

Month-end Report Worksheet

Reconcile Balance Sheet:

Total Assets:	\$ _____	
Total Liability & Capital:	\$ _____	amounts should match Difference if amounts do not match +/- \$ _____
Profit & Loss:	\$ _____	
Year to date P&L on Income & Expense Report:	\$ _____	amounts should match Difference if amounts do not match +/- \$ _____

Reconcile Detail Trial Balance:

	Debit	Credit	Difference if amounts are not equal
Report Subtotals for:			
Cash:	\$ _____	\$ _____	+/- \$ _____
Check:	\$ _____	\$ _____	+/- \$ _____
Invoice:	\$ _____	\$ _____	+/- \$ _____
Journal:	\$ _____	\$ _____	+/- \$ _____
Total Trial Balance	\$ _____	\$ _____	+/- \$ _____

Reconcile GL Inquiry:

GL	Amount	Compare To:	Amount	Difference if not equal
1120	\$ _____	Total Client Aged Receivable	\$ _____	+/- \$ _____
1130	\$ _____	Total Company Aged Receivable	\$ _____	+/- \$ _____
2110	\$ _____	Total Company Statement	\$ _____	+/- \$ _____
2120	\$ _____	Total Producer Statement	\$ _____	+/- \$ _____
Report Totals	Total Debit \$ _____	Total Credit \$ _____		+/- \$ _____