Card, InstaPay and wallet reconciliation

Did the card and transfer money reach the bank in full?

1 Use it in 4 steps

1. One line per non-cash payment: the day, the method, and the amount as it is in your book.
2. Type the fee rate in your contract with the bank or the company (the figures in the example are illustrations).
3. When the money arrives, type what actually arrived, from the account statement.
4. The sheet tells you whether it matches or there is a gap. Delete the "Example" rows before you start.

2 The calculation

1. Should arrive = amount × (1 – fee).
2. Difference = actually arrived – should arrive.
3. If the difference is within the tolerance, it "Matches". Take the fee from your contract; the example figures are illustrations.

3 Worked example Example

Tolerance, EGP (example): 5.00

Day	Method	Amount in your book	Fee	Should arrive	Actually arrived	Difference	Status
Example: Saturday	Card	48,000.00	2.00%	47,040.00	47,040.00	0.00	Matches
Example: Saturday	InstaPay	15,000.00	0.00%	15,000.00	15,000.00	0.00	Matches
Example: Sunday	Card	36,500.00	2.00%	35,770.00	35,700.00	–70.00	Short
Example: Sunday	Wallet	4,000.00	1.00%	3,960.00	3,960.00	0.00	Matches

Result	Value
Total taken by card and transfer	103,500.00
Total fees	1,730.00
Should arrive	101,770.00
Actually arrived	101,700.00
Difference	–70.00
Result	**Money is missing**

4 The table: fill it in by hand

Day	Method	Amount in your book	Fee	Should arrive	Actually arrived	Difference	Status

Prices and calculations are for information only. They are not financial advice, an offer to buy or sell, or a religious ruling. Check tax matters with your accountant.

Scan for the sheet's page