

Reconciliation In Sage 100 Modules

Posted on: September 29, 2015

/

Blog, ERP / Accounting, General, Sage 100

/

By MicroAccounting

In Sage 100, within the Accounts Receivable, Accounts Payable and Inventory modules, users sometimes find their month-end Trial Balance reports do not tie to the General Ledger account balance. The support desk receives frequent inquiries about the best way to find the difference in these numbers.

Here's a tried and true method to narrow down the problem, given that all set-up options are correct.

Start at the General Ledger Menu

The golden rule before starting any reconciliation is to print the Daily Transaction Register from the General Ledger menu. This will pick up all unposted entries from any module. After this action, if the trial balance reports are still out of balance, you may begin the reconciliation process.

Choose a Date to Reconcile

The reconciliation can begin at any starting point but for discussion purposes we will start with the month prior to the one we intend to reconcile. First, print the trial balance for the previous month and make certain the invoice balance column still matches the general ledger ending balance.

In this example, we are trying to reconcile the 5/31/2020 trial balance. That is why we will start with the Accounts Payable trial balance and General Ledger account balance as of 4/30/2020.

First print the Accounts Payable Trial Balance by selecting Modules | Accounts Payable | Reports | Accounts Payable Trial Balance (see Image 1). Select the date desired and print.

Accounts Payable Trial Balance
All Open Invoices as of 4/30/2020

ABC Distribution and Service Corp. (ABC)

Division Number: 02 OTHER ACCOUNTS PAYABLE

Vendor/ Invoice Number	Dates			Hold	Invoice Amount	Discount Amount	Invoice Balance	Type	Date	Transaction Amount	Check Number	Check Date
ARROW/ Arrowsmith Drinking Water 0001043090												
	4/30/2020	5/10/2020		No	75.00	0.00	75.00	INV	4/30/2020	75.00		
	Vendor ARROW Totals:				<u>75.00</u>	<u>0.00</u>	<u>75.00</u>			<u>75.00</u>		
AVID Avid Label 0001043090												
	4/30/2020	5/10/2020		No	1,272.80	0.00	1,272.80	INV	4/30/2020	1,272.80		
	2/15/2020	3/17/2020	2/25/2020	No	1,117.89	0.00	1,117.89	INV	2/15/2020	1,117.89		
	Vendor AVID Totals:				<u>2,390.69</u>	<u>0.00</u>	<u>2,390.69</u>			<u>2,390.69</u>		
EMPLOY EmploymentDevelopmentDept 0001043090												
	4/30/2020	4/30/2020		No	2,531.77	0.00	2,531.77	INV	4/30/2020	2,531.77		
	Vendor EMPLOY Totals:				<u>2,531.77</u>	<u>0.00</u>	<u>2,531.77</u>			<u>2,531.77</u>		
LEARNER Roger W. Learner 0001033190												
	3/31/2020	4/10/2020		No	1,500.00	0.00	1,500.00	INV	3/31/2020	1,500.00		
	4/13/2020	4/23/2020		No	1,000.00	0.00	1,000.00	INV	4/13/2020	1,000.00		
	Vendor LEARNER Totals:				<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>			<u>2,500.00</u>		
PACTEL Pacific Telephone 0001043090												
	4/30/2020	5/10/2020		No	6,497.97	0.00	6,497.97	INV	4/30/2020	6,497.97		
	Vendor PACTEL Totals:				<u>6,497.97</u>	<u>0.00</u>	<u>6,497.97</u>			<u>6,497.97</u>		
	Division 02 Totals:				<u>13,995.43</u>	<u>0.00</u>	<u>13,995.43</u>			<u>13,995.43</u>		
	Report Totals:				<u>121,214.02</u>	<u>0.00</u>	<u>121,214.02</u>			<u>121,214.02</u>		

Image 1

Note the Ending Balance

As highlighted in Image 1, the General Ledger ending balance for 4/30/2020 is also \$121,214.02 (CR). In image 2, we see the balances by month, the allocated time period. To view this screen go to General Ledger | Main | Account Inquiry.

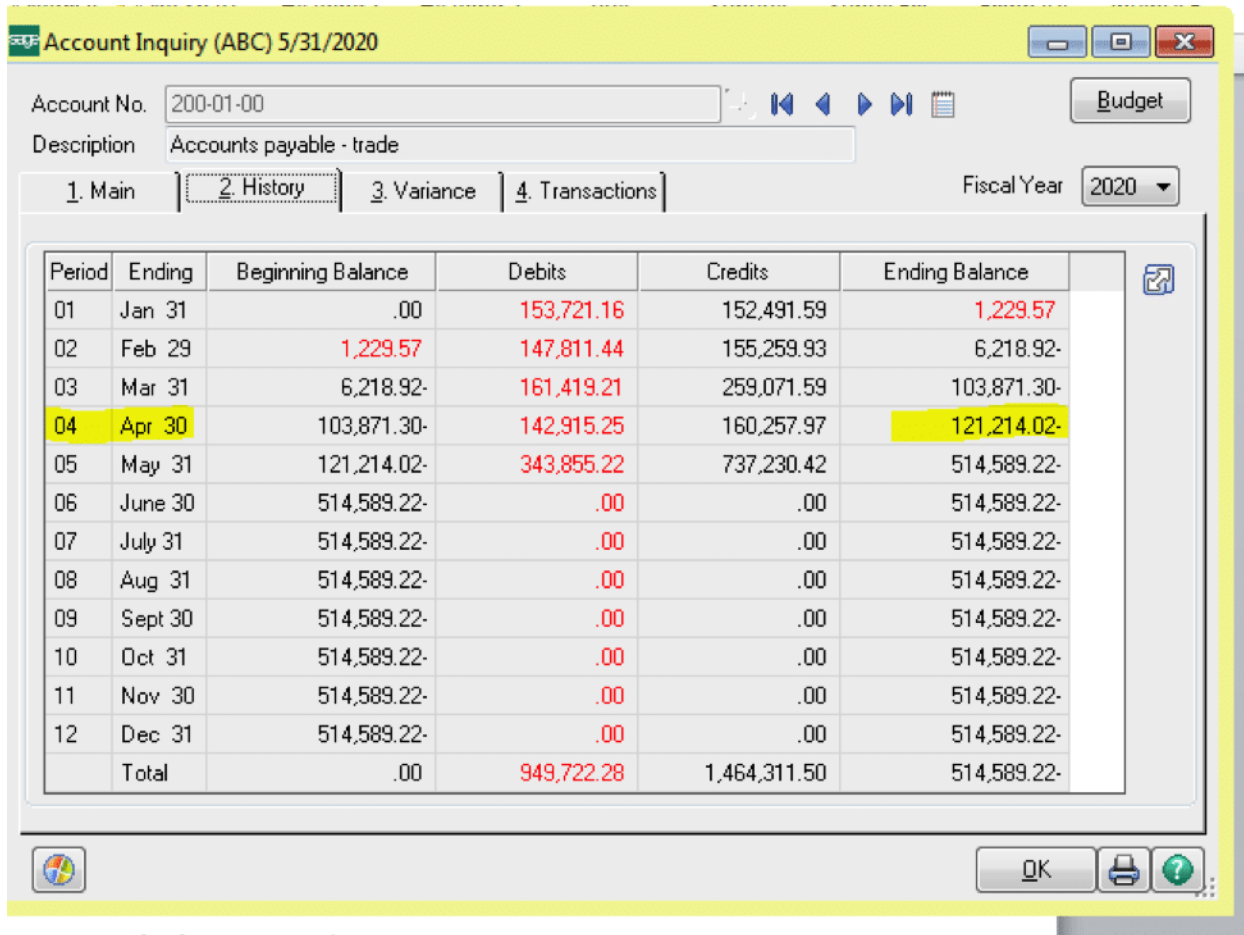


Image 2

Do the Balances Match?

Image 3 shows the Accounts Payable Trial Balance. AP trial balance as of 5/31/2020 does not match the GL ending balance as of 5/31/2020.

Delete and Change Items Log ABC Distribution and Service Corp. (ABC)

Skip Items

Line Number	Starting Item Code/Description	Ending Item Code/Description	New Item Code/Description
1000000000000005	2480-8-50 DESK FILE 8" CAP 50	2480-8-50 DESK FILE 8" CAP 50	ZZZOBSOLETEFIFO New Item Code Description
	Source Item Code	Destination Item Code	Action
	2480-8-50	ZZZOBSOLETEFIFO	No Action - Incompatible costing methods

Image 3

Identify the Discrepancy Details

<https://www.microaccounting.com/resources/reconciliation-in-sage-100-modules/>

The first step is to narrow down the date when the trial balance first had a discrepancy with the General Ledger. Since the account inquiry screen will only show the balances as of the end of a given month, it is necessary to use a different approach to get the ending balances “by day” from the General Ledger versus the Trial Balance report.

To do this, we will run a General Ledger Detail Report. As highlighted in image 4, we will change the selection criteria to “by date,” and input the date we want to balance and the individual account number.

General Ledger Detail Report (ABC) 5/31/2020

Report Setting: STANDARD

Description: General Ledger Detail Report

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Sort Report By: Account Number

Options:

- Selection Criteria: By Date
- Fiscal Year: 2020
- Starting Date: 5/1/2020
- Ending Date: 5/1/2020
- Summarize Detail:
- Source Type: All
- Print Comments: Partial
- Print Posted By/Date:
- Print Condensed:

Selections:

Select Field	Operand	Value
Account Number	Equal to	200-01-00
Description	All	
Main	All	
Department	All	
Location	All	
Group Code	All	

Send To OneNote 2013

Keep Window Open After: Print Preview

Print Preview Setup

Image 4

General Ledger Detail Report

ABC Distribution and Service Corp. (ABC)

Detail Postings for Dates 5/1/2020

Account Number/Description	Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance
200-01-00				Accounts payable - trade	121,214.02-				
05	5/1/2020	AP-000009		AP INVOICE ENTRY /DIV: 01			120,760.50		241,974.52-
Report Total:					<u>121,214.02-</u>	<u>0.00</u>	<u>120,760.50</u>	<u>120,760.50-</u>	<u>241,974.52-</u>

Image 5

Accounts Payable Trial Balance (ABC) 5/31/2020

Report Setting: STANDARD [Save]

Description: Accounts Payable Trial Balance

Setting Options

Type: Public [Print Report Settings] [Number of Copies: 1]

Default Report: [checked] [Three Hole Punch] [Collated: checked]

Options

Invoices to Print: Open [Print Trial Balance as Of: 5/1/2010]

Print Transaction Detail: [checked]

Print G/L Distribution: [unchecked]

Selections

Select Field	Operand	Value
Vendor Number	All	

Send To OneNote 2013 [Keep Window Open After] [Print] [Preview] [Setup]

Image 6

Accounts Payable Trial Balance
All Open Invoices as of 5/1/2020

ABC Distribution and Service Corp. (AB

Division Number: 02 OTHER ACCOUNTS PAYABLE												
Vendor/ Invoice Number	Dates			Hold	Invoice Amount	Discount Amount	Invoice Balance	Type	Date	Transaction Amount	Check Number	Check Date
AMEX American Express Company												
MAYSTMT												
	5/1/2020	5/30/2020		No	3,000.00	0.00	3,000.00	INV	5/1/2020	3,000.00		
	Vendor AMEX Totals:				<u>3,000.00</u>	<u>0.00</u>	<u>3,000.00</u>			<u>3,000.00</u>		
ARROW Arrowsmith Drinking Water												
0001043090												
	4/30/2020	5/10/2020		No	75.00	0.00	75.00	INV	4/30/2020	75.00		
	Vendor ARROW Totals:				<u>75.00</u>	<u>0.00</u>	<u>75.00</u>			<u>75.00</u>		
AVID Avid Label												
0001043090												
009833	4/30/2020	5/10/2020		No	1,272.80	0.00	1,272.80	INV	4/30/2020	1,272.80		
	2/15/2020	3/17/2020	2/25/2020	No	1,117.89	0.00	1,117.89	INV	2/15/2020	1,117.89		
	Vendor AVID Totals:				<u>2,390.69</u>	<u>0.00</u>	<u>2,390.69</u>			<u>2,390.69</u>		
EMPLOY Employment Development Dept												
0001043090												
33-65667	4/30/2020	4/30/2020		No	2,531.77	0.00	2,531.77	INV	4/30/2020	2,531.77		
	5/1/2020	5/30/2020		No	16,982.11	0.00	16,982.11	INV	5/1/2020	16,982.11		
	Vendor EMPLOY Totals:				<u>19,513.88</u>	<u>0.00</u>	<u>19,513.88</u>			<u>19,513.88</u>		
LEARNER Roger W. Learner												
0001033190												
	3/31/2020	4/10/2020		No	1,500.00	0.00	1,500.00	INV	3/31/2020	1,500.00		
0001043090	4/13/2020	4/23/2020		No	1,000.00	0.00	1,000.00	INV	4/13/2020	1,000.00		
	Vendor LEARNER Totals:				<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>			<u>2,500.00</u>		
PACTEL Pacific Telephone												
0001043090												
	4/30/2020	5/10/2020		No	6,497.97	0.00	6,497.97	INV	4/30/2020	6,497.97		
	Vendor PACTEL Totals:				<u>6,497.97</u>	<u>0.00</u>	<u>6,497.97</u>			<u>6,497.97</u>		
	Division 02 Totals:				<u>33,977.54</u>	<u>0.00</u>	<u>33,977.54</u>			<u>33,977.54</u>		
	Report Totals:				<u>241,974.52</u>	<u>0.00</u>	<u>241,974.52</u>			<u>241,974.52</u>		

Image 7

If that balances, move onto the next sequential day, and the next, and so on until the day the Trial Balance is no longer in balance with the GL account. In this example, the trial balance and the GL remain in balance until 5/31/2020. Once we narrow down the date, a closer look at the entries on that day may immediately reveal the cause.

General Ledger Detail Report

ABC Distribution and Service Corp. (ABC)

Account Number/Description					Detail Postings for Dates 5/31/2020				
Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance	
200-01-00			Accounts payable - trade	240,072.52-					
05	5/31/2020	AP-000001	A/P INVOICE ENTRY			2,150.53		242,223.05-	
05	5/31/2020	AP-000002	A/P INVOICE ENTRY			2,875.00		245,098.05-	
05	5/31/2020	CD-000001	A/P CHECK REGISTER		83,873.39			161,224.66-	
05	5/31/2020	CD-000004	A/P CHECK REGISTER /DIV: 01		3,540.50			157,684.16-	
05	5/31/2020	CD-000007	A/P CHECK REGISTER		19,496.66			138,187.50-	
05	5/31/2020	CD-000009	A/P CHECK REGISTER		31,850.00			106,337.50-	
05	5/31/2020	CD-000058	A/P CHECK REGISTER		2,885.88			103,451.62-	
05	5/31/2020	CD-000060	A/P MANUAL CHECK REGISTER		1,000.00			102,451.62-	
05	5/31/2020	CD-000066	APPAY/Monthly A/P Payment		172,412.96			69,961.34	
05	5/31/2020	CD-000081	MTHEXP/Monthly Expenses			45,220.55		24,740.79	
05	5/31/2020	JE-000072	INVENT/Monthly Inv Pur & Trans			115,037.42		90,296.63-	
05	5/31/2020	MC-000001	A/P MANUAL CHECK REGISTER		4,350.53			85,946.10-	
05	5/31/2020	PO-000001	DIV:01 TRADE ACCOUNTS PAYABLE			154,530.00		240,476.10-	
05	5/31/2020	PO-000004	PIO RECEIPT ENTRY DIV:01			274,113.12		514,589.22-	
				<u>240,072.52-</u>	<u>319,409.92</u>	<u>593,926.62</u>	<u>274,516.70-</u>	<u>514,589.22-</u>	
			Report Total:	<u>240,072.52-</u>	<u>319,409.92</u>	<u>593,926.62</u>	<u>274,516.70-</u>	<u>514,589.22-</u>	

Image 8

From this screen we can see the cause of the imbalance. The highlighted data indicates the error was made in a journal entry on 5/31/2020. Sometimes the cause is not quite this clear, though. In that case, an analysis of the individual registers is necessary to determine the difference between the detail and the posting.

This method is not only applicable to Accounts Payable, but to Accounts Receivable and Inventory as well. All three modules have Trial Balance reports that can be run by date and compared to the GL postings by date. By narrowing down the date the actual ledgers became out of balance, the reconciliation process becomes much more methodical and easier to identify.

MicroAccounting is a value-added reseller (VAR) of business software and service, fueled by the drive for client results. Our team members view every interaction with clients as an opportunity to support their goals.