

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.

