

Payout Reconciliation Report

Client: Sample Store Inc. · Period: March 1–31 · Scope: Shopify Payments → Business Checking → QuickBooks Online

14 Payouts reviewed	\$48,912.40 Total payout volume	96.4% Matched line-by-line	12 Exceptions found
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Executive summary

We reconciled every Shopify Payments payout in the period against bank deposits and ledger entries. Of 14 payouts, 11 matched to the cent across all three sources. 12 exception lines were identified across 3 payouts, with a net unexplained difference of **−\$302.30** after accounting for timing items. None of the exceptions indicate missing funds at the processor level; they are classification and recording gaps in the ledger, itemized below and ready for your bookkeeper to post.

Exceptions by cause

Cause	Count	Amount	Type
Processing fees not recorded in ledger	4	−\$612.40	Recording gap
Refunds missing from ledger	3	−\$486.20	Recording gap
Chargeback + fee not recorded	1	−\$164.90	Recording gap
Payout timing (settled next month)	3	\$2,911.10	Timing — self-resolving
Duplicate ledger entry	1	+\$89.90	Correction needed

Recommended next steps

1. Post the 8 missing fee, refund and chargeback entries (journal templates provided in the workbook).
2. Reverse the duplicate ledger entry from March 18 (payout_8346).
3. No action needed on the 3 timing items — they clear automatically in the April close.
4. Adopt the included month-end checklist to catch these categories going forward.

Exception detail

Every exception, mapped to its payout, with the action required. In the full report this table covers the entire period and ships with a reconciliation workbook (XLSX).

#	Date	Payout ref	Description	Amount	Action
1	Mar 04	payout_8339	Processing fee not in ledger	-\$148.20	Post fee entry
2	Mar 04	payout_8339	Refund not recorded	-\$212.00	Post refund
3	Mar 08	payout_8341	Processing fee not in ledger	-\$151.10	Post fee entry
4	Mar 11	payout_8343	Refund not recorded	-\$186.30	Post refund
5	Mar 11	payout_8343	Chargeback + \$15 fee	-\$164.90	Post chargeback
6	Mar 14	payout_8344	Processing fee not in ledger	-\$157.60	Post fee entry
7	Mar 18	payout_8346	Duplicate ledger entry	+\$89.90	Reverse entry
8	Mar 18	payout_8346	Refund not recorded	-\$87.90	Post refund
9	Mar 21	payout_8347	Processing fee not in ledger	-\$155.50	Post fee entry
10	Mar 28	payout_8350	Payout settled Apr 02	\$1,204.60	None — timing
11	Mar 30	payout_8351	Payout settled Apr 04	\$988.10	None — timing
12	Mar 31	payout_8352	Payout settled Apr 05	\$718.40	None — timing

What the full report adds

The delivered package also includes: the full reconciliation workbook (every payout, deposit and ledger line), journal entry templates for each correction, a fees/refunds/chargebacks breakdown by month, and a 30-minute walkthrough call. Diagnostic fee is credited toward the full cleanup.

This sample uses anonymized, illustrative data. Get your own numbers reconciled at aouqa.com.