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Balance all of the ledger balances against the Transaction Register balance after balancing the bank account statement.

1. Enter the balanced Transaction Register balance.

2. Enter the balances from all ledgers.

3. Total the ledger balances.

4. Subtract the ledger balances from the Transaction Register balance to get the difference.

If the difference is zero, the ledgers are in sync with the Transaction Register and the bank. If the difference is not zero, adjust the ledgers total by adjusting the balance in the Available Cash ledger.

Difference is positive – enter an Add transaction for the difference amount to the Available Cash ledger.

Difference is negative – enter a Subtract transaction for the difference amount to the Available Cash ledger.

Date		
Transaction Register balance		
All ledger balances		
Total ledger balances	-	
Difference		

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