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Bank reconciliation

Bank Statement of XXXXX Company
Account with ZZZZZZ Bank

Date	Transactions	Withdrawals/ Subtractions	Deposits/ Additions	Balance	Reconciliation notes
1/1/2021	Balance			5,080,790	Reconciled
8/1/2021	Invoice to Supplier A (Cheque No. 12141)	250,000		4,830,790	Reconciled
10/1/2021	Cheque Deposited from Customer CP		450,000	5,280,790	Reconciled
18/1/2021	Cheque Deposited from Customer BP		250,000	5,530,790	Reconciled
18/1/2021	Invoice to HT Ltd (Cheque No. 12142)	250,000		5,280,790	Reconciled
25/1/2021	ATM Cash (Cheque No. 12143)	50,000		5,230,790	Reconciled
27/1/2021	Wages Cheque No. 12144	10,000		5,220,790	Reconciled
28/1/2021	Cheque issued Customer CP	500,000		4,720,790	Mismatch. Please check
31/12/21	Bank Charges	500		4,719,290	Mismatch. Please check

Books of XXXX Company
Bank Account ZZZZZZ Bank

Date	Transactions	Debit	Credit	Balance	Reconciliation Notes
1/1/2021	Balance			5,080,790	Reconciled
8/1/2021	Invoice to Supplier A (Cheque No. 12141)		250,000	4,830,790	Mismatch. Please check
10/1/2021	Cheque Deposited from Customer CP	450,000		5,280,790	Mismatch. Please check
18/1/2021	Cheque Deposited from Customer BP	250,000		5,030,790	Mismatch. Please check
18/1/2021	Invoice to HT Ltd (Cheque No. 12142)		250,000	5,280,790	Mismatch. Please check
25/1/2021	ATM Cash (Cheque No. 12143)		50,000	5,330,790	Mismatch. Please check
26/1/2021	Invoice to JPR Cheque No. 12145		220,000	5,550,790	Mismatch. Please check
28/1/2021	Wages (Cheque No. 12146)		10,000	5,560,790	Mismatch. Please check
30/1/2021	Invoice to XYZ Ltd (Cheque No. 12148)		450,000	6,010,790	Mismatch. Please check
31/12/21	Cheque from Customer C (Deposited in bank)	200,000		5,810,790	Mismatch. Please check

Bank Statement

Cash Book

Manual Excel Bank Reconciliation

Jiyuan Zhang



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