

# Step 1 - Checking all bank accounts and Pleo

The first thing to do is to check that all transactions from bank accounts and pleo are booked in Economic.

In other words. Check the "bankafstemning" in economic for floating expenses. No floating transactions in "bankafstemning" is allowed. Sometimes it will have the same line twice. You should make sure that every transaction is unique.

- **Danske Bank - Drift** - sammenlign ultimosaldo i economic med bankens ultimosaldo (per 30/06)
- **Danske Bank - Terminal** - sammenlign ultimosaldo i economic med bankens ultimosaldo (per 30/06)
- **Danske Bank - Cash Reserve** - sammenlign ultimosaldo i economic med bankens ultimosaldo (per 30/06)
- **Danske Bank - MobilePay** - sammenlign ultimosaldo i economic med bankens ultimosaldo (per 30/06)
- **Pleo Wallet** sammenlign ultimosaldo i economic med Pleos ultimosaldo (per 30/06)

When every account shows the same amount (per 30/06). That means that it is very likely, that you have every transaction in your "regnskab". That is a good sign.

Remember! This is the last chance to make sure that all income has been booked correctly. Be aware of Terminal and Mobile pay. The income being reported correct is your responsibility.

Now we go on to step 2. Checking that our internal accounts are correct.

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