

The Three Way Reconciliation Process

Account Name

Date

Check Point #1: Bank Reconciliation Report

Statement Balance	\$	<input type="text"/>
Plus: Deposits and Other Debits	\$	<input type="text"/>
Less: Outstanding Checks and Other Credits	\$	<input type="text"/>
Available Balance as of	\$	<input type="text"/>
Total	\$	<input type="text"/>

Check Point #2: Bank Account Activity Report

Ending Bank Book Balance as of	\$	<input type="text"/>
Plus: Undeposited Receipts	\$	<input type="text"/>
Available Balance as of	\$	<input type="text"/>
Total	\$	<input type="text"/>

Check Point #3: Bank Balance Detail

Available Balance as of	\$	<input type="text"/>
Total	\$	<input type="text"/>

All 3 checkpoints must be reconciled on the same date and reflect identical totals.