## Procedures > Pages > Finance > General-ledger-balance-enquiries

## **General Ledger Balance Enquiries**

This procedure explains the process for carrying out a balance enquiry on the general ledger (GL).

This action is dealt with by the client funds account team (CFAT).

The following outlines some of the occasions where a balance enquiry may be useful:

- Reconciling control accounts to balances on BaNCS
- Posting general ledger journals
- Reconciling BaNCS mirror accounts against Sage and Oracle GL
- Reconciling admin current accounts

GL balance enquiries can be carried out against the following sites:

- 1000 GB Future Scheme
- 2000 GB Residuary Body
- 3000 NI Future Scheme
- 4000 NI Residuary Body
- 5000 Shared Function

Once a balance enquiry has been carried out it is possible to drill down into the account in order to view a detailed list of transactions that make up the balance displayed.



## **Conduct balance enquiry**

1. In the Sage left hand navigation pane select **Financials**, **Enquiries** and then **Account Balances** to open the balance enquiry screen.

Nove to the pre-	evious record	15 15 <b>2</b> 101 ob		🚖 💎 Enato	cials > Enguiries > Acco	unt Balances
ompany / Site			Chart of acc	unt		]
elerence type	Legal *		Collec	tive		
Dates	01/01/10 31/12/10		Currency / Di	Alter I		0
	And a second second second second					
count	Description	Debit Balance	Credit Balance	Debit	Credit	

 Select the site to be queried in the Company/Site fields. This can be entered by code or by right clicking in the field to open the Selection applet, this allows you to choose the account by name e.g. GB Future Scheme. If no site is selected the balance enquiry displayed will relate to all sites.

7) Use the tab key to toggle between fields within the balance enquiry screen.

3. Enter the dates of the balance enquiry and select the **Search** button at the bottom of the screen.

A balance is displayed for the site which has been selected. The debit balance and credit balance columns display the period end balance and the debit and credit columns display the total movement in the period.

Tags 8

I Like I

4. To export the balance enquiry details to Excel select the **Inquiry Export** field in the toolbar at the top of the enquiry and follow the instructions to generate the Excel worksheet. The worksheet title and tab name can be specified prior to generating the file.

## **View transaction level information**

In order to view the transactions that support a balance in the enquiry screen right click on the specific balance and select **Account**. This will open a new screen that shows all of the transactions that make up the balance including a full description and relevant references. An example of an account enquiry is shown below:

file Edit Wi	indow (Javigation Win-	1 swob	Inquiry expo						
600					🛱 🚖 🗬 Enancia	is > Enquiries > Accou	rts		
Company / Site			Reference	VDe Legal	Chart of account	CM CMEC		71	
Selection Currency GBP			Refence cum	ncy	Account	0001 NRP		Aaintenance Raised	
1	Dates 01/04/10 31/0	3/11			Collective	Collect	tive Group		
Balance sele	ection C 22,950.00		382		<u></u>				
Date	Document	Site	JBP	al Line Description	Reference debit	Reference credit	Reference	Counterpart Account	Tax Ma
Date	C 22,950.00     Document     GL100520000005	Site	Type Jour	al Line Description	Reference debit	Reference credit	Reference	Counterpart Account	Tax Ma
Date 24/05/10 2 24/05/10	C 22,950.00  tasse  Document  GL100520000005  GL100520000005	Site 3000 1000	Type Jour GLIF GL1 GLIF GL1	al Line Description NRP Liability raised NRP Liability raised	Reference debit	Reference credit 225.00 225.00	Reference	Counterpart Account	Tax Ma
Date 24/05/10 24/05/10 02/05/10	Document           GL100520000005         GL100520000005           GL100520000006         GL100910000008	Site 3000 1000	GLIF GL1 GLIF GL1 GLIF GL1	al Line Description NRP Liability raised NRP Liability raised Ideal fability to payment	Reference debit	Reference credit 225.00 225.00 2.500.00	Reference	Counterpart Account	Tax Ma
Date         Date           24/05/10         24/05/10           02/05/10         02/05/10           02/05/10         02/05/10	Document           GL100520000005         GL100520000005           GL100520000006         GL100910000008	Site 3000 1000 1000	Type Jour GLIF GL1 GLIF GL1 GLIF GL1 GLIF GL1	Al Line Description NFP Liability raised MFP Liability raised Ideal Jiability convent NFP Liability Control	Reference debit	Reference credit 225.00 225.00 2.500.00 20.000.00	Reference	Counterpart Account	Tax Ma

Month End Financial Accounts - Produce

Reconcile Bank Accounts

**Reconcile Control Accounts** 

Year End General Ledger Routines