Bank statement reconciliation

Match your own records with cleared bank transactions.

Three steps

1. Compare cleared transactions
2. Record differences
3. Resolve before closing the period

A worked example

Reference	Invoice A
Recorded amount	250
Bank amount	240
Difference	10
Action	Check fee

A difference of 10 requires investigation.

Keep statements private.

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Use one row per item or decision. Start with what you know.

Reference	Recorded amount	Bank amount	Difference	Action

My next action / when