My Department Stores
Bank Reconciliation

Bank Reconciliation

Completed by (Name)	
Date:	

Opening Balance	
Closing Balance	

Bank Statement		**Sales Total**	**Purchases Total**	**Difference**
Total Deposits				
Total Withdrawals				

Bank Statement Reconciliation						
Date	**Details**	**Debit**	**Credit**	**Balance**	**Reconciled**	**Inv./Rec. Number**
1st	**OPENING BALANCE**				N/A	N/A
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____

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					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
					☐ Yes ☐ No	_____
	CLOSING BALANCE				**N/A**	**N/A**

Reconciliation Issues

Transactions not currently in Sales Journal/ Purchases Journal			
Transaction	**Action**		**Completed**
			☐ Yes Date: _____
			☐ Yes Date: _____
			☐ Yes Date: _____
Errors or discrepancies requiring follow up			
Transaction/Issue	**Referred to Management**	**Suggested Action**	**Completed**
	☐ Yes Date: _____		☐ Yes Date: _____
	☐ Yes Date: _____		☐ Yes Date: _____
	☐ Yes Date: _____		☐ Yes Date: _____

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