ANNUAL SALES ACCOUNT RECONCILIATION

Company Name:		**Fiscal Year:**	
Account Name:		**Account Number:**	
Prepared By:		**Date Prepared:**	
Reviewed By:		**Review Date:**	

DESCRIPTION	GENERAL LEDGER BALANCE ($)	SALES SUB-LEDGER BALANCE ($)
1. Beginning Balance		
Beginning Balance (As of Jan 1)		
2. Annual Sales Transactions		
Gross Credit Sales		
Gross Cash Sales		
Other Sales / Adjustments		
Total Gross Sales		
3. Deductions and Reductions		
Sales Returns		
Sales Discounts		
Sales Allowances / Write-offs		
Total Deductions		
Net Sales (Gross Sales less Deductions)		
4. Ending Balance Reconciliation		
Ending Balance (As of Dec 31)		
Unreconciled Difference		

EXPLANATION OF VARIANCE / ADJUSTING JOURNAL ENTRIES REQUIRED

Prepared By (Signature / Date)

Authorized Reviewer (Signature / Date)