

Total Adjustments	
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Automated Bank Reconciliation Worksheet

Bank Name

Account No.

Statement Date

Prepared By

1. Statement Balances

Ending Bank Balance

Ending Book Balance

2. Add: Deposits in Transit

Date	Description	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Deposits in Transit		

3. Less: Outstanding Checks

Date	Check No.	Payee	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Outstanding Checks			

4. Add/Deduct: Bank Adjustments

Date	Description	Amount (+/-)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	Description	Amount (+/-)
Total Adjustments		

Reconciliation Summary

Ending Bank Balance	
+ Deposits in Transit	
- Outstanding Checks	
+ / - Adjustments	
Adjusted Bank Balance	
Ending Book Balance	
Difference	