. **Adjustment Date:** today's date.
5. **Description:** a short reason, for example *Opening difference*.
6. Click **Save**.

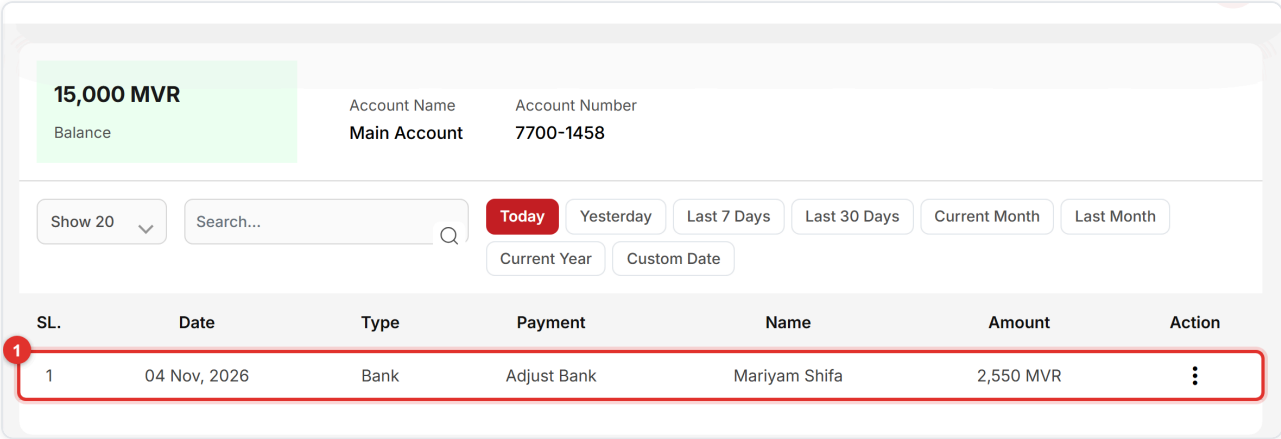
5 Check the new balance

The account now shows the same balance as your bank: 12,450 + 2,550 = **15,000**.



6 The adjustment is kept in the history

Open the account to see its transactions. The adjustment is listed as **Adjust Bank** with its date and amount, so you can always see what was changed and when. If you made a mistake, correct it from the ⋮ menu on that row.



Good to know

- Repeat the steps for each bank account that does not match.
- Sales, purchases and expenses paid by bank update the balance automatically. Use Adjust Bank Balance only for differences that did not come from RekordPOS.
- If the balance is still different later, compare it against your statement for the same date, then adjust again by the new difference.
- Moving money between your accounts is a different action: use **Bank to Bank Transfer** or **Bank to Cash Transfer** in the same menu.