

MONTHLY NET SALES RETURN RECONCILIATION

Company Name:	Reconciliation Period:
Prepared By:	Preparation Date:
Reviewed By:	Review Date:

1. NET SALES SUMMARY

Description	GL Account Code	Amount
Gross Sales		
Less: Sales Returns		
Less: Sales Allowances		
Less: Sales Discounts		
Net Sales (Calculated)		
Net Sales (Per General Ledger)		
Variance (Calculated vs. GL)		

2. SALES RETURN RECONCILIATION DETAIL

Date	Invoice Reference	Credit Memo #	Customer Name	Reason for Return	Gross Return	Restocking Fee	Net Refunded
Total Returns							

3. RECONCILIATION ADJUSTMENTS & EXPLANATIONS

Adjustment ID	Description / Explanation of Variance	Debit	Credit

Adjustment ID	Description / Explanation of Variance	Debit	Credit
Total Adjustments			

Prepared By
(Signature):

Reviewed By
(Signature):

Date:

Date: