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AUTOMATED GENERAL LEDGER ACCOUNT REVIEW TOOL

General Ledger Analysis & Balance Reconciliation Template

ENTITY NAME

REVIEW PERIOD / YEAR

ACCOUNT NUMBER

ACCOUNT NAME

ACCOUNT TYPE

NORMAL BALANCE

REVIEW DATE

REFERENCE CURRENCY

LEDGER BALANCE SUMMARY

ANOMALOUS / KEY TRANSACTION ANALYSIS

REVIEW & CONTROL CHECKLIST

- [ ] Verify beginning balance matches prior period signed-off ending balance.

- [ ] Scan ledger for uncharacteristic transactions (e.g., negative amounts, unusual journal types).
- [ ] Reconcile ending balance with subsidiary ledgers, schedules, or external statements (bank, subledger, etc.).
- [ ] Ensure all journal adjustments made in the period have appropriate approval and documentation.
- [ ] Assess if the balance has been aging correctly and no long-outstanding items are left unaddressed.

PREPARED BY (ANALYST)

Signature / Date

REVIEWED BY (MANAGER)

Signature / Date

APPROVED BY (CONTROLLER/CFO)

Signature / Date