

Chapter 29 Checking Accounts

Section 29.2 Account Records

Section Summary with Key Terms and Academic Vocabulary

Account Records A checking account provides a way to keep track of financial transactions. There are usually three people, or parties, named on a check. There are specific steps that must be followed to write and deposit checks and to keep blank checks safe. A bank periodically sends each customer a record of all transactions recorded for the customer's account. With those statements, customers can reconcile the bank's records with their own records. This enables customers to find possible errors. It also helps them to manage their money and determine the correct information to start the next month.

Key Terms _____

check register Checkbook log in which an account holder records checking account transactions

endorsement Signature of the payee on the back of the check

bank statement The bank's record of all the transactions in a bank account

canceled checks Checks that have been cashed

bank reconciliation Process of seeing whether an account holder's records agree with a bank's records for an account

outstanding checks Checks that have been written but have not yet been cashed

Academic Vocabulary _____

route An established or selected course, travel, or action

trace Discover signs, evidence, or remains of

valid Having legal efficacy or force

alteration The act of making something different