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Tags & Notes

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General Ledger Enquiry

This procedure explains the steps to follow when carrying out an enquiry on the Sage general ledger (GL).

This action is dealt with by the banking and accounting team.

This procedure covers how to enquire on:

- GL balances
- Unreconciled bank statement transactions
- Reconciled bank statement transactions
- Unreconciled cash transaction in GL (cash transactions in GL (logical)) transactions
- Reconciled cash transactions in GL (cash transactions in GL (logical)) transactions
- Journal entries
- GL interface entries
- Any other GL entry



Determine required information

1. Enquire in different parts of Sage depending on the type of information you require.

Enquiry type	Where can the information be found
General ledger (GL) balances	Run a trial balance. For more information refer to General ledger (GL) balance enquiries in related items.
Unreconciled bank statement transactions	Use bank rec tool
Reconciled bank statement transactions	Use bank rec tool
Unreconciled cash transactions in GL (logical) transactions	Use bank rec tool
Reconciled cash transactions in GL (logical) transactions	Use bank rec tool

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Journal entries	View all transactions
GL Interface entries	BaNCS screen. Sage journal entry screen

Run trial balance

2. All GL balances can be viewed by running a trial balance. From the left hand navigation menu select **Reports** and then **Trial Balance**.

You are then be presented with the report. An example of this report is shown below.

Compar Referen Reference c	y / Site 20 Legal unency GSP Bri pound Dates 01/04/10 31/03/11		Chart of C Cuttericy	account CM Collective Effer / Divisor GBP	CMEC Bri pound	0	
Accourt	Description	Debit Balance	Credit Balance	Debit	Credit		
1 10001	NRP Maintenance Raised	_	22,950.00)	22,950.00		
2 10003	NRP Private pay liab raised		7,500.00)	7,500.00		
3 10004	NRP Maintenance Cash Rec'd	2,875.00		2,875.00			
4 10006	NRP Private Pay Liab Discharg	7,500.00		7,500.00			
5 11001	PWC Liability Raised	22,950.00		22,950.00			
6 11002	PWC Private pay liab Raised	7,500.00		7,500.00			
7 11003	PWC Cash Paid		2,875.00)	2,875.00		
8 11004	PWC Priv Pay Liab Discharged		7,500.00)	7,500.00		
9 12001	Employer Cash Recieved	64,000.00		64,000.00			
10 50001	NRP Liability Control		41,925.00	26,950.00	68,875.00		
11 50002	NRP Payment Control		64,000.00	2,875.00	66,875.00		
12 50004	NRP Priv Pay Liab Control Acct			7,500.00	7,500.00		
13 51001	Empolyer Cash Control		1,000.00	66,000.00	67,000.00		
14 55001	GB Future Scheme bank Account	67,000.00		69,875.00	2,875.00		
15 55005	Empoyer Central Bank Account			67,000.00	67,000.00		
16 56001	PWC Liability Control		24,075.00	2,875.00	26,950.00		
17 56002	PWC Payment Control			2,875.00	2,875.00		
18 56004	PWC Priv Pay Liab Control			7,500.00	7,500.00		
19 60000	Inter Site Contra			65,000.00	65,000.00		

You can view the trial balance on the screen, print it or export it to Excel.

3. For each balance you would like to enquire on, right click (or select shift and F10) and select **Account**. You are then presented with a detailed view of the transactions that make up the balance:

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-	Company /	/Site 0	1	Refer	ence type	Legal	Chart of account	CM CMEC		1	
Se	ection Curr	tency GBP		Referice	e currency		Account	10001	NRP	faintenance Raised	
Date		Dates 01/04/10 31/0				Collective	Collec	tive Group			
			and an other distances of the local distances						and the second		
B	alance sele	action C 22,950.00		GBP			BP]	
B	alance sele unt Ba Date	tance Document	Site	GBP	Journal	Line Description	Beference debit	Reference credit	Reference	Counterpart Account	Tax Me
B	unt Bal Date 24/05/10	Document GL100520000005	Site	GBP	Journal GL1	Line Description	Beference debit	Reference credit	Beference	Counterpart Account	Tax Me
B	unt 100 Date 24/05/10 24/05/10	Ection C 22,950.00 Document GL100520000005 GL100520000006	Site 3000 1000	GUF	Journal GL1 GL1	Line Description NRP Liability raised NRP Liability raised	Reference debit	Reference credit 225.0 225.0	Reference	Counterpart Account	Tax Me
B	unt Dote 24/05/10 24/05/10 02/09/10	Document GL 10520000005 GL 10520000005 GL 100520000005 GL 100520000006 GL 100520000006	Site 3000 1000 1000	GUF GUF GUF	Journal GL1 GL1 GL1	Line Description NRP Liability raised NRP Liability raised Ideal liability to payment	Reference debit	Reference credit 225.0 225.0 2.500.0	Reference	Counterpart Account	Tax Md
B	alance sele unt Date 24/05/10 24/05/10 02/09/10 02/09/10	Document GL100520000005 GL100520000005 GL100520000006 GL100910000008 GL100910000008	Site 3000 1000 1000	GUF GUF GUF GUF	Journal GL1 GL1 GL1 GL1	Line Description NRP Liability raised NRP Liability raised Ideal lability to payment NRP Liability Control	Reference debit	Reference credit 225 0 225 0 2.500 0 2.500 0	Reference	Counterpart Account	Tax Ma

Balance enquiries can also be made. For more information refer to General Ledger Balance Enquiries.

Use bank rec tool

- 4. In Sage, from the left hand navigation menu select **AP/AR Accounting**, **Reconciliation** and then **Bank Statement Reconciliation**.
- 5. On the Bank Statement Reconciliation screen input the details of the bank account to be reconciled (or in this case viewed), the last date of the statement and in Last Entry Date input the last GL entry date for the period you want to view. Once input select OK. An example is shown below:

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		ab] 📀
Rank	1000 GR ES	
Pank Account	55001	
Bank Account	55001	-
Bank BP		
Last Statement Date	12/11/10	
Last Entry Date	12/11/10	
		-
		OK En
	Beadu	

6. You are then be presented with this screen:

Bank Account	1000 GB FS 55001		Account Bal. D Bank Balance C	4,477,725.00 43,081.35	Curren Reconciliatio	cy GBP Site 1000 GBF	5			
Sign	Check Number / Reference Date	Value	Inter-banking Code	Description	Sign	Bank Currency Ame Currency Amoun	t Currency			
7	12/11/10		CHIK	CHK121110	C	60,100.00				
8	12/11/10		100	DDT121110	C	235,102.00				
9	12/11/10		STO	510121110	C	35,123.00				
0	12/11/10		TRF	TRF121110	C	25,000.00				
13	12/11/10		\$10	ST0121110	C	36.000.00				
2	12/11/10		STO	TRF121110	C	4,100.00				
3	12/11/10		TRF	TRF121110	D	39,954.00				
4	12/11/10		TRF	TRF121110	D	41,200.00				
15	12/11/10		\$10	ST0121110	D	453.00				
16	12/11/10		MSC	MSC121110	C	256.35				
7	12/11/10		CHK.	CHK121110	D	426.00				
8	12/11/10		001	DDT121110	D	5,600.00				
9	12/11/10		TRF	TRF121110	C	3,654.00				
10	12/11/10		MSC	MSC121110	C	666.00				
1	12/11/10		MSC	MSC121110	C	968.00				
2	24/05/10	24/05/10		cash from boots	D	3,000.00				
23	24/05/10	24/05/10		cash from boots	D	3,000.00				
14	24/05/10	24/05/10		Pw/C is paid	C	150.00				
5	24/05/10	24/05/10		cash from boots	D	3,000.00				
16	24/05/10	24/05/10		cash from boots	D	3,000.00				
27	24/05/10	24/05/10		The NRP pays	D	150.00				
28	24/05/10	24/05/10		PwC is paid	c	150.00				

This shows the requested information. Unreconciled bank statement entries are shown in red, unreconciled account entries are black and all reconciled entries are shown in blue.

View all transactions

 In order to enquire on previously posted journals, from the left hand navigation menu select Financials, Journals and then Journal Entry. All previously entered journals are listed in the left hand pane.

General ledger interface

8. To view items posted to Sage through the interface with BaNCS, from the left hand navigation menu select **Financials**, **Journals** and then **BaNCS**. All journals posted as part of the general ledger interface file (GLIF) are listed in the left hand pane.

General Ledger Balance Enquiries

GLIF Posting