



The Reconciliation Stability Checklist

A one-page diagnostic tool to identify the most common reconciliation gaps — and the early warning signs that your books may not be anchored.

1. Bank & Credit Card Accounts

Structural Gaps

- Months marked “reconciled” but with no matching reconciliation reports
- Beginning balances that don’t match the prior ending balance
- Forced reconciliations used to “clear” differences
- Accounts showing zero difference but containing unreconciled transactions

Early Warning Signs

- Prior-month totals change without new activity
 - Deposits or expenses appear twice
 - Transactions show as “matched” but not actually cleared
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2. Loan & Liability Accounts

Structural Gaps

- Loan accounts never reconciled to lender statements
- Principal and interest not separated correctly
- Negative or impossible loan balances

Early Warning Signs

- Loan balances shift by small amounts month to month
- Payments don’t reduce the balance consistently
- Interest expense looks unusually low or high

3. Vendor & AP Balances

Structural Gaps

- Vendor credits not applied
- Duplicate bills or bill payments
- Unapplied payments sitting in the AP aging

Early Warning Signs

- Vendor balances change without new bills
- Bills appear paid but still show as outstanding
- AP aging doesn't match what the owner believes they owe

4. Customer & AR Balances

Structural Gaps

- Unapplied customer payments
- Invoices marked paid without matching deposits
- Deposits recorded as income instead of AR clearing

Early Warning Signs

- Customer balances look incorrect or inconsistent
- Revenue totals adjust after the period is closed
- Deposits don't tie to specific invoices

5. Revenue & Deposit Integrity

Structural Gaps

- Deposits not tied to actual revenue events
- Clearing accounts with lingering balances
- Income recorded twice (once from invoice, once from deposit)

Early Warning Signs

- Revenue totals revise themselves
 - Bank deposits don't match sales activity
 - "Uncategorized income" appears regularly
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6. Stability Indicators

If any of these are happening, the file is not anchored:

- Historical numbers recalculate after the fact
 - Balances shift without new activity
 - Reports don't match what the owner saw last month
 - The P&L and Balance Sheet disagree with bank activity
 - The file feels unpredictable or inconsistent
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What This Checklist Tells You

If even **one** of these signals is present, reconciliation is incomplete — and the file cannot maintain consistent historical values.

Anchoring the books restores stability, accuracy, and trust in the numbers.