

Daily Bank Report

Report Module Guide: Daily Bank Report

Module Location

Finance > Reports > Daily Bank Report

Module Objective

The **Daily Bank Report** module is used to generate a detailed daily transaction report, specifically for **bank accounts**. This report provides a chronological list of all transactions (inflows and outflows) for one or more selected bank accounts, making it an important tool for monitoring and reconciliation.

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:

- **1. Account:**

- Select **Selected Account** to choose one or more specific bank accounts from the list, or select **All Accounts** to generate a combined report of all bank accounts.

- **2. To:**

- Specify the report's date range in the **Start Date** and **End Date** fields.

- **3. Currency:**

- Set the currency preference for the report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially selecting the bank **Account(s)** to be reported on and specifying the date range.

Step 2: Generate the Report

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

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

Tips & Important Notes

- Functionally, this report is very similar to the **Daily Cash Report**. The main difference is that this report is focused specifically on **Bank accounts**, while the Daily Cash Report can include both Cash and Bank accounts.
- This report is very useful for the **Treasury team** who need to monitor activity across various bank accounts simultaneously in one view.