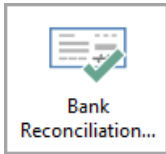


Bank Reconciliation Report

Last Modified on 01/06/2022 9:12 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 transactions (deposits & withdrawals).

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. The template cannot be changed, but 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	Date	Reference	Amount
31/03/2021	C0000001	10.00	30/03/2021	R0000001	12,563.00

Example of Bank Rec Report on screen and print.

Example of Bank Rec Report in Excel.

	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							