

Total Adjustments	
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# Automated Bank Reconciliation Worksheet

Bank Name

Account No.

Statement Date

Prepared By

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## 1. Statement Balances

Ending Bank Balance

Ending Book Balance

## 2. Add: Deposits in Transit

Date	Description	Amount
<b>Total Deposits in Transit</b>		

## 3. Less: Outstanding Checks

Date	Check No.	Payee	Amount
<b>Total Outstanding Checks</b>			

## 4. Add/Deduct: Bank Adjustments

Date	Description	Amount (+/-)
Date	Description	Amount (+/-)
<b>Total Adjustments</b>		

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### Reconciliation Summary

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