Data Reconciliation Report

Report Date: _____

Prepared by: _____

Reviewed by: _____

Period: _____

1. Purpose

Briefly describe the purpose and scope of this reconciliation.

2. Data Sources

Source Name	Type (System/Manual)	Description

3. Reconciliation Summary

Item	Source 1 Value	Source 2 Value	Difference	Status

4. Exceptions / Discrepancies

Reference	Description	Amount / Value	Reason	Resolution

5. Sign-Off

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____