

ZOHO FINAL – Report- Bank statement- meenu work details

➤ **Bank Statement**

Report-business status- bank statement

When click ‘ Bank Statement ’ it shows the Bank details

To show Transaction Table

- ✓ **To choose date (from date and To Date)**
- ✓ **Search (dropdown the bank name)**
- ✓ **Export (transaction table export to excel)**
- ✓ **PDF (Transaction Report)**
- ✓ **Print (print the transaction table)**
- ✓ **Share (whatsapp and mail the transaction table)**
- ✓ **Filter (Filter the all transaction head)**

➤ **Transaction table arrangement**

- ◆ **Date**
- ◆ **Withdrawal Amount**
- ◆ **Deposit Amount**
- ◆ **Balance Amount**

To highlight the Balance Amount