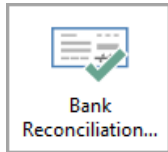# Bank Reconciliation Report

Last Modified on 18/06/2025 11:40 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 unpresented 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	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.

	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							

Example of Bank Rec Report in Excel.