

THE CREDIT MATTERS RECONCILIATION STATEMENT TEMPLATE

The Credit Matters Reconciliation Template provides a structured management report which produces valuable commercial information in a structured manner. The Credit Matters Reconciliation Template is also owner, investor, **senior management**, **employee** and **customer-friendly** because the nature of all outstanding items is clearly shown.

RECONCILIATION STATEMENT

Name of Account:.....

A/c No.:.....

Statement Balance as at.....

\$ _____

Cheques Received

	\$	\$
Date Cheque(s) Received	\$ of Cheque(s)	
Date Visa/Mastercard/Amex/Diners Received	\$ of Cards	
	_____	_____

Plus Outstanding Invoices

Date of Invoice	Invoice No.	\$ of Invoice
Date of Invoice	Invoice No.	\$ of Invoice
Total of Current Month's Invoices.		\$ _____

Plus Invoices Short Paid

Date of Invoice	Invoice No.	\$ Paid	
Date Rec'd.	Ref. No.	\$ Paid	\$ Short paid

Plus Outstanding Credit Claims

Date of Claim	Claim No.	\$ of Claim (s)

Plus Credit Claims Duplicated

Plus Variances between Credit Claims and Credit Notes

Less Invoices Overpaid

Less Invoices Paid Twice

Less Credit Claims Not Taken Up

Less Variances between Credit Notes and Credit Claims

Less Payments Not Allocated

Plus/(Less) Account Variance

Statement Balance as at

\$ _____

A similar detailed format to that shown in **Outstanding Invoices**, **Invoices Short-paid** and **Outstanding Credit Claims**, is required for all other sections of the reconciliation to correctly identify all listed outstanding items.