# Bank Reconciliation Procedural Checklist

Company: _____

## AS REQUIRED

Maintain the code files:

Bank Codes

Add any needed adjustments using Adjustment Entry, then post using the Adjustment Journal and Update.

Print reports as desired, and verify that checks from Accounts Payable and Payroll, and deposits from Accounts Receivable are being properly posted to Bank Reconciliation.

## AS STATEMENTS ARE RECEIVED

Mark cleared checks, deposits and adjustments using Mark Cleared Items.

Enter the statement date and balance from your bank statement using Reconcile Bank Account.

Verify that your account is in balance. If not, use the Bank Reconciliation Statement, Mark Cleared Items and Adjustments to correct the account and get it into balance.

Make backups!

Once the account is in balance, print the Bank Reconciliation Statement, then Remove Cleared Items.