



# Ollie's Money Book Recipe

## Balancing your checking account

**Question answered:** Does You Need A Cash Plan help me balance my bank statement?

**Short answer:** Yes. You Need A Cash Plan includes tools that help you reconcile your checking account statement and identify discrepancies.

**Why this matters:** Your cash plan is only as accurate as the information it contains.

Balancing your checking account helps ensure that the balances in You Need A Cash Plan match the balance maintained by your bank or credit union.

Regular balancing can help identify errors, unexpected fees, unauthorized transactions, and other discrepancies before they become larger problems.

When your checking account is accurate, every other part of your cash plan becomes more trustworthy.

### The part done by You Need A Cash Plan

Balance Checking Account window	Provides one place to balance your account statement either manually or with a downloaded transaction file
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### The part done by you

Create a Transaction File Map	For semi-automatic balancing, a map is created for the bank or credit union's transaction file
Get the transactions	Either download a transaction file or open a printed statement
Balance your statement	In the Balance Checking Account window

## References

Get Real With Your Money	Chapter 10
User Guide	<a href="#">Transaction File Map</a> <a href="#">Balancing a Monthly Statement</a>



If your statement doesn't balance the first time, don't panic. Most imbalances are caused by missing transactions, timing differences, or simple data-entry errors.