Bank reconciliation template

From Fulla Ledger: fullaledgerbankstatements.com/tools/bank-reconciliation-template. Free to use and change. No macros.

Yellow cells are for your entries. Every other amount is a formula, so type only in yellow cells.

How to use it

1. On Reconciliation, fill in the account name, last 4 digits and statement end date. The end date decides which listed items still count.

2. Enter the ending balance printed on the bank statement in Balance per bank statement.

3. Enter the cash account balance from your ledger on the same date, before posting this month’s bank adjustments, in Balance per books.

4. On Deposits in transit, list deposits you recorded that are not on the statement yet.

5. On Outstanding checks, list checks and other payments you recorded that have not cleared the bank yet.

6. On Book adjustments, list items on the statement that are missing from your ledger: interest, collections, bank fees, NSF (returned) items, automatic payments, and corrections of your own recording errors. Pick a Type for each.

7. Read Difference on Reconciliation. 0.00 means the adjusted bank balance equals the adjusted book balance. Any other amount is a difference to investigate.

8. Post a journal entry in your ledger for every book adjustment, then set Entry recorded to Yes. Bank side items need no entry: deposits in transit and outstanding checks clear on a later statement, and the bank corrects its own errors.

Signs

Enter deposits in transit and outstanding checks as positive amounts.

On Book adjustments, enter interest, collections, bank fees, NSF items and automatic payments as positive amounts. The Type decides whether the amount is added or subtracted.

For a Book error, enter a positive amount if the correction increases your book balance and a negative amount if it decreases it. Example: a check recorded as 418.50 that cleared for 481.50 is entered as -63.00.

For Bank errors on Reconciliation, use a positive amount if correcting the bank’s mistake increases the bank balance and a negative amount if it decreases it.

Next month

Save a copy of this file for the next statement and change the statement end date. Fill in Cleared on for items that have now cleared. Items cleared on or before the new end date drop out of the totals; items cleared after it still count.

Clear the Book adjustments list once its entries are posted, and enter the new statement and ledger balances.

Adding rows

Each list has 100 rows, and its total covers all of them. If you need more, insert rows between the first and last rows of a list, then check that the total’s range includes the new rows.

Example sheet

The Example sheet is a filled reconciliation for a fictional bakery. The business, people and amounts are made up. It reconciles to 0.00 and shows one check that cleared within the period, so it no longer counts, and one that cleared after the end date, so it still does.

Compatibility

The formulas use SUMIF, SUMPRODUCT, ROUND, IF and COUNT. Google Sheets and LibreOffice document these functions and XLSX imports, but documentation is not an application test. After importing, check the Example sheet: both adjusted balances must be 18,382.45 and the difference 0.00. Results are saved with the file and recalculate on opening.

This template supports your own reconciliation. It is not accounting or tax advice.