

How to improve account reconciliation activities*

Many common account reconciliation problems are preventable.

Effective management of account reconciliation activities greatly increases executives' ability to proactively identify and resolve issues that could result in misstatements in financial accounting and reporting records and lead to substantial write-offs. This article explores common, recurring problems with account reconciliations and the practices that can improve their effectiveness and efficiency.

Many common account reconciliation problems are preventable. By creating and putting in place appropriate reconciliation and information management processes, and improving organization, training, and automation, companies can gain assurance over their general ledger balances.

Improving the process

From a process standpoint, many problems stem from a failure to deploy a consistent methodology and terminology. In many cases, an account owner may consider transactions reconciled if the differences have been quantified but not resolved. In other instances, account reconciliations are merely a roll forward of activity that posted to the account, without a validation of appropriateness. Timing is also frequently an issue: account reconciliations that are in arrears more than one month risk misstatement of the financial results.

Another major source of risk arises when action is not taken to resolve open issues or confirm appropriate treatment. At some companies, unreconciled amounts within reconciliations remain on an open list for an indefinite period. At others, failure to investigate and resolve recurring problems leads to their continued reoccurrence in future periods. Problems can also arise when companies identify reconciling amounts properly but fail to investigate the reasonableness of their accounting treatment in the financial statements.

Here is what you can do to improve processes:

Rationalize the number of accounts—The number of accounts in a company's books often increases significantly over the years as a result of new processes, new entities being formed or acquired, new transactions, and new people being added throughout the process. This often results in a larger volume of accounts than would otherwise be necessary. Since more accounts equals a larger workload, management should perform an annual account rationalization exercise to identify accounts that are no longer required or could be merged with other accounts, thereby reducing the number of account reconciliations required.

* Based on research from PricewaterhouseCoopers' Global Best Practices team and our experience.

Establish risk-based criteria to guide the timing of account reconciliations.

Establish a standard definition of "reconciled" and use it across the company—Account reconciliations should be more than a roll forward of activity or isolation of differences. An account should only be considered reconciled when differences have been investigated, proper accounting treatment ascertained, and correcting journal entries (if any) posted to the general ledger or sub-ledger. The account reconciliation should begin by comparing the ending balance in the general ledger with the ending balance in the sub-ledger or supporting detail, and it should finish with a matching adjusted balance for each. Reconciling items

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