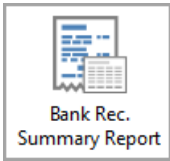


Bank Rec. Summary Report

Last Modified on 23/07/2024 9:21 am AEST



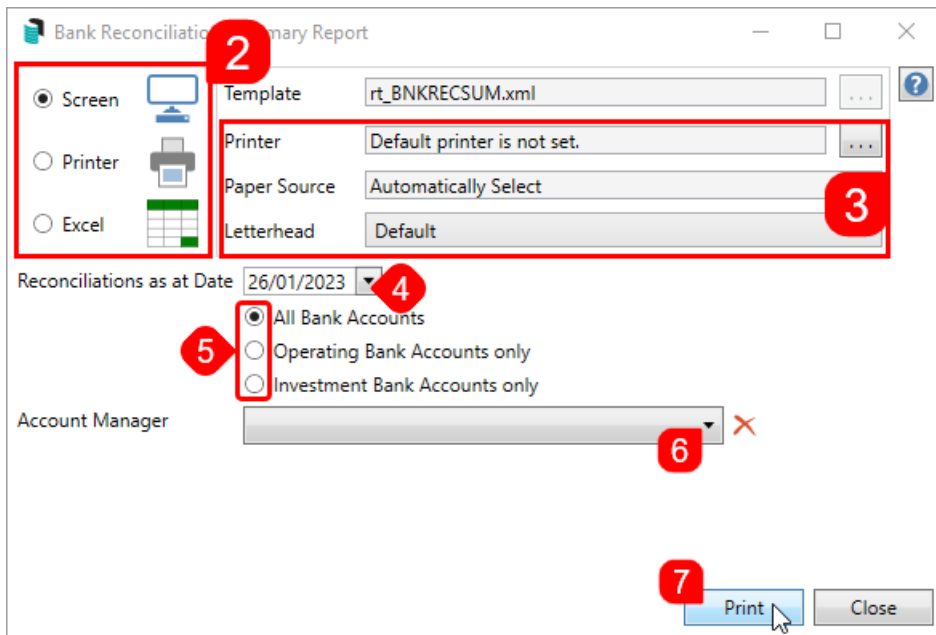
The instructions in this article relate to **Bank Reconciliation Summary Report**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

The bank reconciliation summary is a global report providing bank account numbers, bank balances, outstanding deposits, and other details. It also can be configured to include investment accounts that are configured to automatically reconcile in StrataMax (check the [Bank Account Setup](#) screen to see if the 'Reconcile' box is ticked). The report is useful for reporting bank balances as at a certain date as it allows the reconciliation date to be set; the report is often used for trust account audits.

Print Bank Reconciliation Summary Report

Investment accounts that are not configured to automatically reconcile in StrataMax (check the [Bank Account Setup](#) screen to see if the 'Reconcile' box is ticked), and are displayed in the 'Other Investment Accounts' screen will not be included in this report.

1. Search or select **Bank Rec. Summary Report**.
2. Select the required output method with the radio buttons; *Screen*, *Printer*, or *Excel*.
3. The template cannot be changed, but you can select the *Printer*, *Paper Source*, and *Letterhead* if necessary.
4. Use the *Reconciliation as at Date* drop-down menu to select the required date for the report.
5. By selecting the *All Bank Accounts* radio button, the report will include both operating and investment accounts. The other two radio buttons ('Operating' and 'Investment') can be used to filter by the respective account types.
6. Optionally, you can also filter the report by *Account Manager* (click the red 'X' on the right to remove the filter).
7. Click the *Print* button and the report will be produced to the selected output method.



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Bank Reconciliation Summary as at 24/05/2022

Account Number	Name	Bank Balance	Outstanding Deposits	Unpresented Withdrawals	Unreconciled	Adjusted Bank Balance	Cash at Bank	Difference
301991998		1,969.10	0.00	0.00	0.00	1,969.10	1,969.10	0.00
23298291		369,140.92	0.00	0.00	0.00	369,140.92	369,140.92	0.00
Owners - Strata Plan								
23057926		8,602.26	0.00	0.00	0.00	8,602.26	8,602.26	0.00
260719232		70,206.10	0.00	0.00	0.00	70,206.10	70,206.10	0.00

Example of printer or screen output.

sd3cwur1fm.xlsx - Excel

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Clipboard Font Alignment Number Styles Cells Editing

Building Number	Building Name	Bank Account Name	Bank	BSB	Account Number	Account Code	Statement Date	Bank Balance	Outstanding Deposits	Unpresented Withdrawals	Unreconciled Items	Adjusted Bank Balance	Cash At Bank	Difference
403497	ESPLANADE	ESPLANADE	MBL	183	50199	012	13/04/2022	1969.10	0.00	0.00	0.00	1969.10	1969.10	0.00
66283	BREAKFAST POINT-E	Property Services	SCM	124	23298	012	16/05/2022	369140.92	0.00	0.00	0.00	369140.92	369140.92	0.00
6514	STREET	STREET	SCM	124	22865	012	20/04/2022	196156.91	0.00	0.00	0.00	196156.91	196156.91	0.00
24033	STREET	STREET	MBL	185	274653	012	21/03/2022	7601.40	0.00	0.00	0.00	7601.40	7601.40	0.00

Bank Reconciliation Summary

Ready 80%

Example of Excel output