ChecklistGuro

Management Reporting & KPI Dashboard Verification Checklist 2026

Data Source & Extraction Verification

Ensure all underlying data feeds from ERP, CRM, and banking systems are complete, accurate, and synchronized with the latest period closing.

Data Extraction Date

Enter date...

Primary Data Source

- [ ] ERP System (e.g., NetSuite, SAP)
- [ ] CRM (e.g., Salesforce)
- [ ] Banking Portal
- [ ] Payroll Provider
- [ ] Manual Spreadsheet Import

Verified Data Modules

- [ ] Accounts Payable
- [ ] Accounts Receivable
- [ ] Fixed Assets
- [ ] Inventory
- [ ] Cash & Treasury

Total Records Processed

Enter a number...

Raw Data Export Log

Upload File

Extraction Discrepancies

Write something...

Data Integrity & Reconciliation

Verify that the figures presented in the dashboard match the audited trial balance and reconciled general ledger accounts.

Reconciliation Completion Date

Enter date...

Data Source Reconciled

- [ ] General Ledger
- [ ] Sub-ledger (AP/AR)
- [ ] Bank Statements
- [ ] Inventory Management System

Total Discrepancy Amount Found

Enter a number...

Discrepancy Resolution Notes

Write something...

Reconciliation Supporting Documentation

Upload File

Controller Approval

KPI Calculation & Logic Audit

Validate the mathematical formulas and logic used for calculating key metrics such as Gross Margin, EBITDA, DSO, and Burn Rate.

Calculated Metrics Verified

- [ ] Gross Margin %
- [ ] EBITDA Margin
- [ ] Operating Cash Flow
- [ ] Days Sales Outstanding (DSO)
- [ ] Current Ratio

Formula Verification Note

Write something...

Discrepancy Resolution Details

Write something...

Audit Completion Date

Enter date...

Controller Approval

Period-over-Period (PoP) Variance Analysis

Review and document explanations for significant variances between actuals, budgets, and prior-year performance metrics.

Analysis Period End Date

Enter date...

Variance Percentage (%)

Enter a number...

Variance Driver Category

- [ ] Revenue/Top-line
- [ ] Operating Expenses
- [ ] Cost of Goods Sold (COGS)
- [ ] Tax/Regulatory
- [ ] Other

Detailed Variance Explanation

Write something...

Supporting Documentation/Sub-ledger Detail

Upload File

Controller Approval

Visual Accuracy & Formatting Review

Confirm that all charts, graphs, and tables are correctly scaled, legible, and that all legends and axis labels are up to date for 2026 standards.

Visual Consistency Check

- [ ] Charts and graphs match the approved brand color palette
- [ ] All axis labels and legends are clearly legible
- [ ] Currency symbols and decimal places are consistent across all tables
- [ ] No overlapping text or broken visual elements in the dashboard

Report Accuracy Status

- [ ] Verified - No issues found
- [ ] Minor adjustments required
- [ ] Failed - Critical formatting errors detected

Formatting Discrepancies Noted

Write something...

Review Completion Date

Enter date...

Reviewer Authorization

Access Control & Data Security

Ensure that dashboard permissions are correctly configured so that sensitive financial data is only visible to authorized stakeholders.

Reviewer Access Level

- [ ] Read-Only
- [ ] Editor
- [ ] Administrator

Authorized Stakeholders

- [ ] CFO
- [ ] Finance Director
- [ ] Department Heads
- [ ] External Auditors

Last Access Audit Date

Enter date...

Permission Log Evidence

Upload File

Security Officer Approval

Security Incident Notes

Write something...

Management Commentary & Narrative Alignment

Verify that the qualitative insights and executive summaries accurately reflect the quantitative data presented in the dashboard.

Executive Summary Highlights

Write something...

Analysis of Significant Variances

Write something...

Review Completion Date

Enter date...

Reporting Period Status

- [ ] Preliminary
- [ ] Finalized

Supporting Evidence or Detailed Variance Report

Upload File

Controller/Finance Manager Approval

Final Distribution & Archiving

Confirm the finalized report has been distributed to the executive leadership team and a snapshot of the data has been archived for audit trails.

Distribution Date

Enter date...

Recipients List

- [ ] CFO
- [ ] CEO
- [ ] Board of Directors
- [ ] Department Heads
- [ ] Internal Audit Team

Archived Report PDF

Upload File

Distribution Confirmation Note

Write something...

Controller Sign-off

Previous | Next | Finish

Generate Sample Report