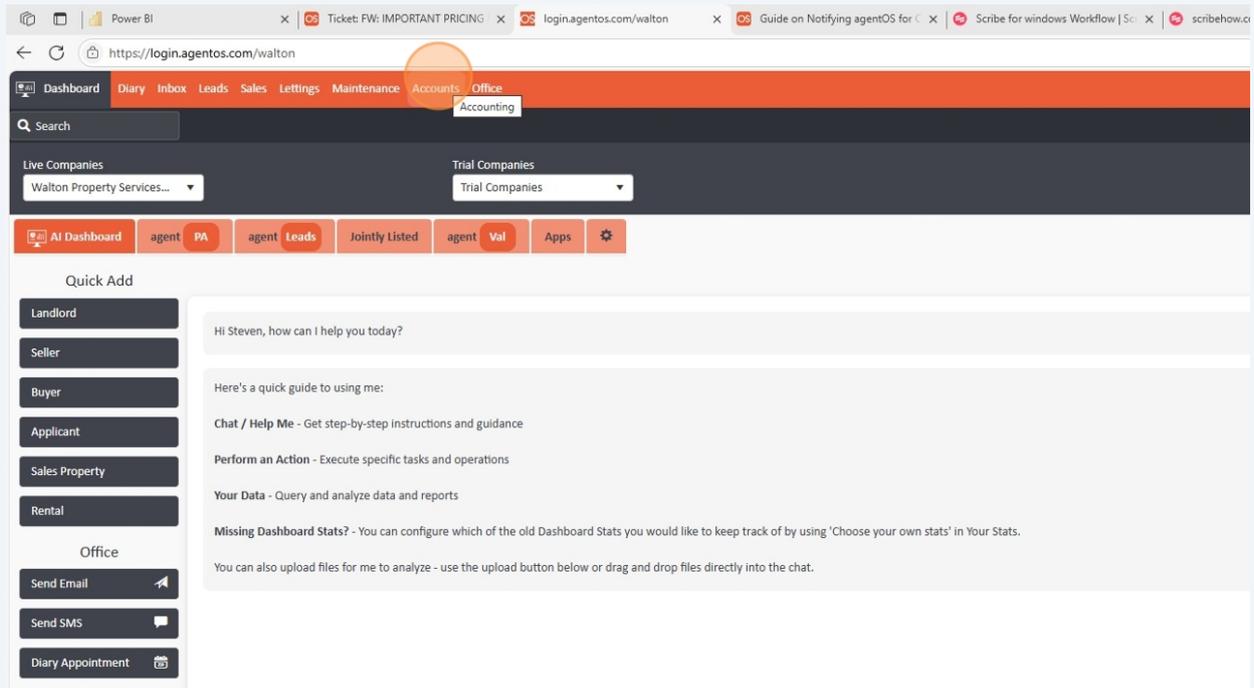


Checking RSTB using excel template



1

The best way to find a reconcile system a bank difference is by looking at what has been uploaded to agent OS to what is on the actual real life bank statement. So do that. Go to the bank account on agent OS.



2 Click here

The screenshot shows the 'Accounting' section of the login.agentos.com/walton dashboard. The top navigation bar includes 'Dashboard', 'Diary', 'Inbox', 'Leads', 'Sales', 'Lettings', 'Maintenance', 'Accounts', and 'Office'. Below the navigation is a search bar and a green 'Accounting' header. The main content area features several report categories: 'Accounts Reports', 'Sales Reports', 'Tax Reports', and 'Reconciliation Reports'. Each category contains a list of specific reports, such as 'Bank Control Account Movement', 'Branch Sales Net', 'NRL Annual Return', and 'Debtors and Creditors'.

3 Click on a bank account, this needs to be downloaded for each account for the period you are checking.

The screenshot shows the 'Bank Accounts' page in the login.agentos.com/walton system. The page has a search bar and 'Export to Excel' and 'Export to PDF' buttons. Below these is a table of bank accounts. The table has columns for Name, Account Type, Locked Bank Statement History, Linked to Open Banking, Open Banking Last Updated, and Open Banking Au. The 'Walton Property Services Ltd (VIRGIN MONEY)' account is highlighted with an orange circle. The table also includes a pagination control showing '10 items per page' and a 'Rows per page' dropdown menu with options for 5, 10, 25, and 50 rows.

Name	Account Type	Locked Bank Statement History	Linked to Open Banking	Open Banking Last Updated	Open Banking Au
WALTON PROPERTY SERVICES LIMITED	Client Bank Account - Live		No		
Walton Property Services Ltd (VIRGIN MONEY)	Bank Account		No		
Walton Property Services Ltd CA	Bank Account		No		
Walton Property Services Ltd CALMONY	Client Account - Live		No		

4 Go to reconcile statement

The screenshot shows the 'Bank Account Details' page for 'Walton Property Services Ltd (VIRGIN MONEY)'. The left-hand navigation menu is visible, with 'Reconcile Statements' highlighted by an orange circle. The main content area includes tabs for 'Bank Account', 'Bank Details', 'Anti-Money Laundering', and 'Open Banking Technicals'. The 'Bank Account Details' section contains fields for Name, Account Type, Bank Template, Is Default Bank Account, and Open Banking Provider ID. The 'Payment App' section includes a Payment App Link field. The 'Direct Debit Payments' section includes a DD Template dropdown, DD Originator ID, and Audis Setup Period dropdown. The 'Card Payments' section includes a Card Template field.

5 Change Entry State to bring up all transactions

The screenshot shows the 'Reconcile Statements' page for 'Walton Property Services Ltd (VIRGIN MONEY)'. The 'Entry State' dropdown menu is circled in orange, showing 'Un-posted' selected. The table below displays transaction details with columns for Date, Reference, State, Tenancy, and STO. The table contains two rows of data:

Date	Reference	State	Tenancy	STO
19/05/25	FPS, Agentos Proptech Group Ltd 9e6ca95cb5e39f36ae	Un-posted - Resolved as Payment App Request		
12/05/25	FPS, Attridge Jf, 213 ESW	Un-posted		

The page also includes a search bar, 'Export to Excel' and 'Export to PDF' buttons, and a 'Rows per page' dropdown menu set to 10 items per page.

6 To entry state.

Walton Property Services Ltd (VIRGIN MONEY)
Yorkshire Bank - Current Account 2019 (Commas)Online Payments Only

Reconcile Statements

Entry State: Un-posted From: 29/04/2025 To: 29/05/2025

Export to PDF Search...

Drag a column header and drop it here to group by that column

Date	Reference	State	Tenancy	STO
5/25	FPS, Agentos Proptech Group Ltd 9e6ca95cb5e39f36ae	Un-posted - Resolved as Payment App Request		
5/25	FPS, Attridge Jf, 213 ESW	Un-posted		

10 Items per page

Combine Post Rows per page: 5 Rows 10 Rows 25 Rows 50 Rows

7 Change the from and to date, accordingly.

Walton Property Services Ltd (VIRGIN MONEY)
Yorkshire Bank - Current Account 2019 (Commas)Online Payments Only

Reconcile Statements

Entry State: Entry State From: 29/04/2025 To: 29/05/2025

Export to Excel Export to PDF Search...

Drag a column header and drop it here to group by that column

Date	Reference	State	Tenancy	STO
28/05/25	MOB, Walton Property Se rent 28.5.25	Posted on 29/05/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)		
28/05/25	FPS, Walton Property Services Limited OB Card Payments	Posted on 29/05/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)		
28/05/25	MOB, Walton Property Se Vat On Fees 28.5	Posted on 29/05/2025 as 'Special Account' (Sales Invoiced VAT - Walton Residential branch)		
28/05/25	MOB, Walton Property Se Fees 28.5.25	Posted on 29/05/2025 as 'Special Account' (Sales Invoiced Net - Walton Residential branch)		
28/05/25	FPS, Taylor Ad 42TS	Posted on 29/05/2025 as 'Electronic Payment(repeat)'	42 Times Square, E1 8GD (29/08/2022 - To Date)	FPS_Taylor Ad 42TS

8 Click here

Walton Property Services Ltd (VIRGIN MONEY)
Yorkshire Bank - Current Account 2019 (Commas)Online Payments Only

Reconcile Statements

Entry State From To
Entry State 29/04/2025 29/05/2025

Export to Excel Export to PDF Search...

Drag a column header and drop it here to group by that column

Date	Reference	State	Tenancy	STO
28/05/25	MOB, Walton Property Se rent 28.5.25	Posted on 29/05/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential))		
28/05/25	FPS, Walton Property Services Limited OB Card Payments	Posted on 29/05/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential))		
28/05/25	MOB, Walton Property Se Vat On Fees 28.5	Posted on 29/05/2025 as 'Special Account' (Sales Invoiced VAT - Walton Residential branch))		
28/05/25	MOB, Walton Property Se Fees 28.5.25	Posted on 29/05/2025 as 'Special Account' (Sales Invoiced Net - Walton Residential branch))		
28/05/25	FPS, Taylor Ad 42TS	Posted on 29/05/2025 as 'Electronic Payment(repeat)'	42 Times Square, E1 8GD (29/08/2022 - To Date)	FPS_Taylor Ad 42TS

9 Export the spreadsheet to excel.

Walton Property Services Ltd (VIRGIN MONEY)
Yorkshire Bank - Current Account 2019 (Commas)Online Payments Only

Reconcile Statements

Entry State From To
Entry State 29/04/2025 29/05/2025

Export to Excel Export to PDF Search...

Drag a column header and drop it here to group by that column

Date	Reference	State	Tenancy	STO
28/05/25	MOB, Walton Property Se rent 28.5.25	Posted on 29/05/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential))		
28/05/25	FPS, Walton Property Services Limited OB Card Payments	Posted on 29/05/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential))		
28/05/25	MOB, Walton Property Se Vat On Fees 28.5	Posted on 29/05/2025 as 'Special Account' (Sales Invoiced VAT - Walton Residential branch))		
28/05/25	MOB, Walton Property Se Fees 28.5.25	Posted on 29/05/2025 as 'Special Account' (Sales Invoiced Net - Walton Residential branch))		
28/05/25	FPS, Taylor Ad 42TS	Posted on 29/05/2025 as 'Electronic Payment(repeat)'	42 Times Square, E1 8GD (29/08/2022 - To Date)	FPS_Taylor Ad 42TS
27/05/25	MOB, Walton Property Se rents 27.5.25	Posted on 28/05/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential))		
27/05/25	FPS, Ralivan C.83F	Posted on 28/05/2025 as 'Electronic Payment(repeat)'	83 Empire Square East, E1 4NB	FPS_Ralivan C.83F

10 On the RSTB Template, paste this in agentos uploads a1

4	02/05/2024	-£17,506.40	-£17,506.40	£0.00	£0.00	£0.00	0	£0.00	4	4	£39,357.53	£39,357.53
5	03/05/2024	£4,098.34	£4,098.34	£0.00	£0.00	£0.00	0	£0.00	3	3	£43,455.87	£43,455.87
6	04/05/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	2	£43,455.87	£43,455.87
7	05/05/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£43,455.87	£43,455.87
8	06/05/2024	£0.00	£2,712.54	-£2,712.54	£0.00	£0.00	0	£0.00	0	3	£43,455.87	£46,168.41
9	07/05/2024	£371.33	-£2,341.21	£2,712.54	£0.00	£2,712.54	0	£0.00	6	5	£43,827.20	£43,827.20
10	08/05/2024	£66.80	£66.80	£0.00	£0.00	£0.00	0	£0.00	3	3	£43,894.00	£43,894.00
11	09/05/2024	£1,823.82	£1,823.82	£0.00	£0.00	£0.00	0	£0.00	2	2	£45,717.82	£45,717.82
12	10/05/2024	£7,009.30	£7,009.30	£0.00	£0.00	£0.00	0	£0.00	3	3	£52,727.12	£52,727.12
13	11/05/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	2	£52,727.12	£52,727.12
14	12/05/2024	£0.00	£22,500.00	-£22,500.00	£0.00	£0.00	0	£0.00	0	2	£52,727.12	£75,227.12
15	13/05/2024	£16,458.96	-£6,041.04	£22,500.00	£0.00	£22,500.00	0	£0.00	13	11	£69,186.08	£69,186.08
16	14/05/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£69,186.08	£69,186.08
17	15/05/2024	-£9,821.29	-£9,821.29	£0.00	£0.00	£0.00	0	£0.00	3	3	£59,364.79	£59,364.79
18	16/05/2024	-£27,455.26	-£27,455.26	£0.00	£0.00	£0.00	0	£0.00	2	2	£31,909.53	£31,909.53
19	17/05/2024	£16,726.24	£16,726.24	£0.00	£0.00	£0.00	0	£0.00	4	4	£48,635.77	£48,635.77
20	18/05/2024	£0.00	£0.00	£0.00	£0.00	-£998.24	0	£0.00	0	4	£48,635.77	£48,635.77
21	19/05/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£48,635.77	£48,635.77
22	20/05/2024	-£18,055.75	-£18,055.75	£0.00	£0.00	£0.00	0	£0.00	7	7	£30,580.02	£30,580.02
23	21/05/2024	-£1,784.56	-£1,784.56	£0.00	£0.00	-£779.24	0	£0.00	1	3	£28,795.46	£28,795.46
24	22/05/2024	£3,024.52	£3,024.52	£0.00	£0.00	£0.00	0	£0.00	5	5	£31,819.98	£31,819.98
25	23/05/2024	-£311.98	-£311.98	£0.00	£0.00	£0.00	0	£0.00	3	3	£31,508.00	£31,508.00
26	24/05/2024	-£1,431.22	-£1,431.22	£0.00	£0.00	£0.00	0	£0.00	5	5	£30,076.78	£30,076.78
27	25/05/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	2	£30,076.78	£30,076.78
28	26/05/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	2	£30,076.78	£30,076.78
29	27/05/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	2	£30,076.78	£30,076.78
30	28/05/2024	£4,684.29	£4,684.29	£0.00	£0.00	£0.00	0	£0.00	5	5	£34,761.07	£34,761.07
31	29/05/2024	-£3,631.28	-£3,631.28	£0.00	£0.00	£0.00	0	£0.00	4	4	£31,129.79	£31,129.79
32	30/05/2024	-£4,101.18	-£4,101.18	£0.00	£0.00	£0.00	0	£0.00	3	3	£27,028.61	£27,028.61
33	31/05/2024	£454.58	£454.58	£0.00	£0.00	£0.00	0	£0.00	5	5	£27,483.19	£27,483.19
34												
35		£20,270.72	-£20,270.72	£0.00		£23,435.06	£0.00	£0.00	£82.00	£100.00		
36												

11 What you'll need to do then is get the real life bank statements. And paste this into the bank statement sheet.

5	06/02/2025	FPS, Walton Property Services Limited Ca OB Card Payments	Posted on 07/02/2025 as 'Special Account' (
6	06/02/2025	FPS, Almara Ltd 14 Lang court	Posted on 07/02/2025 as 'Electronic Paymer
7	05/02/2025	MOB, Walton Property Se rents 5.2.25	Posted on 06/02/2025 as 'Special Account' (
8	05/02/2025	ZD15036ZH9442867 Stephane Leboyer, 00000000000000	Posted on 06/02/2025 as 'Electronic Paymer
9	05/02/2025	FPS, Walton Property Services Limited Ca OB Card Payments	Posted on 06/02/2025 as 'Special Account' (
10	04/02/2025	FPS, 0000000000000000	Posted on 07/02/2025 as 'Electronic Paymer
11	04/02/2025	MOB, Walton Property Se rent 4.2.25	Posted on 05/02/2025 as 'Special Account' (
12	04/02/2025	FPS, Walton Property Services Limited Ca OB Card Payments	Posted on 05/02/2025 as 'Special Account' (
13	04/02/2025	FPS, Ulysse Megyeri-Frahi B412PA	Posted on 05/02/2025 as 'Electronic Paymer
14	03/02/2025	FPS, Joseph Alexander J 2	Posted on 05/02/2025 as 'Electronic Paymer
15	03/02/2025	MOB, Walton Property Se Vat Fees 3.2.25	Posted on 04/02/2025 as 'Special Account' (
16	03/02/2025	MOB, Walton Property Se Fees 3.2.25	Posted on 04/02/2025 as 'Special Account' (
17	03/02/2025	MOB, Walton Property Se rents 3.2.25	Posted on 04/02/2025 as 'Special Account' (
18	03/02/2025	FPS, Walton Property Services Limited Ca OB Card Payments	Posted on 04/02/2025 as 'Special Account' (
19	03/02/2025	FPS, Mansoor H 110W	Posted on 04/02/2025 as 'Electronic Paymer
20	03/02/2025	FPS, Sanjana Kawatra 186ESW	Posted on 04/02/2025 as 'Electronic Paymer
21	03/02/2025	MOB, Wandsworth Borough 800567819	Un-posted
22	03/02/2025	MOB, Walton Property Se Transfer of funds	Un-posted
23	03/02/2025	MOB, Walton Property Se Transfer of funds	Un-posted
24	02/02/2025	FPS, Walton Property Services Limited Ca OB Card Payments	Posted on 03/02/2025 as 'Special Account' (
25	01/02/2025	FPS, Walton Property Services Limited Ca OB Card Payments	Posted on 03/02/2025 as 'Special Account' (
26	31/01/2025	MOB, Walton Property Se VAT On Fees 31.1	Posted on 03/02/2025 as 'Special Account' (
27	31/01/2025	MOB, Walton Property Se Fees 31.1.25	Posted on 03/02/2025 as 'Special Account' (
28	31/01/2025	FPS, Walton Property Services Limited Ca OB Card Payments	Posted on 03/02/2025 as 'Special Account' (
29	31/01/2025	MOB, Walton Property Se rent 8 Byron	Un-posted
30	30/01/2025	FPS, Walton Property Services Limited Ca OB Card Payments	Posted on 31/01/2025 as 'Special Account' (
31	30/01/2025	FPS, G+F 14LC	Un-posted
32	29/01/2025	MOB, Walton Property Se rents 29.1.25	Posted on 30/01/2025 as 'Special Account' (
33	29/01/2025	FPS, Walton Property Services Limited Ca OB Card Payments	Posted on 30/01/2025 as 'Special Account' (
34	29/01/2025	MOB, Walton Property Se Fees 29.1.25	Posted on 30/01/2025 as 'Special Account' (
35	29/01/2025	MOB, Walton Property Se Vat On Fees 29.1	Posted on 30/01/2025 as 'Special Account' (
36	29/01/2025	FPS, Pirovano Fm D167PV	Posted on 30/01/2025 as 'Electronic Paymer
37	28/01/2025	FPS, Kaorium Limited Kaorium 259ESW	Posted on 03/02/2025 as 'Electronic Paymer

12

Bank statements can come in many different formats. So what's important is the date is in column a and the amount is in column d. You may need to change the spreadsheet accordingly to get those totals in those columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	05/02/2024	INTERNAL		8370.1	CR	AAA	Transfer					"00000000	GBP		
836	07/05/2024	MOB, Walton Property Se, rents 7.5.24	rents 7.5.24	-10622	DR	AAA	Transfer					GBP			
837	07/05/2024	MOB, Walton Property Se, rents 7.5.24	rents 7.5.24	-229.23	DR	AAA	Transfer					GBP			
838	07/05/2024	FPS, Walton Property Services Limited Ca, OB Card Payments	OB Card P	4311.67	CR	AAA	Transfer					"00000000	GBP		
839	07/05/2024	FPS, Walton Property Services Limited Ca, OB Card Payments	OB Card P	2773.33	CR	AAA	Transfer					"00000000	GBP		
840	07/05/2024	FPS, L Jenkins, 83E	83E	2712.54	CR	AAA	Transfer					"00000000	GBP		
841	07/05/2024	FPS, Walton Property Services Limited Ca, OB Card Payments	OB Card P	1425	CR	AAA	Transfer					"00000000	GBP		
962															
963															
964															
965															
966															
967															
968															
969															
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978															
979															
980															
...															

13

But the spreadsheet by default will look at the date in A and the amount in D. The rest is not important.

Property Services Limited Ca, OB Card Payments	OB Card P	2773.33	CR	AAA	Transfer						"00000000	GBP			
s, 83E	83E	2712.54	CR	AAA	Transfer						"00000000	GBP			
Property Services Limited Ca, OB Card Payments	OB Card P	1425	CR	AAA	Transfer						"00000000	GBP			

Uploads | Bank Statements | Calmony | January | February | March | April | May | June | July | August | September | October | November | December | January 24 | ... | + | - | < | >

Accessibility: Investigate | Average: 1248.864286 | Count: 7 | Sum: 8742.05 | Display

14

The spreadsheet will look at the difference on each day. To see if the amount on the bank account matches what is on agentos.

Comparison Date	Bank Account	AgentOS	Difference	Calmony	Sum of Deleted Entries	Manual Entries	Sum of Manual Entries	Bank Account Entries	AgentOS Entries exc deleted	Bank Balance	AgentOS Should be	Difference	Actual RSTB	DII (Actual)
01/07/2024	£2,531.45	-£404.08	£2,935.53	£0.00	£0.00	0	£0.00	8	9	£36,443.60	£52,381.30	£15,937.70		
02/07/2024	-£7,234.90	-£7,234.90	£0.00	£0.00	£0.00	0	£0.00	3	3	£29,208.70	£45,146.40	£15,937.70		
03/07/2024	£2,873.08	£2,873.08	£0.00	£0.00	£0.00	0	£0.00	3	3	£32,081.78	£48,019.48	£15,937.70		
04/07/2024	-£2,516.63	-£2,873.34	£356.71	£0.00	£0.00	0	£0.00	1	3	£29,565.15	£45,146.14	£15,580.99		
05/07/2024	£1,749.06	£905.72	£843.34	£0.00	£0.00	0	£0.00	4	6	£31,314.21	£46,051.86	£14,737.65		
06/07/2024	£0.00	£2,773.33	-£2,773.33	£0.00	£0.00	0	£0.00	0	1	£31,314.21	£48,825.19	£17,510.98		
07/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£31,314.21	£48,825.19	£17,510.98		
08/07/2024	£3,557.17	£3,557.17	£0.00	£0.00	£0.00	0	£0.00	7	7	£34,871.38	£52,382.36	£17,510.98		
09/07/2024	-£8,471.71	-£8,471.71	£0.00	£0.00	£0.00	0	£0.00	4	4	£26,399.67	£43,910.65	£17,510.98		
10/07/2024	£2,923.35	£2,923.35	£0.00	£0.00	£0.00	0	£0.00	2	2	£29,323.02	£46,834.00	£17,510.98		
11/07/2024	£2,123.33	£2,123.33	£0.00	£0.00	£0.00	0	£0.00	1	1	£31,446.35	£48,957.33	£17,510.98		
12/07/2024	-£3,349.16	-£4,564.88	£1,215.72	£0.00	£0.00	0	£0.00	1	5	£28,097.19	£44,392.45	£16,295.26		
13/07/2024	£0.00	£2,820.00	-£2,820.00	£0.00	£0.00	0	£0.00	0	1	£28,097.19	£47,212.45	£19,115.26		
14/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£28,097.19	£47,212.45	£19,115.26		
15/07/2024	£3,563.50	£2,734.28	£829.22	£0.00	£0.00	0	£0.00	8	10	£31,660.69	£49,946.73	£18,286.04		
16/07/2024	-£3,806.04	-£3,806.04	£0.00	£0.00	£0.00	0	£0.00	6	6	£27,854.65	£46,140.69	£18,286.04		
17/07/2024	-£871.48	£12,128.52	-£13,000.00	£0.00	£0.00	0	£0.00	2	3	£26,983.17	£58,269.21	£31,286.04		
18/07/2024	£11,432.10	£11,432.10	£0.00	£0.00	£0.00	0	£0.00	3	3	£38,415.27	£69,701.31	£31,286.04		
19/07/2024	£1,882.23	£1,882.23	£0.00	£0.00	£0.00	0	£0.00	1	1	£40,297.50	£71,583.54	£31,286.04		
20/07/2024	£0.00	-£655.99	£655.99	£0.00	£0.00	0	£0.00	0	3	£40,297.50	£70,927.55	£30,630.05		
21/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05		
22/07/2024	£3,352.34	£4,008.33	-£655.99	£0.00	£0.00	0	£0.00	4	1	£43,649.84	£74,935.88	£31,286.04		

15

If there's a difference, there's a good chance that the RSTB to bank goes out on that date.

Comparison Date	Bank Account	AgentOS	Difference	Calmony	Sum of Deleted Entries	Manual Entries	Sum of Manual Entries	Bank Account Entries	AgentOS Entries exc deleted	Bank Balance	AgentOS Should be	Difference	Actual RSTB	DII (Actual)
01/07/2024	£2,531.45	-£404.08	£2,935.53	£0.00	£0.00	0	£0.00	8	9	£36,443.60	£52,381.30	£15,937.70		
02/07/2024	-£7,234.90	-£7,234.90	£0.00	£0.00	£0.00	0	£0.00	3	3	£29,208.70	£45,146.40	£15,937.70		
03/07/2024	£2,873.08	£2,873.08	£0.00	£0.00	£0.00	0	£0.00	3	3	£32,081.78	£48,019.48	£15,937.70		
04/07/2024	-£2,516.63	-£2,873.34	£356.71	£0.00	£0.00	0	£0.00	1	3	£29,565.15	£45,146.14	£15,580.99		
05/07/2024	£1,749.06	£905.72	£843.34	£0.00	£0.00	0	£0.00	4	6	£31,314.21	£46,051.86	£14,737.65		
06/07/2024	£0.00	£2,773.33	-£2,773.33	£0.00	£0.00	0	£0.00	0	1	£31,314.21	£48,825.19	£17,510.98		
07/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£31,314.21	£48,825.19	£17,510.98		
08/07/2024	£3,557.17	£3,557.17	£0.00	£0.00	£0.00	0	£0.00	7	7	£34,871.38	£52,382.36	£17,510.98		
09/07/2024	-£8,471.71	-£8,471.71	£0.00	£0.00	£0.00	0	£0.00	4	4	£26,399.67	£43,910.65	£17,510.98		
10/07/2024	£2,923.35	£2,923.35	£0.00	£0.00	£0.00	0	£0.00	2	2	£29,323.02	£46,834.00	£17,510.98		
11/07/2024	£2,123.33	£2,123.33	£0.00	£0.00	£0.00	0	£0.00	1	1	£31,446.35	£48,957.33	£17,510.98		
12/07/2024	-£3,349.16	-£4,564.88	£1,215.72	£0.00	£0.00	0	£0.00	1	5	£28,097.19	£44,392.45	£16,295.26		
13/07/2024	£0.00	£2,820.00	-£2,820.00	£0.00	£0.00	0	£0.00	0	1	£28,097.19	£47,212.45	£19,115.26		
14/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£28,097.19	£47,212.45	£19,115.26		
15/07/2024	£3,563.50	£2,734.28	£829.22	£0.00	£0.00	0	£0.00	8	10	£31,660.69	£49,946.73	£18,286.04		
16/07/2024	-£3,806.04	-£3,806.04	£0.00	£0.00	£0.00	0	£0.00	6	6	£27,854.65	£46,140.69	£18,286.04		
17/07/2024	-£871.48	£12,128.52	-£13,000.00	£0.00	£0.00	0	£0.00	2	3	£26,983.17	£58,269.21	£31,286.04		
18/07/2024	£11,432.10	£11,432.10	£0.00	£0.00	£0.00	0	£0.00	3	3	£38,415.27	£69,701.31	£31,286.04		
19/07/2024	£1,882.23	£1,882.23	£0.00	£0.00	£0.00	0	£0.00	1	1	£40,297.50	£71,583.54	£31,286.04		
20/07/2024	£0.00	-£655.99	£655.99	£0.00	£0.00	0	£0.00	0	3	£40,297.50	£70,927.55	£30,630.05		
21/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05		
22/07/2024	£3,352.34	£4,008.33	-£655.99	£0.00	£0.00	0	£0.00	4	1	£43,649.84	£74,935.88	£31,286.04		

16

This will help you find out the exact dates that the RSTB will go out. In this scenario that, there's been many different dates where it does not match. The spreadsheet will count how many entries were on the bank account and how many were on agentos excluding deleted.

Account	AgentOS	Difference	Calmony	Sum of Deleted Entries	Manual Entries	Sum of Manual Entries	Bank Account Entries	AgentOS Entries exc deleted	Bank Balance	AgentOS Should be	Difference	Actual RSTB	Difference (AgentOS and Should Be)	Difference (Bank)
	33912.15													
2,531.45	-£404.08	£2,935.53	£0.00	£0.00	£0.00	£0.00	8	9	£36,443.60	£52,381.30	£15,937.70		£52,381.30	
7,234.90	-£7,234.90	£0.00	£0.00	£0.00	£0.00	£0.00	3	3	£29,208.70	£45,146.40	£15,937.70		£45,146.40	
2,873.08	£2,873.08	£0.00	£0.00	£0.00	£0.00	£0.00	3	3	£32,081.78	£48,019.48	£15,937.70		£48,019.48	
2,516.63	-£2,873.34	£356.71	£0.00	£0.00	£0.00	£0.00	1	3	£29,565.15	£45,146.14	£15,580.99		£45,146.14	
1,749.06	£905.72	£843.34	£0.00	£0.00	£0.00	£0.00	4	6	£31,314.21	£46,051.86	£14,737.65		£46,051.86	
£0.00	£2,773.33	-£2,773.33	£0.00	£0.00	£0.00	£0.00	0	1	£31,314.21	£48,825.19	£17,510.98		£48,825.19	
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£31,314.21	£48,825.19	£17,510.98		£48,825.19	
3,557.17	£3,557.17	£0.00	£0.00	£0.00	£0.00	£0.00	7	7	£34,871.38	£52,382.36	£17,510.98		£52,382.36	
3,471.71	-£8,471.71	£0.00	£0.00	£0.00	£0.00	£0.00	4	4	£26,399.67	£43,910.65	£17,510.98		£43,910.65	
2,923.35	£2,923.35	£0.00	£0.00	£0.00	£0.00	£0.00	2	2	£29,323.02	£46,834.00	£17,510.98		£46,834.00	
2,123.33	£2,123.33	£0.00	£0.00	£0.00	£0.00	£0.00	1	1	£31,446.35	£48,957.33	£17,510.98		£48,957.33	
3,349.16	-£4,564.88	£1,215.72	£0.00	£0.00	£0.00	£0.00	1	5	£28,097.19	£44,392.45	£16,295.26		£44,392.45	
£0.00	£2,820.00	-£2,820.00	£0.00	£0.00	£0.00	£0.00	0	1	£28,097.19	£47,212.45	£19,115.26		£47,212.45	
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£28,097.19	£47,212.45	£19,115.26		£47,212.45	
3,563.50	£2,734.28	£829.22	£0.00	£0.00	£0.00	£0.00	8	10	£31,660.69	£49,946.73	£18,286.04		£49,946.73	
3,806.04	-£3,806.04	£0.00	£0.00	£0.00	£0.00	£0.00	6	6	£27,854.65	£46,140.69	£18,286.04		£46,140.69	
£871.48	£12,128.52	-£13,000.00	£0.00	£0.00	£0.00	£0.00	2	3	£26,983.17	£58,269.21	£31,286.04		£58,269.21	
1,432.10	£11,432.10	£0.00	£0.00	£0.00	£0.00	£0.00	3	3	£38,415.27	£69,701.31	£31,286.04		£69,701.31	
1,882.23	£1,882.23	£0.00	£0.00	£0.00	£0.00	£0.00	1	1	£40,297.50	£71,583.54	£31,286.04		£71,583.54	
£0.00	-£655.99	£655.99	£0.00	£0.00	£0.00	£0.00	0	3	£40,297.50	£70,927.55	£30,630.05		£70,927.55	
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05		£70,927.55	
1,352.34	£4,008.33	-£655.99	£0.00	£0.00	£0.00	£0.00	4	1	£43,649.84	£74,935.88	£31,286.04		£74,935.88	

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Deleted entries are not taken into account on reconcile system to bank. This is taken into account on the template

Comparison Date	Bank Account	AgentOS	Difference	Calmony	Sum of Deleted Entries	Manual Entries	Sum of Manual Entries	Bank Account Entries	AgentOS Entries exc deleted	Bank Balance	AgentOS Should be	Difference	Actual RSTB	Difference (AgentOS and Should Be)
01/07/2024	£2,531.45	-£404.08	£2,935.53	£0.00	£0.00	£0.00	£0.00	8	9	£36,443.60	£52,381.30	£15,937.70		£15,937.70
02/07/2024	-£7,234.90	-£7,234.90	£0.00	£0.00	£0.00	£0.00	£0.00	3	3	£29,208.70	£45,146.40	£15,937.70		£15,937.70
03/07/2024	£2,873.08	£2,873.08	£0.00	£0.00	£0.00	£0.00	£0.00	3	3	£32,081.78	£48,019.48	£15,937.70		£15,937.70
04/07/2024	-£2,516.63	-£2,873.34	£356.71	£0.00	£0.00	£0.00	£0.00	1	3	£29,565.15	£45,146.14	£15,580.99		£15,580.99
05/07/2024	£1,749.06	£905.72	£843.34	£0.00	£0.00	£0.00	£0.00	4	6	£31,314.21	£46,051.86	£14,737.65		£46,051.86
06/07/2024	£0.00	£2,773.33	-£2,773.33	£0.00	£0.00	£0.00	£0.00	0	1	£31,314.21	£48,825.19	£17,510.98		£48,825.19
07/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£31,314.21	£48,825.19	£17,510.98		£48,825.19
08/07/2024	£3,557.17	£3,557.17	£0.00	£0.00	£0.00	£0.00	£0.00	7	7	£34,871.38	£52,382.36	£17,510.98		£52,382.36
09/07/2024	-£8,471.71	-£8,471.71	£0.00	£0.00	£0.00	£0.00	£0.00	4	4	£26,399.67	£43,910.65	£17,510.98		£43,910.65
10/07/2024	£2,923.35	£2,923.35	£0.00	£0.00	£0.00	£0.00	£0.00	2	2	£29,323.02	£46,834.00	£17,510.98		£46,834.00
11/07/2024	£2,123.33	£2,123.33	£0.00	£0.00	£0.00	£0.00	£0.00	1	1	£31,446.35	£48,957.33	£17,510.98		£48,957.33
12/07/2024	-£3,349.16	-£4,564.88	£1,215.72	£0.00	£0.00	£0.00	£0.00	1	5	£28,097.19	£44,392.45	£16,295.26		£44,392.45
13/07/2024	£0.00	£2,820.00	-£2,820.00	£0.00	£0.00	£0.00	£0.00	0	1	£28,097.19	£47,212.45	£19,115.26		£47,212.45
14/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£28,097.19	£47,212.45	£19,115.26		£47,212.45
15/07/2024	£3,563.50	£2,734.28	£829.22	£0.00	£0.00	£0.00	£0.00	8	10	£31,660.69	£49,946.73	£18,286.04		£49,946.73
16/07/2024	-£3,806.04	-£3,806.04	£0.00	£0.00	£0.00	£0.00	£0.00	6	6	£27,854.65	£46,140.69	£18,286.04		£46,140.69
17/07/2024	-£871.48	£12,128.52	-£13,000.00	£0.00	£0.00	£0.00	£0.00	2	3	£26,983.17	£58,269.21	£31,286.04		£58,269.21
18/07/2024	£11,432.10	£11,432.10	£0.00	£0.00	£0.00	£0.00	£0.00	3	3	£38,415.27	£69,701.31	£31,286.04		£69,701.31
19/07/2024	£1,882.23	£1,882.23	£0.00	£0.00	£0.00	£0.00	£0.00	1	1	£40,297.50	£71,583.54	£31,286.04		£71,583.54
20/07/2024	£0.00	-£655.99	£655.99	£0.00	£0.00	£0.00	£0.00	0	3	£40,297.50	£70,927.55	£30,630.05		£70,927.55
21/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05		£70,927.55
22/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05		£70,927.55
23/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05		£70,927.55
24/07/2024	£3,352.34	£4,008.33	-£655.99	£0.00	£0.00	£0.00	£0.00	4	1	£43,649.84	£74,935.88	£31,286.04		£74,935.88

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This counts any entry in agentOS uploads that does not have "deleted" in column C

Excel spreadsheet showing a formula in cell C3: `=SUMIFS(AgentOSUploads!I:I,AgentOSUploads!C:C,"<>Deleted",AgentOSUploads!A:A,A3)`. The spreadsheet contains columns for dates, bank accounts, agentOS amounts, differences, and manual entries. A red circle highlights the formula bar.

Comparison Date	Bank Account	AgentOS	Difference	Calmony	Sum of Deleted Entries	Manual Entries	Sum of Manual Entries	Bank Account Entries	AgentOS Entries exc deleted	Bank Balance	AgentOS Should be	Difference	Actual RSTB
01/07/2024	£2,531.45	-£404.08	£2,935.53	£0.00	£0.00	0	£0.00	8	9	£36,443.60	£52,381.30	£15,937.70	
02/07/2024	-£7,234.90	-£7,234.90	£0.00	£0.00	£0.00	0	£0.00	3	3	£29,208.70	£45,146.40	£15,937.70	
03/07/2024	£2,873.08	£2,873.08	£0.00	£0.00	£0.00	0	£0.00	3	3	£32,081.78	£48,019.48	£15,937.70	
04/07/2024	-£2,516.63	-£2,873.34	£356.71	£0.00	£0.00	0	£0.00	1	3	£29,565.15	£45,146.14	£15,580.99	
05/07/2024	£1,749.06	£905.72	£843.34	£0.00	£0.00	0	£0.00	4	6	£31,314.21	£46,051.86	£14,737.65	
06/07/2024	£0.00	£2,773.33	-£2,773.33	£0.00	£0.00	0	£0.00	0	1	£31,314.21	£48,825.19	£17,510.98	
07/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£31,314.21	£48,825.19	£17,510.98	
08/07/2024	£3,557.17	£3,557.17	£0.00	£0.00	£0.00	0	£0.00	7	7	£34,871.38	£52,382.36	£17,510.98	
09/07/2024	-£8,471.71	-£8,471.71	£0.00	£0.00	£0.00	0	£0.00	4	4	£26,399.67	£43,910.65	£17,510.98	
10/07/2024	£2,923.35	£2,923.35	£0.00	£0.00	£0.00	0	£0.00	2	2	£29,323.02	£46,834.00	£17,510.98	
11/07/2024	£2,123.33	£2,123.33	£0.00	£0.00	£0.00	0	£0.00	1	1	£31,446.35	£48,957.33	£17,510.98	
12/07/2024	-£3,349.16	-£4,564.88	£1,215.72	£0.00	£0.00	0	£0.00	1	5	£28,097.19	£44,392.45	£16,295.26	
13/07/2024	£0.00	£2,820.00	-£2,820.00	£0.00	£0.00	0	£0.00	0	1	£28,097.19	£47,212.45	£19,115.26	
14/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£28,097.19	£47,212.45	£19,115.26	
15/07/2024	£3,563.50	£2,734.28	£829.22	£0.00	£0.00	0	£0.00	8	10	£31,660.69	£49,946.73	£18,286.04	
16/07/2024	-£3,806.04	-£3,806.04	£0.00	£0.00	£0.00	0	£0.00	6	6	£27,854.65	£46,140.69	£18,286.04	
17/07/2024	-£871.48	£12,128.52	-£13,000.00	£0.00	£0.00	0	£0.00	2	3	£26,983.17	£58,269.21	£31,286.04	
18/07/2024	£11,432.10	£11,432.10	£0.00	£0.00	£0.00	0	£0.00	3	3	£38,415.27	£69,701.31	£31,286.04	
19/07/2024	£1,882.23	£1,882.23	£0.00	£0.00	£0.00	0	£0.00	1	1	£40,297.50	£71,583.54	£31,286.04	
20/07/2024	£0.00	-£655.99	£655.99	£0.00	£0.00	0	£0.00	0	3	£40,297.50	£70,927.55	£30,630.05	
21/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05	
22/07/2024	£3,352.34	£4,008.33	-£655.99	£0.00	£0.00	0	£0.00	4	1	£43,649.84	£74,935.88	£31,286.04	

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Everything else is counted as it will be included in the balance, posted or not.

Excel spreadsheet showing a list of transactions with descriptions and dates. A red circle highlights the date column.

Services Limited Ca OB Card Payments	Posted on 07/02/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
ing court	Posted on 07/02/2025 as 'Electronic Payment'(repeat)	14 Lang Court,
ty Se rents 5.2.25	Posted on 06/02/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
Stephane Leboyer, 00000000000000	Posted on 06/02/2025 as 'Electronic Payment'(repeat)	223 Empire Sc
Services Limited Ca OB Card Payments	Posted on 06/02/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
)	Posted on 07/02/2025 as 'Electronic Payment(once only)	23 Warwick Bi
ty Se rent 4.2.25	Posted on 05/02/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
Services Limited Ca OB Card Payments	Posted on 05/02/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
'Frah1 B412PA	Posted on 05/02/2025 as 'Electronic Payment'(repeat)	B412 Peninsula
er J 2	Posted on 05/02/2025 as 'Electronic Payment'(repeat)	Flat 2 12 Mont
ty Se Vat Fees 3.2.25	Posted on 04/02/2025 as 'Special Account' (Sales Invoiced VAT - Walton Residential branch)	
ty Se Fees 3.2.25	Posted on 04/02/2025 as 'Special Account' (Sales Invoiced Net - Walton Residential branch)	
ty Se rents 3.2.25	Posted on 04/02/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
Services Limited Ca OB Card Payments	Posted on 04/02/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
V	Posted on 04/02/2025 as 'Electronic Payment'(repeat)	Flat 110 Warw
186ESW	Posted on 04/02/2025 as 'Electronic Payment'(repeat)	186 Empire Sc
orough 800567819	Un-posted	
ty Se Transfer of funds	Un-posted	
ty Se Transfer of funds	Un-posted	
Services Limited Ca OB Card Payments	Posted on 03/02/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
Services Limited Ca OB Card Payments	Posted on 03/02/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
ty Se VAT On Fees 31.1	Posted on 03/02/2025 as 'Special Account' (Sales Invoiced VAT - Walton Residential branch)	
ty Se Fees 31.1.25	Posted on 03/02/2025 as 'Special Account' (Sales Invoiced Net - Walton Residential branch)	
Services Limited Ca OB Card Payments	Posted on 03/02/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
ty Se rent 8 Byron	Un-posted	
Services Limited Ca OB Card Payments	Posted on 31/01/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
ty Se rents 29.1.25	Un-posted	
Services Limited Ca OB Card Payments	Posted on 30/01/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)	
ty Se Fees 29.1.25	Posted on 30/01/2025 as 'Special Account' (Sales Invoiced Net - Walton Residential branch)	
ty Se Vat On Fees 29.1	Posted on 30/01/2025 as 'Special Account' (Sales Invoiced VAT - Walton Residential branch)	
67PV	Posted on 30/01/2025 as 'Electronic Payment'(repeat)	D167 Parliame
1 Kaorium 259ESW	Posted on 03/02/2025 as 'Electronic Payment(once only)	259 Empire Sc

20 In column K you have the bank balance

TB Template

Formulas Data Review View Automate Help

11 - A+ A+ Wrap Text Currency Conditional Formatting Format as Table Styles Insert Delete Format AutoSum Fill Sort & Find & Filter Clear Sensitivity

ntOSUploads I:I,AgentOSUploads I:C,"<>Deleted",AgentOSUploads I:A,A3)

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	End of Previous Month AgentOS balance													
nce	Calmony	Sum of Deleted Entries	Manual Entries	Sum of Manual Entries	Bank Account Entries	AgentOS Entries exc deleted	Bank Balance	AgentOS Should be	Difference	Actual RSTB	Difference (AgentOS and Should Be)	Difference (Bank and RSTB)		
1,935.53	£0.00	£0.00	0	£0.00	8	9	£36,443.60	£52,381.30	£15,937.70		£52,381.30	£36,443.60		
£0.00	£0.00	£0.00	0	£0.00	3	3	£29,208.70	£45,146.40	£15,937.70		£45,146.40	£29,208.70		
£0.00	£0.00	£0.00	0	£0.00	3	3	£32,081.78	£48,019.48	£15,937.70		£48,019.48	£32,081.78		
£356.71	£0.00	£0.00	0	£0.00	1	3	£29,565.15	£45,146.14	£15,580.99		£45,146.14	£29,565.15		
£843.34	£0.00	£0.00	0	£0.00	4	6	£31,314.21	£46,051.86	£14,737.65		£46,051.86	£31,314.21		
1,773.33	£0.00	£0.00	0	£0.00	0	1	£31,314.21	£48,825.19	£17,510.98		£48,825.19	£31,314.21		
£0.00	£0.00	£0.00	0	£0.00	0	0	£31,314.21	£48,825.19	£17,510.98		£48,825.19	£31,314.21		
£0.00	£0.00	£0.00	0	£0.00	7	7	£34,871.38	£52,382.36	£17,510.98		£52,382.36	£34,871.38		
£0.00	£0.00	£0.00	0	£0.00	4	4	£26,399.67	£43,910.65	£17,510.98		£43,910.65	£26,399.67		
£0.00	£0.00	£0.00	0	£0.00	2	2	£29,323.02	£46,834.00	£17,510.98		£46,834.00	£29,323.02		
£0.00	£0.00	£0.00	0	£0.00	1	1	£31,446.35	£48,957.33	£17,510.98		£48,957.33	£31,446.35		
1,215.72	£0.00	£0.00	0	£0.00	1	5	£28,097.19	£44,392.45	£16,295.26		£44,392.45	£28,097.19		
1,820.00	£0.00	£0.00	0	£0.00	0	1	£28,097.19	£47,212.45	£19,115.26		£47,212.45	£28,097.19		
£0.00	£0.00	£0.00	0	£0.00	0	0	£28,097.19	£47,212.45	£19,115.26		£47,212.45	£28,097.19		
£829.22	£0.00	£0.00	0	£0.00	8	10	£31,660.69	£49,946.73	£18,286.04		£49,946.73	£31,660.69		
£0.00	£0.00	£0.00	0	£0.00	6	6	£27,854.65	£46,140.69	£18,286.04		£46,140.69	£27,854.65		
1,000.00	£0.00	£0.00	0	£0.00	2	3	£26,983.17	£58,269.21	£31,286.04		£58,269.21	£26,983.17		
£0.00	£0.00	£0.00	0	£0.00	3	3	£38,415.27	£69,701.31	£31,286.04		£69,701.31	£38,415.27		
£0.00	£0.00	£0.00	0	£0.00	1	1	£40,297.50	£71,583.54	£31,286.04		£71,583.54	£40,297.50		
£655.99	£0.00	£0.00	0	£0.00	0	3	£40,297.50	£70,927.55	£30,630.05		£70,927.55	£40,297.50		
£0.00	£0.00	£0.00	0	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05		£70,927.55	£40,297.50		
£655.99	£0.00	£0.00	0	£0.00	4	1	£43,649.84	£74,935.88	£31,286.04		£74,935.88	£43,649.84		

21 This looks up the previous month balance.

AutoSave Off RSTB Template

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells

K3 =C1+B3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	End of Previous Month AgentOS balance													
2	Comparison Date	Bank Account	AgentOS	Difference	Calmony	Sum of Deleted Entries	Manual Entries	Sum of Manual Entries	Bank Account Entries	AgentOS Entries exc deleted	Bank Balance	AgentOS Should be	Difference	Actual RSTB
3	01/07/2024	£2,531.45	-£404.08	£2,935.53	£0.00	£0.00	0	£0.00	8	9	£36,443.60	£52,381.30	£15,937.70	
4	02/07/2024	-£7,234.90	-£7,234.90	£0.00	£0.00	£0.00	0	£0.00	3	3	£29,208.70	£45,146.40	£15,937.70	
5	03/07/2024	£2,873.08	£2,873.08	£0.00	£0.00	£0.00	0	£0.00	3	3	£32,081.78	£48,019.48	£15,937.70	
6	04/07/2024	-£2,516.63	-£2,873.34	£356.71	£0.00	£0.00	0	£0.00	1	3	£29,565.15	£45,146.14	£15,580.99	
7	05/07/2024	£1,749.06	£905.72	£843.34	£0.00	£0.00	0	£0.00	4	6	£31,314.21	£46,051.86	£14,737.65	
8	06/07/2024	£0.00	£2,773.33	-£2,773.33	£0.00	£0.00	0	£0.00	0	1	£31,314.21	£48,825.19	£17,510.98	
9	07/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£31,314.21	£48,825.19	£17,510.98	
10	08/07/2024	£3,557.17	£3,557.17	£0.00	£0.00	£0.00	0	£0.00	7	7	£34,871.38	£52,382.36	£17,510.98	
11	09/07/2024	-£8,471.71	-£8,471.71	£0.00	£0.00	£0.00	0	£0.00	4	4	£26,399.67	£43,910.65	£17,510.98	
12	10/07/2024	£2,923.35	£2,923.35	£0.00	£0.00	£0.00	0	£0.00	2	2	£29,323.02	£46,834.00	£17,510.98	
13	11/07/2024	£2,123.33	£2,123.33	£0.00	£0.00	£0.00	0	£0.00	1	1	£31,446.35	£48,957.33	£17,510.98	
14	12/07/2024	-£3,349.16	-£4,564.88	£1,215.72	£0.00	£0.00	0	£0.00	1	5	£28,097.19	£44,392.45	£16,295.26	
15	13/07/2024	£0.00	£2,820.00	-£2,820.00	£0.00	£0.00	0	£0.00	0	1	£28,097.19	£47,212.45	£19,115.26	
16	14/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£28,097.19	£47,212.45	£19,115.26	
17	15/07/2024	£3,563.50	£2,734.28	£829.22	£0.00	£0.00	0	£0.00	8	10	£31,660.69	£49,946.73	£18,286.04	
18	16/07/2024	-£3,806.04	-£3,806.04	£0.00	£0.00	£0.00	0	£0.00	6	6	£27,854.65	£46,140.69	£18,286.04	
19	17/07/2024	-£871.48	£12,128.52	-£13,000.00	£0.00	£0.00	0	£0.00	2	3	£26,983.17	£58,269.21	£31,286.04	
20	18/07/2024	£11,432.10	£11,432.10	£0.00	£0.00	£0.00	0	£0.00	3	3	£38,415.27	£69,701.31	£31,286.04	
21	19/07/2024	£1,882.23	£1,882.23	£0.00	£0.00	£0.00	0	£0.00	1	1	£40,297.50	£71,583.54	£31,286.04	
22	20/07/2024	£0.00	-£655.99	£655.99	£0.00	£0.00	0	£0.00	0	3	£40,297.50	£70,927.55	£30,630.05	
23	21/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	0	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05	
24	22/07/2024	£3,352.34	£4,008.33	-£655.99	£0.00	£0.00	0	£0.00	4	1	£43,649.84	£74,935.88	£31,286.04	

22

Each date adds balance to get the totals of what that date should be in the bank and RSTB report. This means you should not have to get each individual balance from the client.

Comparison Date	Bank Account	AgentOS	Difference	Calmony	Sum of Deleted Entries	Manual Entries	Sum of Manual Entries	Bank Account Entries	AgentOS Entries exc deleted	Bank Balance	AgentOS Should be	Difference	Actual RSTB	Difference (AgentOS and Should be)
01/07/2024	£2,531.45	-£404.08	£2,935.53	£0.00	£0.00	£0.00	£0.00	8	9	£36,443.60	£52,381.30	£15,937.70		
02/07/2024	-£7,234.90	-£7,234.90	£0.00	£0.00	£0.00	£0.00	£0.00	3	3	£29,208.70	£45,146.40	£15,937.70		
03/07/2024	£2,873.08	£2,873.08	£0.00	£0.00	£0.00	£0.00	£0.00	3	3	£32,081.78	£48,019.48	£15,937.70		
04/07/2024	-£2,516.63	-£2,873.34	£356.71	£0.00	£0.00	£0.00	£0.00	1	3	£29,565.15	£45,146.14	£15,580.99		
05/07/2024	£1,749.06	£905.72	£843.34	£0.00	£0.00	£0.00	£0.00	4	6	£31,314.21	£46,051.86	£14,737.65		
06/07/2024	£0.00	£2,773.33	-£2,773.33	£0.00	£0.00	£0.00	£0.00	0	1	£31,314.21	£48,825.19	£17,510.98		
07/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£31,314.21	£48,825.19	£17,510.98		
08/07/2024	£3,557.17	£3,557.17	£0.00	£0.00	£0.00	£0.00	£0.00	7	7	£34,871.38	£52,382.36	£17,510.98		
09/07/2024	-£8,471.71	-£8,471.71	£0.00	£0.00	£0.00	£0.00	£0.00	4	4	£26,399.67	£43,910.65	£17,510.98		
10/07/2024	£2,923.35	£2,923.35	£0.00	£0.00	£0.00	£0.00	£0.00	2	2	£29,323.02	£46,834.00	£17,510.98		
11/07/2024	£2,123.33	£2,123.33	£0.00	£0.00	£0.00	£0.00	£0.00	1	1	£31,446.35	£48,957.33	£17,510.98		
12/07/2024	-£3,349.16	-£4,564.88	£1,215.72	£0.00	£0.00	£0.00	£0.00	1	5	£28,097.19	£44,392.45	£16,295.26		
13/07/2024	£0.00	£2,820.00	-£2,820.00	£0.00	£0.00	£0.00	£0.00	0	1	£28,097.19	£47,212.45	£19,115.26		
14/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£28,097.19	£47,212.45	£19,115.26		
15/07/2024	£3,563.50	£2,734.28	£829.22	£0.00	£0.00	£0.00	£0.00	8	10	£31,660.69	£49,946.73	£18,286.04		
16/07/2024	-£3,806.04	-£3,806.04	£0.00	£0.00	£0.00	£0.00	£0.00	6	6	£27,854.65	£46,140.69	£18,286.04		
17/07/2024	-£871.48	£12,128.52	-£13,000.00	£0.00	£0.00	£0.00	£0.00	2	3	£26,983.17	£58,269.21	£31,286.04		
18/07/2024	£11,432.10	£11,432.10	£0.00	£0.00	£0.00	£0.00	£0.00	3	3	£38,415.27	£69,701.31	£31,286.04		
19/07/2024	£1,882.23	£1,882.23	£0.00	£0.00	£0.00	£0.00	£0.00	1	1	£40,297.50	£71,583.54	£31,286.04		
20/07/2024	£0.00	-£655.99	£655.99	£0.00	£0.00	£0.00	£0.00	0	3	£40,297.50	£70,927.55	£30,630.05		
21/07/2024	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05		
22/07/2024	£3,352.34	£4,008.33	-£655.99	£0.00	£0.00	£0.00	£0.00	4	1	£43,649.84	£74,935.88	£31,286.04		

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If you enter the Actual RSTB balance in column N on a particular date you can see what the balances should be an how much it goes out by.

Sum of Deleted Manual Entries	Sum of Manual Entries	Bank Account Entries	AgentOS Entries exc deleted	Bank Balance	AgentOS Should be	Difference	Actual RSTB	Difference (AgentOS and Should be)	Difference (Bank and RSTB)
£0.00	0	£0.00	8	9	£36,443.60	£52,381.30	£15,937.70	£52,381.30	£36,443.60
£0.00	0	£0.00	3	3	£29,208.70	£45,146.40	£15,937.70	£45,146.40	£29,208.70
£0.00	0	£0.00	3	3	£32,081.78	£48,019.48	£15,937.70	£48,019.48	£32,081.78
£0.00	0	£0.00	1	3	£29,565.15	£45,146.14	£15,580.99	£45,146.14	£29,565.15
£0.00	0	£0.00	4	6	£31,314.21	£46,051.86	£14,737.65	£46,051.86	£31,314.21
£0.00	0	£0.00	0	1	£31,314.21	£48,825.19	£17,510.98	£48,825.19	£31,314.21
£0.00	0	£0.00	0	0	£31,314.21	£48,825.19	£17,510.98	£48,825.19	£31,314.21
£0.00	0	£0.00	7	7	£34,871.38	£52,382.36	£17,510.98	£52,382.36	£34,871.38
£0.00	0	£0.00	4	4	£26,399.67	£43,910.65	£17,510.98	£43,910.65	£26,399.67
£0.00	0	£0.00	2	2	£29,323.02	£46,834.00	£17,510.98	£46,834.00	£29,323.02
£0.00	0	£0.00	1	1	£31,446.35	£48,957.33	£17,510.98	£48,957.33	£31,446.35
£0.00	0	£0.00	1	5	£28,097.19	£44,392.45	£16,295.26	£44,392.45	£28,097.19
£0.00	0	£0.00	0	1	£28,097.19	£47,212.45	£19,115.26	£47,212.45	£28,097.19
£0.00	0	£0.00	0	0	£28,097.19	£47,212.45	£19,115.26	£47,212.45	£28,097.19
£0.00	0	£0.00	8	10	£31,660.69	£49,946.73	£18,286.04	£49,946.73	£31,660.69
£0.00	0	£0.00	6	6	£27,854.65	£46,140.69	£18,286.04	£46,140.69	£27,854.65
£0.00	0	£0.00	2	3	£26,983.17	£58,269.21	£31,286.04	£58,269.21	£26,983.17
£0.00	0	£0.00	3	3	£38,415.27	£69,701.31	£31,286.04	£69,701.31	£38,415.27
£0.00	0	£0.00	1	1	£40,297.50	£71,583.54	£31,286.04	£71,583.54	£40,297.50
£0.00	0	£0.00	0	3	£40,297.50	£70,927.55	£30,630.05	£70,927.55	£40,297.50
£0.00	0	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05	£70,927.55	£40,297.50
£0.00	0	£0.00	4	1	£43,649.84	£74,935.88	£31,286.04	£74,935.88	£43,649.84

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It will tell you what the differences should be, if at all. If the spreadsheet does not locate the difference, ie its not a missing entry. There's a few places you can look.

of Deleted	Manual Entries	Sum of Manual	Bank Account	AgentOS	Bank Balance	AgentOS Should	Difference	Actual	Difference	Difference
as		Entries	Entries	Entries exc	be	be		RSTB	(AgentOS	(Bank and RSTB)
				deleted					and Should	
£0.00	0	£0.00	8	9	£36,443.60	£52,381.30	£15,937.70		£52,381.30	£36,443.60
£0.00	0	£0.00	3	3	£29,208.70	£45,146.40	£15,937.70		£45,146.40	£29,208.70
£0.00	0	£0.00	3	3	£32,081.78	£48,019.48	£15,937.70		£48,019.48	£32,081.78
£0.00	0	£0.00	1	3	£29,565.15	£45,146.14	£15,580.99		£45,146.14	£29,565.15
£0.00	0	£0.00	4	6	£31,314.21	£46,051.86	£14,737.65		£46,051.86	£31,314.21
£0.00	0	£0.00	0	1	£31,314.21	£48,825.19	£17,510.98		£48,825.19	£31,314.21
£0.00	0	£0.00	0	0	£31,314.21	£48,825.19	£17,510.98		£48,825.19	£31,314.21
£0.00	0	£0.00	7	7	£34,871.38	£52,382.36	£17,510.98		£52,382.36	£34,871.38
£0.00	0	£0.00	4	4	£26,399.67	£43,910.65	£17,510.98		£43,910.65	£26,399.67
£0.00	0	£0.00	2	2	£29,323.02	£46,834.00	£17,510.98		£46,834.00	£29,323.02
£0.00	0	£0.00	1	1	£31,446.35	£48,957.33	£17,510.98		£48,957.33	£31,446.35
£0.00	0	£0.00	1	5	£28,097.19	£44,392.45	£16,295.26		£44,392.45	£28,097.19
£0.00	0	£0.00	0	1	£28,097.19	£47,212.45	£19,115.26		£47,212.45	£28,097.19
£0.00	0	£0.00	0	0	£28,097.19	£47,212.45	£19,115.26		£47,212.45	£28,097.19
£0.00	0	£0.00	8	10	£31,660.69	£49,946.73	£18,286.04		£49,946.73	£31,660.69
£0.00	0	£0.00	6	6	£27,854.65	£46,140.69	£18,286.04		£46,140.69	£27,854.65
£0.00	0	£0.00	2	3	£26,983.17	£58,269.21	£31,286.04		£58,269.21	£26,983.17
£0.00	0	£0.00	3	3	£38,415.27	£69,701.31	£31,286.04		£69,701.31	£38,415.27
£0.00	0	£0.00	1	1	£40,297.50	£71,583.54	£31,286.04		£71,583.54	£40,297.50
£0.00	0	£0.00	0	3	£40,297.50	£70,927.55	£30,630.05		£70,927.55	£40,297.50
£0.00	0	£0.00	0	0	£40,297.50	£70,927.55	£30,630.05		£70,927.55	£40,297.50
£0.00	0	£0.00	4	1	£43,649.84	£74,935.88	£31,286.04		£74,935.88	£43,649.84

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By going to accounts and view accounts.

Reconcile Statements

Entry State: From 29/04/2025 To 29/05/2025

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Drag a column header and drop it here to group by that column

Date	Reference	State	Tenancy	STO
28/05/25	MOB, Walton Property Se rent 28.5.25	Posted on 29/05/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)		
28/05/25	FPS, Walton Property Services Limited OB Card Payments	Posted on 29/05/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)		
28/05/25	MOB, Walton Property Se Vat On Fees 28.5	Posted on 29/05/2025 as 'Special Account' (Sales Invoiced VAT - Walton Residential branch)		
28/05/25	MOB, Walton Property Se Fees 28.5.25	Posted on 29/05/2025 as 'Special Account' (Sales Invoiced Net - Walton Residential branch)		
28/05/25	FPS, Taylor Ad 42TS	Posted on 29/05/2025 as 'Electronic Payment(repeat)	42 Times Square, E1 8GD (29/08/2022 - To Date)	FPS, Taylor Ad 42TS
27/05/25	MOB, Walton Property Se rents 27.5.25	Posted on 28/05/2025 as 'Special Account' (Transfer from Lloyds to Calmony - Walton Residential)		
27/05/25	FPS, Ralivan C.83F	Posted on 28/05/2025 as 'Electronic Payment(repeat)	83 Empire Square East, E1 4NB	FPS, Ralivan C.83F

26 Click here

The screenshot shows the login.agentos.com/walton dashboard. The top navigation bar includes Dashboard, Diary, Inbox, Leads, Sales, Lettings, Maintenance, Accounts, and Office. The 'Accounts' tab is active. Below the navigation bar, there is a search bar and a 'Bank Accounts' tab. The main content area is titled 'Accounting' and features a grid of icons for various functions: Calmony Payee Verifications, Bank Accounts, Rent Chase, Invoices, Chase Unpaid Invoices, View Accounts (highlighted with a star and a red circle), Auto Transfers, Calmony Sanctions Monitoring, Beneficiaries of Interest, Invoice Multiple Landlords, Journal Transfer, and Online Training. Below the icons, there are four report categories: Accounts Reports, Sales Reports, Tax Reports, and Reconciliation Reports. Each category contains a list of report names, such as 'Bank Control Account Movement', 'Branch Sales Net', 'NRL Annual Return', and 'Debtors and Creditors'.

27 And go to Current Balances

The screenshot shows the 'Current Balances' page in the login.agentos.com/walton system. The page has a top navigation bar with 'Support' and 'Help Desk' links. Below the navigation bar, there is a 'Request a Payment with App' button and a 'Current Balances' button (highlighted with a red circle). The page contains a table with the following columns: Sales / Non-Sales, Charge Type, Authorised, Service Type, Sales Instruction, From, To, and Activity Number. The table is currently empty, displaying 'No records to display, try adjusting filters above.' The table headers are: Charge Type, Invoice, Type, State, Credit, Debit, and Running Balance. The table body shows a total of £0.00 for both Credit and Debit. At the bottom right of the page, it says 'No items to display'.

28

You can check each of these accounts and look for reversals. Reversals will be where somebody may have contra'd entries. Contras can then affect the system balances.

View Accounts

Account Types	Branch	Person	Sales / Non-Sales	Charge Type	Authorised	Service Type	Sales Instruction	From
Select Account Types...	Branch	Person	All	Charge Type	All	Service Type	Sales Instruction	29/04/2025

Current Balances

Company NRL Allowance								£0.00
General								£-25,136.98
Lloyds Client Account								£-25,448.56
NRL - Company Default NRL								£967.60
Opening Balance								£0.00
Rent Collected								£4,315,607.60
Rent Guaranteed								£0.00
Retired - Clearing								£0.00
Retired - PDQ								£1.45
Sales Invoiced Net								£0.00

29

If you enter Reversal into the search, the system will look up any entry that includes Reversal in the description

View Accounts

Account Types: Walton Property Services Ltd (VIRGIN MONEY) x Branch: Branch Person: Person Sales / Non-Sales: All Charge Type: Charge Type Authorised: All Service Type: Service Type

To: 29/05/2025 Activity Number: [dropdown]

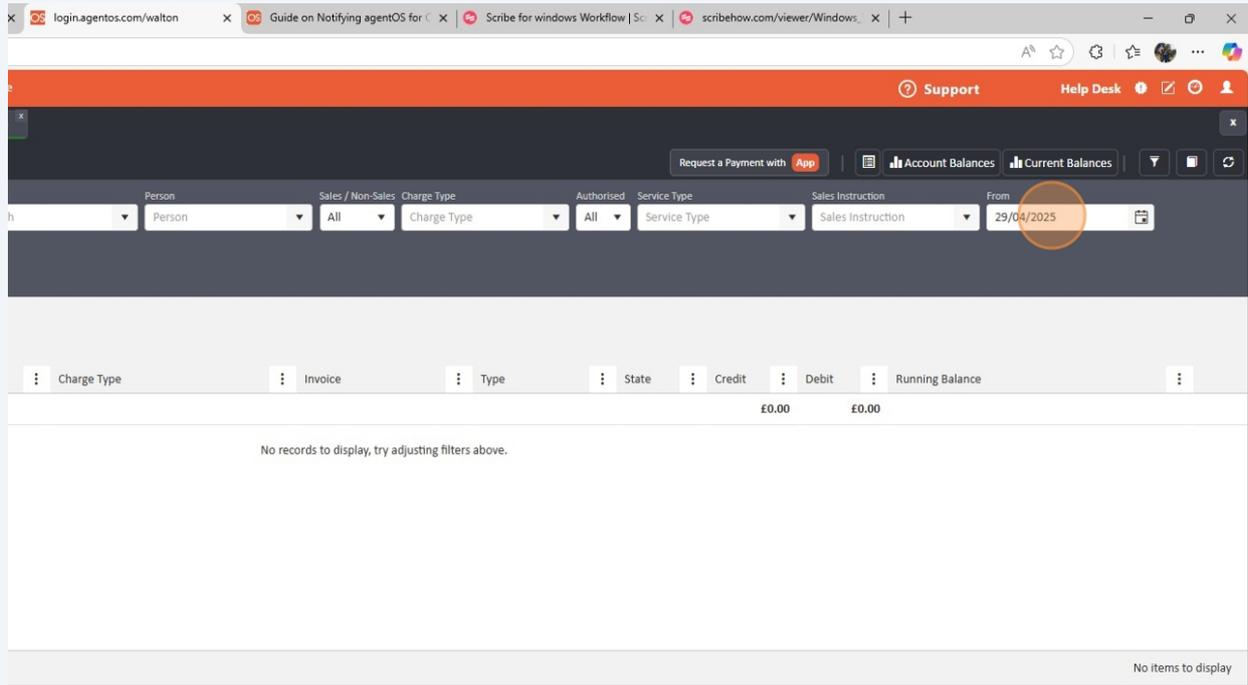
Export to Excel Export to PDF Search...

Drag a column header and drop it here to group by [dropdown]

Date	Description	Property	Charge Type	Invoice	Type	State
29/05/25	Walton Residential branch Sales draw down up to and including 29 May 2025				Online Payment	Mad
29/05/25	Walton Residential branch Sales draw down up to and including 29 May 2025				Online Payment	Mad
28/05/25	Direct Link: MOB, Walton Property Se rent 28.5.25				Direct Payment	Auth
28/05/25	Direct Link: FPS, Walton Property Services Limited OB Card Payments				Direct Deposit	Auth
28/05/25	FPS, Taylor Ad 42TS				Standing Order Deposit	Auth
28/05/25	Walton Residential branch Sales draw down up to and including 28 May 2025				Online Payment	Auth
28/05/25	Walton Residential branch Sales draw down up to and including 28 May 2025				Online Payment	Auth

30

Make you sure you set out the to and from dates for the period you want to search.



31

Press **Backspace**

32

This will then find any reversals or countries that have happened on the account. In this scenario. Payroll group has been deleted. Which created.

The screenshot shows the 'View Accounts' interface. The 'Account Types' dropdown is highlighted with a red circle and contains the text 'Walton Property Services Ltd (VIRGIN MONEY)'. Below the filters, there are 'Export to Excel' and 'Export to PDF' buttons, and a search box with the text 'reversal'. A table with columns 'Date', 'Description', 'Property', 'Charge Type', 'Invoice', and 'Type' is shown. The first row has the date '23/05/24' and the description 'Reversal or Adjustment of Entry: Draw down the NRL account for quarter ending March 2024 Qtr 4 (Transaction 11875)'. The page also includes pagination controls and a 'Rows per page' selector.

33

Check through any bank accounts NRL, NRL Allowance for entries that include reversals. This could be the cause of the RSTB difference.

The screenshot shows the 'View Accounts' interface with the 'Account Types' dropdown highlighted by a red circle and set to 'Select Account Types...'. The search box contains the text 'reversal'. The table area is empty and displays the message 'No records to display, try adjusting filters above.'. The table headers are 'Date', 'Description', 'Property', 'Charge Type', 'Invoice', 'Type', 'State', and 'Credit'. The page includes pagination controls and a 'Rows per page' selector.

34

To correct the RSTB balance on a particular day, you can add a bank statement entry

The screenshot shows a web browser window with the URL login.agentos.com/walton. The page displays a table of transactions. At the top right, there is a navigation bar with 'Support' and 'Help Desk' links. Below this, there are notification boxes for 'No Emails', 'No SMS', and 'No Actions'. The main content area shows a table with columns for 'To', 'State', 'Tenancy', 'STO', 'Payment', 'App Payment', 'Person', and 'Amount'. The table contains two rows of data:

To	State	Tenancy	STO	Payment	App Payment	Person	Amount
Proptech Group Ltd 9e6ca95cb5e39f36ae	Un-posted - Resolved as Payment App Request				9e6ca95cb5e39f36ae		£895.00
213 ESW	Un-posted						£173.33
							£1,068.33

At the bottom of the table, there is a 'Manual Entry' button circled in orange. Below the table, there is a 'Items per page' dropdown set to '1 - 2 of 2 items' and a 'page:' selector with options for 5 Rows, 10 Rows, 25 Rows, and 50 Rows.

35

Make sure you add a relevant description.

Remember the RSTB balance will include ALL entries uploaded to agentOS. So if you add an entry for £500 on the 1st May, the RSTB balance will be increased by £500 on that day.

The screenshot shows the 'Manual Entry' form in the login.agentos.com/walton interface. The form has the following fields:

- Entry Date: 29/05/2025
- Reference: (empty)
- Amount: 0.00 (circled in orange)

Below the form, there is a table of transactions with columns for 'Date', 'Reference', 'State', 'Tenancy', and 'STO'. The table contains two rows of data:

Date	Reference	State	Tenancy	STO
19/05/25	FPS, Agentos Proptech Group Ltd 9e6ca95cb5e39f36ae	Un-posted - Resolved as Payment App Request		
12/05/25	FPS, Attridge Jf, 213 ESW	Un-posted		

At the bottom of the table, there is a 'Combine Post' button and a 'Rows per page' dropdown set to '10 items per page'. Below this, there is a 'page:' selector with options for 5 Rows, 10 Rows, 25 Rows, and 50 Rows.