ChecklistGuro

Bank Reconciliation Procedure Checklist

Pre-Reconciliation Preparation

Gather all necessary documents including bank statements, general ledger reports, and previous month's reconciliation summary.

Reconciliation Period End Date

Enter date...

Bank Account Name

- [ ] Checking Account - Main Operations
- [ ] Savings Account - Reserve
- [ ] Payroll Account
- [ ] Credit Card Account

Required Documents Gathered

- [ ] Bank Statement (PDF/CSV)
- [ ] General Ledger Report
- [ ] Previous Month's Reconciliation
- [ ] Outstanding Check List

Upload Bank Statement

Upload File

Accountant Assigned To

Write something...

Notes on Unresolved Issues from Prior Period

Write something...

Data Verification & Import

Ensure all bank transactions have been correctly imported into the accounting system and that the starting balance matches the ending balance from the prior period.

Statement End Date

Enter date...

Bank Account Name/Number

Write something...

Opening Balance (Per General Ledger)

Enter a number...

Opening Balance (Per Bank Statement)

Enter a number...

Bank Statement PDF Upload

Upload File

Imported Data Sources

- [ ] Direct Bank Feed
- [ ] CSV/OFX Manual Upload
- [ ] Accounting Software Sync

Import Status

- [ ] Complete
- [ ] Pending
- [ ] Error/Failed

Transaction Matching

Compare individual bank statement entries against the general ledger to identify matched deposits, withdrawals, and transfers.

Transaction Date Range

Enter date...

Matched Transaction Types

- [ ] Deposits
- [ ] Withdrawals
- [ ] Wire Transfers
- [ ] ACH Transfers
- [ ] Checks

Total Matched Amount

Enter a number...

Unmatched Transactions Notes

Write something...

Matched Transaction Log

Upload File

Discrepancy Identification

Identify and list all outstanding checks, deposits in transit, bank fees, interest earned, and any unauthorized or unrecorded transactions.

Discrepancy Type

- [ ] Outstanding Checks
- [ ] Deposits in Transit
- [ ] Bank Service Fees
- [ ] Interest Earned
- [ ] NSF (Non-Sufficient Funds) Checks
- [ ] Data Entry Error
- [ ] Unauthorized Transaction

Discrepancy Amount

Enter a number...

Discrepancy Description

Write something...

Transaction Date

Enter date...

Supporting Evidence/Screenshot

Upload File

Resolution Plan/Notes

Write something...

Adjusting Journal Entries

Record necessary adjustments in the general ledger for items found in the bank statement but missing from the books (e.g., service fees, NSF checks, or interest).

Entry Date

Enter date...

Adjustment Description

Write something...

Adjustment Amount

Enter a number...

Transaction Category

- [ ] Bank Service Fees
- [ ] Interest Earned
- [ ] NSF (Non-Sufficient Funds) Fee
- [ ] Wire Transfer Fee
- [ ] Other Adjustment

Detailed Reconciliation Notes

Write something...

Supporting Documentation/Receipt

Upload File

Preparer Signature

Final Reconciliation & Balancing

Verify that the adjusted bank balance equals the adjusted book balance and confirm the variance is zero.

Adjusted Bank Balance

Enter a number...

Adjusted Book Balance

Enter a number...

Variance Amount

Write something...

Reconciliation Status

- [ ] Balanced
- [ ] Unbalanced

Notes on Discrepancies

Write something...

Upload Final Reconciliation Report

Upload File

Accountant Signature

Reconciliation Completion Date

Enter date...

Review & Approval

Submit the completed reconciliation report and supporting documentation to the Finance Manager or Controller for formal review and sign-off.

Review Date

Enter date...

Reviewer Name

Write something...

Approval Status

- [ ] Approved
- [ ] Approved with Comments
- [ ] Rejected - Revisions Required

Reviewer Comments

Write something...

Signed Approval Document

Upload File

Approver Digital Signature

Documentation & Archiving

Save the final reconciled report and all supporting digital documents in the permanent accounting archive for audit trail purposes.

Date of Completion

Enter date...

Final Reconciled Report (PDF)

Upload File

Supporting Bank Statement

Upload File

Archive Folder Path

Write something...

Reviewer Approval Signature

Documents Archived

- [ ] Bank Statement
- [ ] Reconciliation Summary
- [ ] Adjustment Vouchers
- [ ] Communication Logs