

SALES REVENUE RECONCILIATION

Reconciliation Statement

Entity Name:	_____	Reconciliation Date:	_____
Reconciliation Period:	_____	Prepared By:	_____
GL Account Number:	_____	Reviewed/Approved By:	_____

DESCRIPTION	REF / DOC ID	AMOUNT
1. Revenue per General Ledger (GL)		
Total Sales Revenue per General Ledger Trial Balance		
Total Book Balance (A)		
2. Revenue per Sub-Ledger / Sales System (POS / CRM / Invoices)		
Total Sales per Sub-Ledger / Billing System Report		
Total Source Balance (B)		
3. Reconciling Items (Adjustments to Sub-Ledger or GL)		
Add: Sales in GL not in Sub-ledger (Journal Entries)		
Add: Unrecorded Sales (Timing differences)		
Less: Sales in Sub-ledger not in GL		
Less: Sales Returns and Allowances		
Less: Discounts, Rebates, and Promotions		
Less: Taxes Collected (VAT/GST/Sales Tax included in Sub-ledger)		
Add/Less: Other Adjustments (Specify):		
Add/Less: Other Adjustments (Specify):		
Total Reconciling Items (C)		
4. Adjusted Balances & Variance		
Adjusted Sub-Ledger Balance (B + C)		

DESCRIPTION

REF / DOC ID

AMOUNT

Unreconciled Variance (A - Adjusted Sub-Ledger Balance)

Notes / Explanations of Variances:

Prepared By (Signature) Date

Approved By (Signature) Date