Check Register & Balancing your Bank Account

Terms:

* Check Register -
* Bank Statement –
* **bank reconciliation**
* **Outstanding transactions:**

**Checking Register Codes often used:**

* + - **1001 = check payment – check number**
		- **DC =**
		- **ETF or ON –**
		- **ATM or WD =**
		- **DEP =**
		- **SC –**
		- **NSF -**

Check Register

Work Together Assignment



Bank Reconciliation

Work Together Assignment

Bank Reconciliation

1. Write ending balance as shown on bank statement:
2. Add credits or deposits made that do not appear on statement:
3. Subtotal: add Lines 1 and 2:
4. Write total checks outstanding payments not processed.

|  |  |
| --- | --- |
| Checks/WD | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Subtract line 4 from line 3 and write balance

 (checkbook balance and line 5 should equal or an error in your records).