

Simple Balancing Checklist

Use this form if you feel your 3 way doesn't balance. **Before completing this form**, please generate the cheques/payments in HiRUM. If you still don't balance in all 3 sections, then complete this form.

Three -Way Balance Reconciliation

What is the total of the top section of your 3-way Balance \$ _____

What is the total of the middle section of your 3-way Balance \$ _____

What is the total of the bottom section of your 3-way Balance \$ _____

Report totals located in HiRUM

Run your 3 -way balance for last month – does it still balance (all 3 figures) **YES/NO**

What is the 3-way balance figure from last month \$ _____

Run the Monies Held in Trust Report at date ending the last day of the current month – this report is located under Accounting. What is the total of this report? \$ _____

Run the Adjustment History report for the entire month, this is located under Reports, Historic. What are the totals (if zero, please enter zero below):

Debits \$ _____ Credits \$ _____

Run the Cross Reference report (located under Reports, End of Month), insert your full receipt range for the current month:

What is your receipt range (including any split receipts used for the month)?

From: To:

From: To:

Do all three columns agree? **YES/NO**

Is there anything under the line at the bottom of the page **YES/NO**

Looking at your cross reference, take note of the middle column (3-way) and list the totals:

Rental Payments \$ _____

Sundry Payments \$ _____

Deposits \$ _____

Bonds from Guests \$ _____

Bonds from RTA \$ _____

Owner Payments \$ _____

Unallocated Payments \$ _____

Run your Monthly Summary report, located under Reports, End of Month. Ensure all ticks are on for all lettings types (Holiday, Permanent, Private & Other). Go to the very last page and then scroll back two pages. What are the totals showing for the following columns?

Cheque/Payment Owner: \$ _____

Cheque/Payment Manager: \$ _____

Cheque/Payment Other: \$ _____

Cheque/Payment Developer: \$ _____

Other Things to Check/Note:

Run the Cheques Cleared Report for the current month, this is located under Reports, End of Month. What is this total: \$ _____

Add up all the figures shown under the debit column on your bank statements.

What is this total: \$ _____

Add up all the figures shown under the credit column on your bank statements.

What is this total: \$ _____

Have you entered anything in the section Miscellaneous Bank Debits/Credits in HiRUM? If so, what are these totals? (If none, please enter zero)

Debits \$ _____ Credits \$ _____

What is the total of your Closing Bank Balance on the banking register from last month \$ _____

What is the total of your Money in Transit on the banking register from last month \$ _____

What is the total of your Money in Transit on the banking register for this month \$ _____

Looking at your closing bank statement for the last day of this current month (eg 31st October, 2015) what is the closing bank balance? \$ _____

Is this the same as shown on the banking register for this month **YES/NO**

Once you have completed this form, please lodge a support request through service desk, attaching this form and a copy of your current 3-way balance for further review.