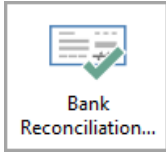


Bank Reconciliation Report

Last Modified on 28/10/2024 10:53 am AEST



The instructions in this article relate to **Bank Reconciliation Report**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Print Bank Reconciliation Report

The bank reconciliation report is used to provide the most up to date bank reconciliation (deposits & withdrawals) or allow selection for a prior (historic) saved report for a specific date. The reports details the Balance on the Bank Statement and the Calculated Cash at Bank (including unrepresented receipts and payments) and the General Ledger Balance. The difference when the Bank Reconciliation is reconciled is expected to be \$0.00.

1. Search or select **Bank Reconciliation Report**.
 - This screen is also accessible from within **Bank Reconciliation** and **Process Bank Statements**.
2. Select the required output method with the radio buttons; *Screen, Printer, Excel*.
3. There is only one template, however you can select the printer and paper source.
4. Select the *Current* radio button to produce a report with the latest bank statement data or select the *Historic* button and the required date for bank statement data from that date.
5. Click the Print button and the report will be produced to the selected output method.

Page 1	Bank Reconciliation Report	21 April 2022
CRAIG KEEP SCN 56656		
15 Smythe Street Southport QLD	Bank BSB Account No	SCM 124-367 1351351
Statement Date 20 March 2021	Reconciliation Date 06 September 2021	
Calculated Cash at Bank: 23,003.00	Represented By:	Balance on Bank Statement: 10,450.00
		Less Unpresented Payments: -10.00
		Plus Unpresented Receipts: 12,563.00
General Ledger Balance: 23,003.00	A/C Code: 012	
Difference: 0.00		
Unpresented Payments 1		Unpresented Receipts 1
Date	Reference	Amount
31/03/2021	C0000001	10.00
Date	Reference	Amount
30/03/2021	R0000001	12,563.00

Example of Bank Rec Report on screen and print.

The screenshot shows the Microsoft Excel interface with the following details:

- File Name: wsgjilt2.paw.xlsx - Excel
- Active Tab: Home
- Formulas Bar: Payment Date
- Worksheet Name: Bank Reconciliation Report
- Zoom Level: 90%

	A	B	C	D	E	F	G
1	Payment Date	Payment Reference	Payment Amount	Receipt Date	Receipt Reference	Receipt Amount	
2	31/03/2021	C0000001	10.00	30/03/2021	R0000001	12563.00	
3							
4							

Example of Bank Rec Report in Excel.