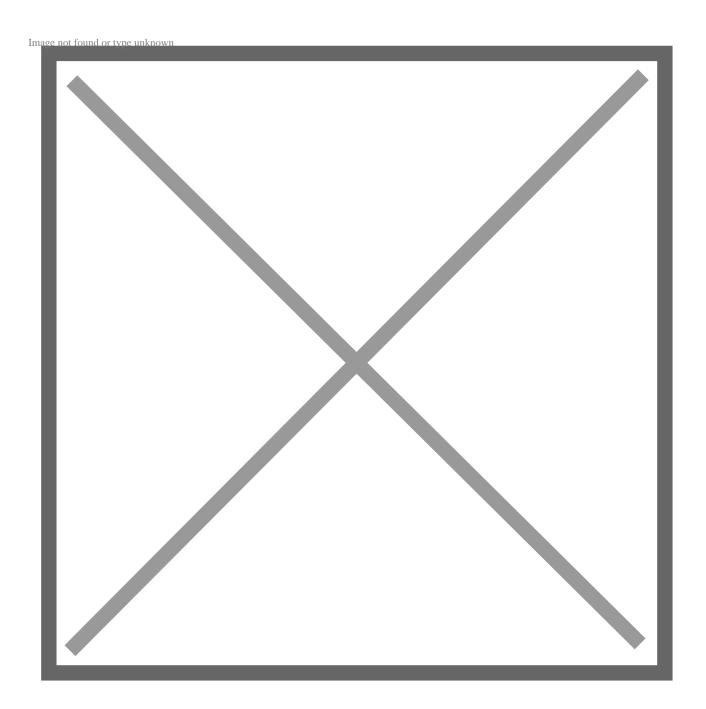


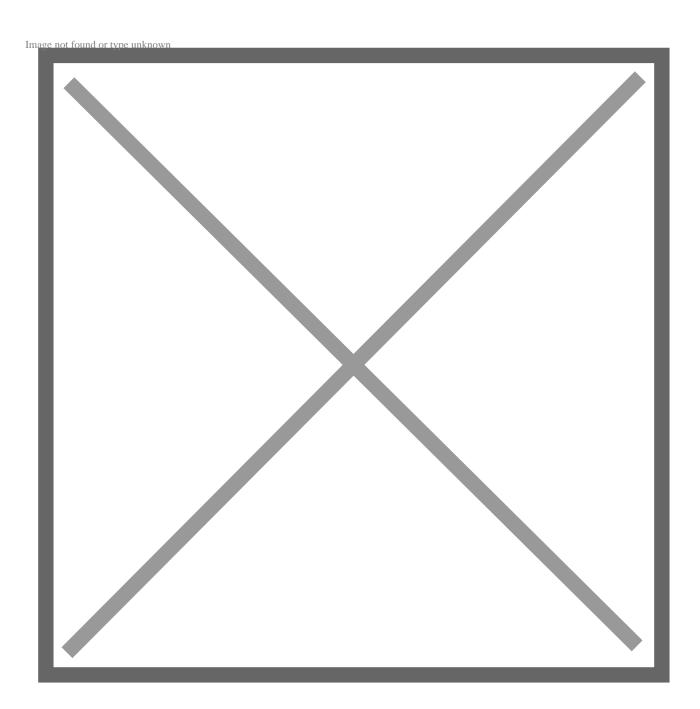
Closing Balance Report

Last updated: July 25, 2022

To create a **Closing Balance Report**, firstly go to **ABR -> Reports -> Closing Balance** as shown below.



This will bring you to the **Closing Balance Report** screen where you must select the **Account** and **Statement Date**.



Now click **Print**.

Your Closing Balance Report will open in a new window. This report displays the Closing Balances for both the NetSuite and Bank Balances. Also included are the Summary of Outstanding Transactions, and the calculated Adjusted/Reconciled Balance on the Reconciled Statement Date.

The **Difference** between the **Reconciled Balances** should be **0**.

The **Second Page** details the **Outstanding Transactions** that make up the **Reconciling Difference** on both the **NetSuite** and **Bank** sides.

