GENERAL FORMAT OF DEBTORS RECONCILIATION STATEMENT :

**Debtor’s Reconciliation Statement**

**Your Company Name**

**Your Company Address**

**DEBTORS’ RECONCILIATION STATEMENT**

CUSTOMERS’ NAME

Dated:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Amount (Rs.) |
|  |  |  |  |
| Balance as per books of account | |  |  |
|  |  |  |  |
| Less: | Goods invoiced but not received by the customer |  |  |
|  |  |  |  |
| Less: | Payment remitted by the customer but not received by us |  |  |
|  |  |  |  |
| Less: | Debit Notes raised by the customer not received by us |  |  |
|  |  |  |  |
| Less: | Debit Notes raised by us but not received by the customer |  |  |
|  |  |  |  |
| Add: | Credit Notes raised by us but not received by the customer |  |  |
|  |  |  |  |
| Add: | Credit Notes raised by the customer not received by us |  |  |
|  |  |  |  |
| Balance as confirmed by the customer. | |  |  |

**Accounts Receivable Reconciliation**  
Once a year, a formal balance confirmation should be obtained from all the customers and their account reconciled. A separate form should be filled up and dispatched to each customer, at the address mentioned in the customer master for confirmation of balance.   
These statements should be reconciled with the balances as per the Company’s books of account. The reasons for differences should be identified and adjustment, if required, to be made in the books after discussion with the customers.   
The reconciliation should be reviewed and approved by SM-S&D at HO. A list of differences, if any, should also be forwarded to the concerned Branch Head. The concerned Branch Head should follow up the reasons for differences with the customers.