

# Banking Reports

Last Modified on 18/06/2025 11:34 am AEST

There are various banking reports available in StrataMax. This article explains what these reports are for and how to produce them.

---

## Account Balances at End of Each Month

The [Bank Reconciliation Summary Report](#) is a global report providing bank account numbers, bank balances, outstanding deposits, and other details. It also can be configured to include investment accounts. This report will not include bank accounts managed using Other Investment Accounts.

## Search Bank Accounts

The [Search Bank Accounts](#) menu can be used to configure particular data to report to Excel. Available columns include bank account numbers, bank balances, account code balances and term deposit information. Bank accounts managed using Other Investment Accounts can be included.

## Bank Account Balance Report

If a report is required for each end of month, the Bank Account Balance Report can be produced every month prior to rolling the building into the new month. Follow the below steps to produce the Bank Account Balance Report.

1. Search or select **Bank Balances**.
2. Click *Options > Print*.

*If required globally this report is available to run as a consecutive report via [Report Sets](#).*

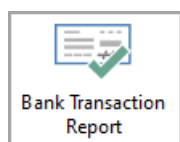
## Bank Account Statements

Bank account statements can be requested from the building's bank, even for closed accounts that were previously set up in StrataMax; For example, if the building has StrataCash accounts, you can [request a statement through the StrataCash Hub](#). For all other banks, you must contact the bank directly.

You can also produce a **Bank Transaction Report** in StrataMax, including accounts that have already been closed and removed from [Bank Account Setup](#). This is not a bank statement issued by the bank, but a report resembling a statement with bank reconciliation data that has been stored with transactions

downloaded within the day's banking, if any. Due to the possibility of no bank reconciliation being stored on the last day of the month, it is recommended to print the Bank Reconciliation prior to performing a **Month End Rollover**, when the last day's banking must be completed prior to printing Bank Reconciliations.

1. Search or select **Bank Reconciliation** and click the *Statement* button in the bottom right. Or search or select **Bank Transaction Report**.



2. When the **Bank Transaction Report** screen appears, select your output method, *Screen*, *Printer*, or *Excel*, and change the printer if necessary.
3. Tick the 'Include removed accounts' box to include any closed bank accounts.
4. Select the required account from the 'Bank Account' drop-down menu.
  - Note that any that have been closed will have '(removed)' under the 'Account Code' column.

Bank Reconciliation

01401 MACQ ☐ Show unreconciled only Configuration Global Legends

Closing Balance: 0.00 Bank: MBL Bsb: 184-446 Account Number: 03 Current Month: May 2023

Date Type

Bank Transaction Report

☒ Screen ☐ Printer ☐ Excel

Template: rt\_SIFREP.xml

Printer: Snagit 2019

Paper Source: Automatically Select

Bank Account: [Dropdown]

☒ Include removed accounts

Start Date: Filter

End Date:

Account Code	Account Description	Bank Bsb	Account Number
012	CASH AT BANK	SCM 124-367	7
01401	MACQ TD 294589403	MBL 184-446	03
01402	BENDIGO EASYSaver	BBL 633-400	14
012 (removed)	CASH AT BANK	MBL 184-446	03

Print Close

Add Item Save Print History **Statement** Auto

5. Enter the *Start Date* and *Finish Date* for the required period, then click the *Print* button.

## Unpresented Cheques (Payments)

The [bank reconciliation](#) printed on the last day of the audit period will list any unpresented cheques. There is also an [Unpresented Payments and Receipts Report](#) available.

## Banking Reports in Reports/Utilities (Global)

### Bank Account Details Report

This report is going to present the account details including building name and number, type, bank ID, BSB and account number.

1. Search or select ***Reports/Utilities (Global)***.
2. Click *Group > Bank A/c Details Report*.
3. Click *Select Buildings* and tag required buildings (*Ctrl + A* to tag all), then click *OK*.
4. Click *Proceed* and select a 'Sort Preference' if required, then click *OK*.

### Bank Details + ABN + TFN

The Bank Details + ABN + TFN will provide the Australian Business Number, Tax File Number, Bank ID, BSB Number and account number for each tagged building.

1. Search or select ***Reports/Utilities (Global)***.

2. Click *Group > Bank A/c Details + ABN + TFN*
3. Click *Select Buildings* and tag the required buildings (Ctrl + A to tag all), then click *OK*.
4. Click *Proceed* and select a 'Sort Preference' if required, then click *OK*

## Cash Flow Management

The Cash Flow Management report is a configurable report which can be setup to report on account codes for Owners Funds codes, Cash at Bank, Investment account codes and the overall Creditor Balance account codes.

Proceed with *Preview* to allow this report to be exported to Excel and a screen option brought to screen.

1. Search or select ***Reports/Utilities (Global)***.
2. Click *Group > Cash Flow Management Report*.
3. Click *Select Buildings* and tag required buildings (Ctrl + A to tag all), then click *OK*.
4. Click *Proceed*.
5. The account code setup will already be configured to the above, but make adjustments if required.
6. Click *Proceed*.
7. Click *OK*.

- Investment Accounts must be setup in ***Split Bank setup*** to report.
- The *Next Levies due date* column reports levies which are after any generated levies i.e. Levies that have already been generated are not part of this report.

## Cashbook for the Audit Period

A transaction list for the account code *012 Cash at Bank* should be produced. A ***Transaction List*** may need to be produced from the building's *Old Year* if it had a financial year end during the period being audited.

1. Select the building and change the building year if required.
2. Search or select ***Transaction List***.
3. In the *Select A/c's* tab, tag account code *012 Cash at Bank*
4. Click the *Set Limits* tab.
5. Enter *Date Start & Finish* based on the audit period (this may only be part of the audit period if a

*Year End Rollover* has been performed).

6. Click *Proceed*.
7. Click *Print*.

## Trust Account Receipts

Trust account receipts are required for receipted money in NSW trust accounts. To enable receipts to be created, this is set up in ***Receipt Printing Setup***.

To print receipts for all buildings follow the below steps:

1. Search or select ***Receipts Report (Group/Trust)***.
2. Select the *Receipt Group*.
3. Enter receipt range required and click *Run Report*.
4. Click *OK*.

## Statement Showing a Credit Balance(s) for Lot Owners/ Debtors

As the ***Aged Balance List*** cannot be back dated, it is recommended that an ***Aged Balance List*** is printed or saved to ***DocMax*** (from preview window) at the end of each month prior to completing the ***End of Month Rollover process***.

1. Search or select ***Aged Balance List***.
2. Set Limits based on requirements then click *OK*.