

# Closing Balance Report

Last updated: July 25, 2022

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

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

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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.

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