

# Automated General Ledger Transaction Tracker

General Ledger Transactions Template

Active Ledger

Company Name

Reporting Period

GL Code/Account

Currency

Starting Balance

Total Debits

Total Credits

Ending Balance

**Date Reference No. Account Code Account Name Description / Memo Debit (+) Credit (-) Running Balance**

Totals / Unreconciled Balance

## Reconciliation Status

Awaiting Data Entry

Notes / Comments

Prepared By

Approved By

Date

Date