Draftstack
TEMPLATES · EBOOKS · TOOLS

FREE PREVIEW

Bank Reconciliation Statement

Reconcile your books with the bank statement every month: mark what cleared, add bank charges and direct credits, and see the reconciled balance and any difference at once.

What the full file has

Books: Bank entries from your cash book with cleared status.

Bank Only: Statement entries not yet in your books.

BRS: Reconciliation from book balance to bank balance.

Free 3-page preview: the next pages show the sample file exactly as it looks in Excel and Google Sheets.

Get the full Bank Reconciliation Statement

Blank file for your own data plus the sample file. Works in Excel, Google Sheets and WPS Office.

draftstack.in/product/bank-reconciliation-statement-maker

Books

Bank entries from your cash book with cleared status.



Date	Details	Cheque / ref	Deposit	Withdrawal	Cleared?	Bank date	Days pending
02-Sep-2026	Deposit: Sharma & Co	DEP-01	₹45,000		Yes	02-Sep-2026	
04-Sep-2026	Cheque to Patel Suppliers	CHQ 210341		₹28,000	Yes	06-Sep-2026	
09-Sep-2026	UPI receipt: Nair Agencies	UPI-2231	₹12,500		Yes	09-Sep-2026	
12-Sep-2026	Rent September	NEFT		₹18,000	Yes	12-Sep-2026	
18-Sep-2026	Deposit: cheque from Gupta Mart	DEP-02	₹32,000		Yes	20-Sep-2026	
24-Sep-2026	Cheque to Anchor Supplies	CHQ 210342		₹15,600	No		6
28-Sep-2026	Salary September	NEFT		₹42,000	Yes	28-Sep-2026	
29-Sep-2026	Deposit: cheque from Reddy Retail	DEP-03	₹21,500		No		1
30-Sep-2026	Cheque to Kumar Electricals	CHQ 210343		₹9,400	No		0

BRS

Reconciliation from book balance to bank balance.

