

ALAJIAN GROUP INC.'S GUIDE TO

# Reconciling Your Books



THE GUIDE THAT WILL CONVINCe YOU TO  
RECONCILE YOUR ACCOUNTS (*AND TEACH  
YOU HOW TO DO IT YOURSELF*)

# Welcome!

I'm Armine Alajian, the owner of Alajian Group Inc! If you've been following me for a while, you already know how important it is to reconcile your accounts on a regular basis. This guide will walk you through the most common steps to help you do (and troubleshoot) your own bank reconciliation!

NOTE: The information provided in this guide is not intended as financial advice.

## What *is* a bank reconciliation?

A bank reconciliation **compares** the transactions that have been recorded on a company's books to the corresponding bank statement for that time period.



Generally, bank reconciliations should be performed on a **monthly basis**. However, companies with a higher volume of transactions may benefit from doing their bank reconciliations more frequently.





# Why do I *need* to reconcile?

Reconciliation helps ensure you have complete, accurate financial statements. A bank reconciliation can help you catch things like:

- Incorrect Dates
- Transposed Numbers
- Missing Transactions
- Timing Differences
- Fraudulent Activity
- Outstanding Checks



# Steps *for a* Bank Reconciliation



01

## GET ORGANIZED

Download your bank statement for the month and open up your bookkeeping software to the account you'll be reconciling.



02

## MATCH YOUR STARTING BALANCES

The starting balance shown in your bookkeeping software should match the starting balance shown on your bank statement. If it doesn't, you need to go back and reconcile a prior period.



03

## RECORD YOUR ENDING BALANCE

When you begin reconciling in your bookkeeping software, you'll need to enter the ending balance and statement date.

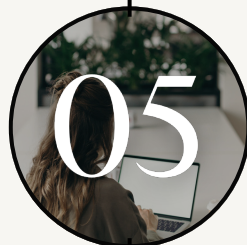


# Steps *for* a Bank Reconciliation



## **RECONCILE EACH TRANSACTION**

Go through each transaction shown on your bank statement (deposits, withdrawals, checks, fees, and interest) and make sure the amount and date have been recorded correctly.



## **ADJUST FOR PENDING TRANSACTIONS**

You may have outstanding checks or uncleared deposits that aren't reflected on your bank statement yet. Make any necessary adjustments during this step!



## **CLEAR ANY DISCREPANCIES**

Finally, select all the transactions for the period and click reconcile. You should see a \$0 balance. If you don't, go back to step 4!





# Troubleshooting

**BEGINNING  
BALANCES  
DON'T MATCH**

Review your bookkeeping to find the last period that you **did** have a match. Then, start the reconciliation process from the following period.

**MISSING AN  
EXACT AMOUNT  
FROM THE BANK  
STATEMENT**

Confirm that you entered the transaction in your books. If you did, confirm that the date is correct and it's not recorded in the wrong period.

**MY BALANCES  
ARE OFF BY A  
WEIRD AMOUNT**

Transposing your numbers can lead to a reconciliation difference that doesn't match a transaction amount. Double-check your amounts!





# Troubleshooting

**MY BALANCE IS  
OFF BY DOUBLE  
AN AMOUNT**

You've likely recorded a duplicate transaction. Once you've confirmed this to be true, remove one of the transactions.

**CLEARED  
DEPOSITS ARE  
HIGHER ON MY  
BOOKS**

You may have recorded a recent deposit that hasn't cleared your bank statement yet.

**WITHDRAWALS  
DON'T MATCH  
THE BOOKS**

If your withdrawals are higher on your books than the amount shown on your bank statement, you may have outstanding checks.



# Need *help* reconciling?



You're in luck!

Let's *work* together!

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