# Cash and Bank Balance Position Report

## Report Module Guide: Cash and Bank Balance Position Report

### Module Location

Finance > Reports > Cash and Bank Balance Position Report

### Module Objective

The **Cash and Bank Balance Position Report** module is used to generate a report that displays the **ending balance** of all cash and bank accounts the company holds as of a specific date. This report provides a quick and comprehensive overview of the company's total liquidity position (cash and cash equivalents).

## 1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Company**:
  - Select the company whose report you wish to see from the dropdown.
- **Period**:

- Specify the report's date range. The **To** date is the "as of" date at which the balance will be displayed.

- **Currency**:
  - Set the currency preference for the report, whether to use the base currency or the transaction currency rates.

# 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Define the parameters you need, especially the **To** period which will be the reference date for the balance position.

### Step 2: Generate the Report

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

- **[Display Report]**: To preview the balance position 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 be a simple list that will most likely display:

- Account Code (Cash/Bank).

- Account Name (e.g., 'MAIN CASHIER', 'BANK BCA IDR', 'BANK MANDIRI USD').
- The Ending Balance as of the selected date.
- A grand total of all cash and cash equivalents.

# Tips & Important Notes

- This report is crucial for **daily liquidity management**.
- Use this report to provide a quick overview to management regarding the company's current cash position.
- This is a very frequently used operational report by the **Treasury and Finance Management teams**.

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