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1. From the statement, record interest earned and other credits made by the bank in the Transaction Register as Deposits. Check these deposit entries as cleared.

2. From the statement, record all service charges and fees in the Transaction Register as withdrawals. Check these withdrawal entries as cleared.

3. Update the Transaction Register balance.

4. In the Transaction Register, check as cleared all deposits that appear on the statement.

5. At right, list and total the amount of all of the uncleared deposits in the Transaction Register that do not appear on the statement.

6. In the Transaction Register, check as cleared all withdrawals that appear on the statement.

7. At right, list and total the amount of all of the uncleared withdrawals in the Transaction Register that do not appear on the statement.

8. At right, to the statement ending balance, add the total outstanding deposits and subtract the total outstanding withdrawals to get the calculated Transaction Register balance.

If the calculated Transaction Register balance at right is the same as the balance in the Transaction Register, the checking account balances. If the two balances are not the same, look in the Income Scheduler User Guide for help with finding errors.

After the Transaction Register is balanced with the bank statement, balance the ledgers with the Transaction Register on a Balance Ledgers page.

Statement date			
Statement ending balance			
Outstanding (uncleared) deposits			
	Total	+	
Outstanding (uncleared) withdrawals			
	Total	-	
Transaction Register balance			

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