Bank Reconciliation Report

Report Module Guide: Bank Reconciliation Report

Module Location

Finance > Reports > Bank Reconciliation Report

Module Objective

The **Bank Reconciliation Report** module is used to print, view, and export the final report from a Bank Reconciliation process that has been completed. This module is the means to generate the formal document from a reconciliation that has been previously created and approved in the **Bank Reconciliation** module.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to find and generate a specific reconciliation report.

Here is an explanation for each parameter:

- **Account**:
    - The primary filter to select the specific bank account whose reconciliation report you want to generate.
- **Reconciliation Date**:

- Specify the **From** and **To** date range to find reconciliation documents that were created in that period (e.g., October 1, 2025, to October 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially selecting the bank **Account** and specifying the appropriate **Reconciliation Date**.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the bank reconciliation report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Report Content (Conceptual)

The generated report will have the standard format of a Bank Reconciliation Report, which displays:

- Balance per Bank (Bank Statement Balance).
- Add: Deposits in Transit.
- Less: Outstanding Checks.
- **Adjusted Bank Balance**.

- Balance per Company (General Ledger Balance).
- Add/Less: Reconciling items (e.g., Bank Fees, Interest Income).
- **Adjusted Company Balance**.

Both adjusted balances must ultimately show the same figure.

Tips & Important Notes

- This report can only be generated if the reconciliation process for that account and period has been **completed and approved** in the **Bank Reconciliation** module.
- This is a very important **audit document** and serves as proof that internal control over cash has been properly executed.
- Save this report, either in printed or digital form, as part of the monthly book-closing documents.

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