

Print Reconciliation Report

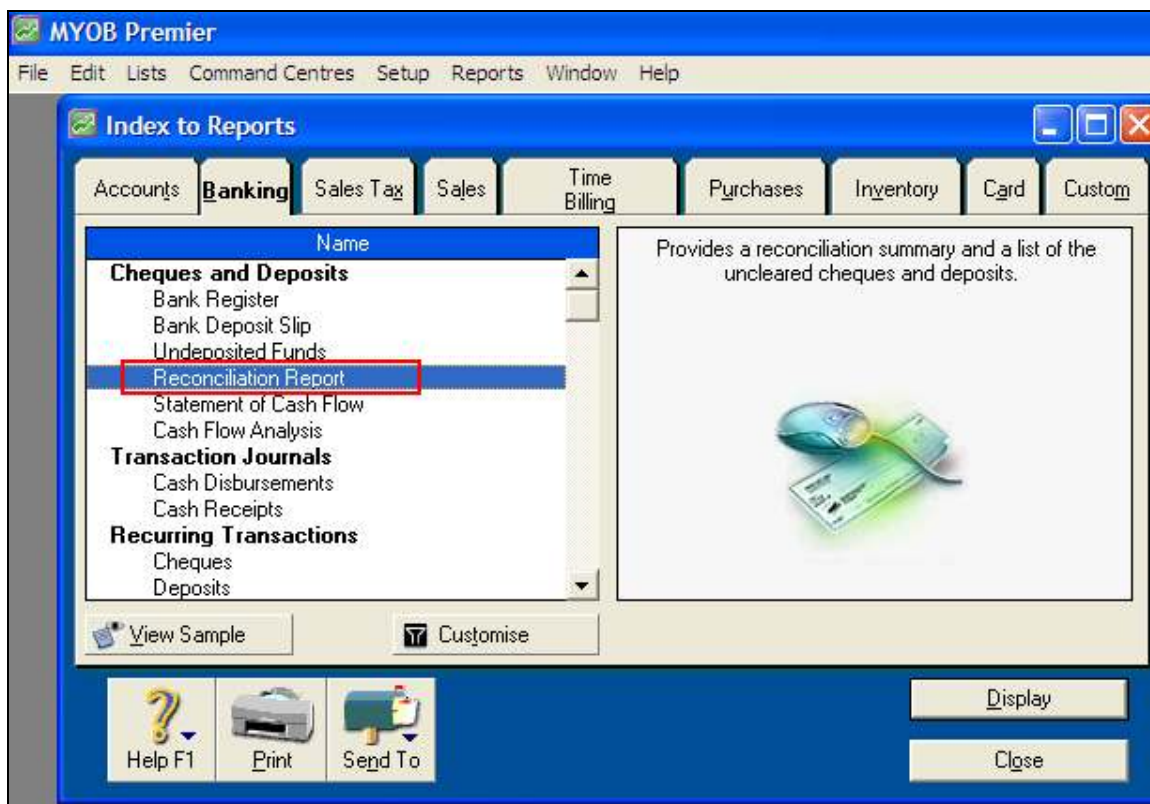
Question : After I have reconciled my bank accounts in MYOB, how do I re-print the bank reconciliation for that particular month?

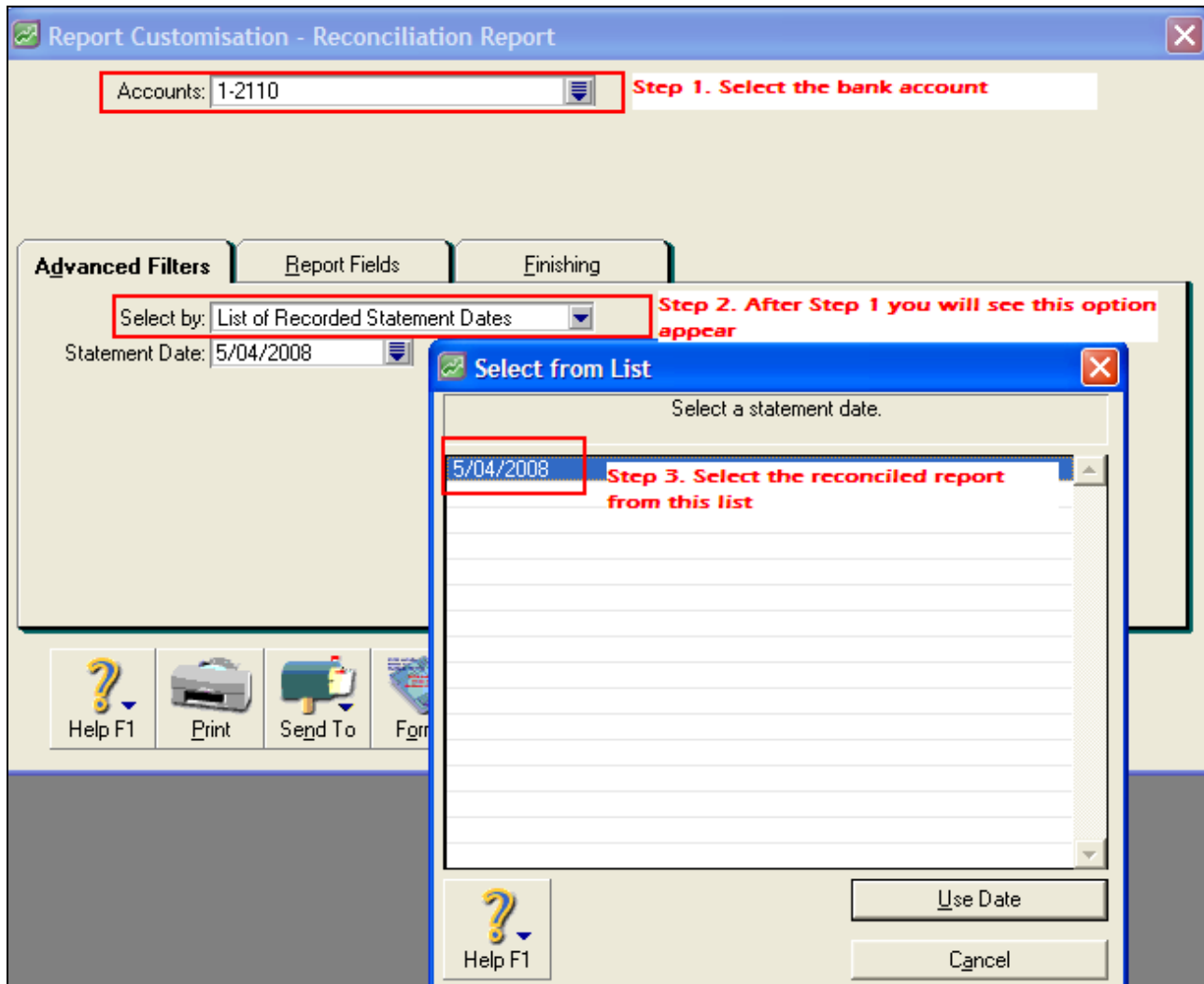
Solution : Go to **Report > Index to Report > Banking > Reconciliation Report**

Step 1 : Select your Bank account (Please select only 1 account at a time)

Step 2 : Selected By option will pop out upon Step 1. You will need to select "List of Recorded Statement Date".

Step 3 : Click on the arrow down besides the Statement Date and select the report date from the list given. Do not enter the statement date manually.





You will see the report as follow :

Clearwater Sdn Bhd					
Reconciliation Report					
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ID#	Date	Memo/Payee	Deposit	Withdrawal	
Cheque Account: 1-2110		General Cheque Account			
Date of Bank Statement: 5/04/2008					
Reconciled Cheques					
2	24/01/2007	First Bits Enterprise			RM500.00
			Total:	RM0.00	RM500.00
Reconciled Deposits					
CR000002	14/02/2007	N-T		RM100.00	
			Total:	RM100.00	RM0.00
Outstanding Cheques					
5	29/01/2008	Mountain Spring Water			RM5,000.00
			Total:	RM0.00	RM5,000.00

For more information please contact us @

Malaysia : +6017 3330288 or helpdesk@rightsoft.com.my

Singapore : +65 98573060 or helpdesk@rightsoft.com.sg