GENERAL LEDGER ACCOUNT RECONCILIATION

Company Name:	_____	**Reconciliation Period:**	_____
Account Name:	_____	**Account Number:**	_____
Prepared By:	_____	**Date Prepared:**	_____

Reconciliation Summary	Amount
Balance per General Ledger (GL)	
Balance per Supporting Document (Bank/Sub-ledger)	
Unreconciled Difference	

RECONCILING ITEMS (GL ADJUSTMENTS)

Date	Reference No.	Description / Explanation	Amount
		Total GL Adjustments:	

RECONCILING ITEMS (SUPPORTING DOCUMENT ADJUSTMENTS)

Date	Reference No.	Description / Explanation	Amount
		Total Supporting Adjustments:	

ADJUSTED BALANCES

Adjusted General Ledger Balance	
Adjusted Supporting Document Balance	
Resolved Difference	

Prepared By (Signature / Date)	Reviewed/Approved By (Signature / Date)