

Bank Reconciliation

Bank Reconciliation is the most important thing any bookkeeper needs to do. It is the final check of a set of books against the bank's version of those books.

Bank reconciliation is the process of comparing two statements against each other. One is from your bank, the other is from your books.

At the end you discover missing transactions from a set of books and missing transactions from the bank.

All things being equal, if the books match the bank (up to some previous date) then you are good to go.

There is a simple way to get bank reconciliation right every time and the following procedure will ensure it happens.

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Page 5 of 7