

How to Balance Receivables and Payables to the General Ledger

Lecture – POSTING DATES are VERY IMPORTANT. DO NOT MIX MONTHS!! The system will default the posting date to the date showing for the module in the lower right-hand corner. This date can be changed at time of posting.

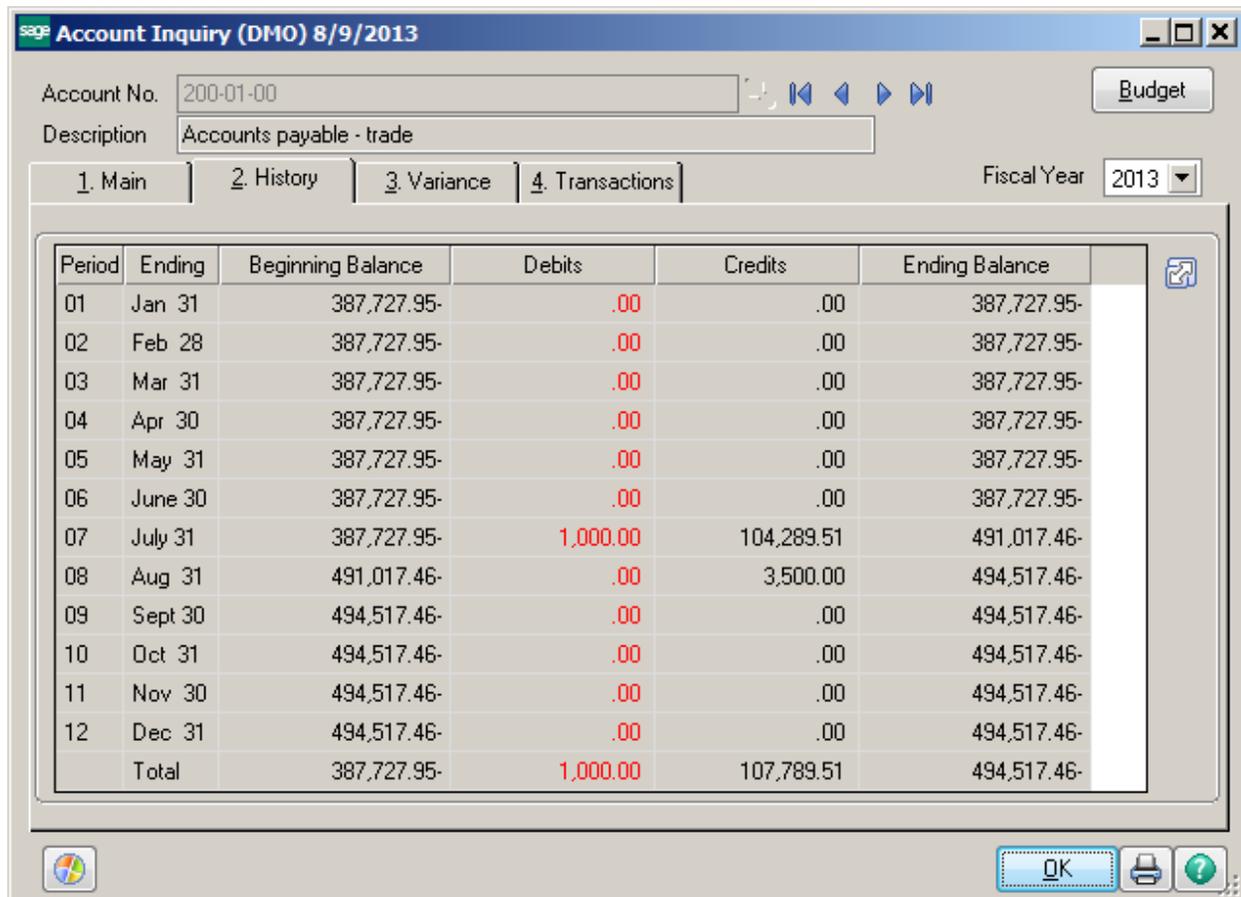
Rule 1 – These are protected accounts – **DO NOT do journal entries to these accounts!!**

Rule 2 – There are some exceptions to Rule 1 – **All adjustments for Accounts Receivable and Accounts Payable should be handled in their respective modules, not through journal entries to the Ledger. Examples: Bad Debt Write-off, Credit Memo Write-off, Duplicate Invoices, etc.**

Rule 3 – **Do not use the Aging Report to balance to the Ledger, use the Trial Balance Report in each module.**

How to get started:

Step 1: Go to General Ledger\Main\Account Inquiry, select your Accounts Payable or Accounts Receivable account.



Period	Ending	Beginning Balance	Debits	Credits	Ending Balance
01	Jan 31	387,727.95-	.00	.00	387,727.95-
02	Feb 28	387,727.95-	.00	.00	387,727.95-
03	Mar 31	387,727.95-	.00	.00	387,727.95-
04	Apr 30	387,727.95-	.00	.00	387,727.95-
05	May 31	387,727.95-	.00	.00	387,727.95-
06	June 30	387,727.95-	.00	.00	387,727.95-
07	July 31	387,727.95-	1,000.00	104,289.51	491,017.46-
08	Aug 31	491,017.46-	.00	3,500.00	494,517.46-
09	Sept 30	494,517.46-	.00	.00	494,517.46-
10	Oct 31	494,517.46-	.00	.00	494,517.46-
11	Nov 30	494,517.46-	.00	.00	494,517.46-
12	Dec 31	494,517.46-	.00	.00	494,517.46-
Total		387,727.95-	1,000.00	107,789.51	494,517.46-

Step 2: Go to Reports. Click on the Accounts Payable Trial Balance Report. **Do not use the Accounts Payable Aging report!** (If reconciling Accounts Receivable, print the Accounts Receivable Trial Balance Report) Compare the **INVOICE BALANCE** column with the **ENDING BALANCE** for that month in the General Ledger Account Inquiry screen. They should match.

Accounts Payable Trial Balance												
All Open Invoices as of 7/31/2013											Demo Company (DMO)	
Division Number: 01 TRADE ACCOUNTS PAYABLE												
Vendor/ Invoice Number	Invoice	Dates		Discount	Hold	Invoice Amount	Discount Amount	Invoice Balance	Transaction Type Date	Amount	Check Number	Check Date
CONT Container Corporation Of Usa												
5648	7/5/2013	7/30/2013		No		500.00	0.00	500.00	INV 7/12/2013	500.00		
615	7/11/2013	7/30/2013		No		750.00	0.00	750.00	INV 7/12/2013	750.00		
						Vendor CONT Totals:	200,808.29	0.00	187,808.29		187,808.29	
IBM Ibm Corporation												
0001053190	5/31/2010	6/30/2010		No		109.00	0.00	109.00	INV 5/31/2010	109.00		
0001073113	7/31/2013	8/30/2013		No		109.00	0.00	109.00	INV 7/31/2013	109.00		
10-2345	5/31/2010	6/30/2010	6/10/2010	No		13,118.43	262.37	13,118.43	INV 5/31/2010	13,118.43		
						Vendor IBM Totals:	13,336.43	262.37	13,336.43		13,336.43	
POSTMST U.S. Postmaster												
072013	7/20/2013	7/30/2013		No		250.00	0.00	250.00	INV 7/20/2013	250.00		
						Vendor POSTMST Totals:	250.00	0.00	250.00		250.00	
SOCALGA Southern California Gas Co.												
0001053190	5/31/2010	6/30/2010		No		4,430.27	0.00	4,430.27	INV 5/31/2010	4,430.27		
0001073113	7/31/2013	8/30/2013		No		4,430.27	0.00	4,430.27	INV 7/31/2013	4,430.27		
071813	7/18/2013	7/30/2013		No		657.25	0.00	657.25	INV 7/20/2013	657.25		
						Vendor SOCALGA Totals:	9,517.79	0.00	9,517.79		9,517.79	
STEV Stevens Supply												
2971	5/11/2010	6/10/2010		No		154,530.00	0.00	154,530.00	INV 5/31/2010	154,530.00		
8465	7/12/2013	8/11/2013	7/22/2013	No		95.64	1.91	95.64	INV 7/12/2013	95.64		
						Vendor STEV Totals:	154,625.64	1.91	154,625.64		154,625.64	
UNITED United Computers												
8546	7/22/2013	8/21/2013	8/11/2013	No		62.58	1.25	62.58	INV 7/22/2013	62.58		
						Vendor UNITED Totals:	62.58	1.25	62.58		62.58	
						Division 01 Totals:	512,592.46	414.15	491,017.46		491,017.46	

Current Page No.: 2

Total Page No.: 2+

Zoom Factor: 125%

IF THEY DON'T:

Go to the module, click on Main and then Print the Daily Transaction Register. It is possible that there is an unposted register that needs to be updated.

The screenshot shows a SAP Crystal Reports window titled "Daily Transaction Register" for "Demo Company (DMO)". The report is for "Postings For: 8/9/2013". It displays a table with columns for Source Journal, Account Number, Account Description/Posting Comment, Debit, and Credit. The data includes three transactions: one for Accounts payable - trade (1,150.00 credit), one for Freight - East (1,000.00 debit), and one for Freight - West (150.00 debit). Summary rows show Journal 000021 Totals, Source AP Totals, 8/9/2013 Totals, and Report Totals, all showing a balance of 1,150.00.

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
AP-000021	200-01-00	Accounts payable - trade		1,150.00
	450-02-01	A/P INVOICE ENTRY /DIV: 01 Freight - East	1,000.00	
	450-02-02	United Computers //IN: 64597851 Freight - West Stevens Supply //IN: 846546	150.00	
Journal 000021 Totals:			<u>1,150.00</u>	<u>1,150.00</u>
Source AP Totals:			<u>1,150.00</u>	<u>1,150.00</u>
8/9/2013 Totals:			<u>1,150.00</u>	<u>1,150.00</u>
Report Totals:			<u>1,150.00</u>	<u>1,150.00</u>

Note: You should always check for unposted registers before you perform period end processing.

IF THEY STILL DON'T TIE:

We need to narrow down the timeframe that the modules went out of balance.

Print the General Ledger Detail Report by Week Ending Date.

Report Setting: AP

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: 2013

Starting Date: 7/1/2013

Ending Date: 7/6/2013

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	

HP LaserJet P2055d UPD PCL 6

Keep Window Open After

Print: Preview:

Print Preview Setup

Print the Accounts Payable (or Accounts Receivable) Trial balance report by Week Ending Date.

sage Accounts Payable Trial Balance (TST) 8/9/2013 [min] [max] [close]

Report Setting: STANDARD [search] [Save]

Description: Accounts Payable Trial Balance

Setting Options

Type: Public [dropdown] Print Report Settings: Number of Copies: 1 [up/down]

Default Report: Three Hole Punch: Collated:

Options

Invoices to Print: Open [dropdown]

Print Trial Balance as Of: 7/6/2013 [calendar]

Print Transaction Detail:

Print G/L Distribution:

Print 1099 Information:

Selections

Select Field	Operand	Value	
Vendor Number	All [dropdown]		

HP LaserJet P2055d UPD PCL 6 [dropdown] Keep Window Open After: Print Preview [Print] [Preview] [Setup] [help]

Compare the Totals from the reports. If they are the same, print the next week.

General Ledger Detail Report SAP CRYSTAL REPORTS*

Main Report

test (TST)

Detail Postings for Dates 7/1/2013 Thru 7/6/2013

Account Number /Description	Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance
200-01-00				Accounts payable - trade	387,727.95-				387,727.95-
					<u>387,727.95-</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>387,727.95-</u>
Report Total:					<u>387,727.95-</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>387,727.95-</u>

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Accounts Payable Trial Balance SAP CRYSTAL REPORTS*

Main Report

D001053190	5/31/2010	6/30/2010	6/10/2010	No	1,980.89	0.00	980.89	INV	5/31/2010	1,980.89		
TRUCK1028	12/28/2009	1/7/2010		Yes	775.37	0.00	775.37	INV	12/28/2009	775.37		5/31/2010
				Vendor ANDERS Totals:	<u>7,194.76</u>	<u>17.96</u>	<u>3,694.76</u>			<u>3,694.76</u>		
COMPAG Compaq Computer Corporation												
D001053190	5/31/2010	6/30/2010		No	79.00	0.00	79.00	INV	5/31/2010	79.00		
D002053190	5/31/2010	6/30/2010		No	24,063.58	0.00	19,063.58	INV	5/31/2010	24,063.58		5/31/2010
								PMT	5/31/2010	5,000.00	001730	
2078834	5/31/2010	6/30/2010		No	29,816.42	0.00	29,816.42	INV	5/31/2010	29,816.42		
				Vendor COMPAQ Totals:	<u>53,959.00</u>	<u>0.00</u>	<u>48,959.00</u>			<u>48,959.00</u>		
CONT Container Corporation Of Usa												
D001053190	5/31/2010	6/30/2010		No	50,553.60	0.00	50,553.60	INV	5/31/2010	50,553.60		
44-4567	5/1/2010	5/30/2010		No	92,332.89	0.00	80,332.89	INV	5/1/2010	92,332.89		5/31/2010
								PMT	5/31/2010	12,000.00	001726	
				Vendor CONT Totals:	<u>142,886.49</u>	<u>0.00</u>	<u>130,886.49</u>			<u>130,886.49</u>		
BM Ibm Corporation												
D001053190	5/31/2010	6/30/2010		No	109.00	0.00	109.00	INV	5/31/2010	109.00		
10-2345	5/31/2010	6/30/2010	6/10/2010	No	13,118.43	262.37	13,118.43	INV	5/31/2010	13,118.43		
				Vendor IBM Totals:	<u>13,227.43</u>	<u>262.37</u>	<u>13,227.43</u>			<u>13,227.43</u>		
SOCALGA Southern California Gas Co.												
D001053190	5/31/2010	6/30/2010		No	4,430.27	0.00	4,430.27	INV	5/31/2010	4,430.27		
				Vendor SOCALGA Totals:	<u>4,430.27</u>	<u>0.00</u>	<u>4,430.27</u>			<u>4,430.27</u>		
STEV Stevens Supply												
5971	5/11/2010	6/10/2010		No	154,530.00	0.00	154,530.00	INV	5/31/2010	154,530.00		
				Vendor STEV Totals:	<u>154,530.00</u>	<u>0.00</u>	<u>154,530.00</u>			<u>154,530.00</u>		
				Division 01 Totals:	<u>408,302.95</u>	<u>280.33</u>	<u>387,727.95</u>			<u>387,727.95</u>		

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SAP Crystal Reports - General Ledger Detail Report

test (TST)

Detail Postings for Dates 7/8/2013 Thru 7/12/2013

Account Number /Description	Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance
200-01-00				Accounts payable - trade	387,727.95-				
07	7/12/2013	AP-000018		A/P INVOICE ENTRY /DIV: 01			1,345.64		389,073.59-
					<u>387,727.95-</u>	<u>0.00</u>	<u>1,345.64</u>	<u>1,345.64-</u>	<u>389,073.59-</u>
				Report Total:	<u>387,727.95-</u>	<u>0.00</u>	<u>1,345.64</u>	<u>1,345.64-</u>	<u>389,073.59-</u>

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SAP Crystal Reports - Accounts Payable Trial Balance

44-4567	5/1/2010	5/30/2010	No	92,332.89	0.00	80,332.89	INV	5/1/2010	92,332.89		
							PMT	5/31/2010	12,000.00-	001726	
5648	7/5/2013	7/30/2013	No	500.00	0.00	500.00	INV	7/12/2013	500.00		
615	7/11/2013	7/30/2013	No	750.00	0.00	750.00	INV	7/12/2013	750.00		
				Vendor CONT Totals:	<u>144,136.49</u>	<u>0.00</u>	<u>132,136.49</u>		<u>132,136.49</u>		
IBM Ibm Corporation 0001053190	5/31/2010	6/30/2010	No	109.00	0.00	109.00	INV	5/31/2010	109.00		
10-2345	5/31/2010	6/30/2010	No	13,118.43	262.37	13,118.43	INV	5/31/2010	13,118.43		
				Vendor IBM Totals:	<u>13,227.43</u>	<u>262.37</u>	<u>13,227.43</u>		<u>13,227.43</u>		
SOCALGA Southern California Gas Co. 0001053190	5/31/2010	6/30/2010	No	4,430.27	0.00	4,430.27	INV	5/31/2010	4,430.27		
				Vendor SOCALGA Totals:	<u>4,430.27</u>	<u>0.00</u>	<u>4,430.27</u>		<u>4,430.27</u>		
STEV Stevens Supply 2971	5/11/2010	6/10/2010	No	154,530.00	0.00	154,530.00	INV	5/31/2010	154,530.00		
8465	7/12/2013	8/11/2013	7/22/2013	No	95.64	1.91	95.64	INV	7/12/2013	95.64	
				Vendor STEV Totals:	<u>154,625.64</u>	<u>1.91</u>	<u>154,625.64</u>		<u>154,625.64</u>		
				Division 01 Totals:	<u>409,648.59</u>	<u>282.24</u>	<u>389,073.59</u>		<u>389,073.59</u>		

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A/P Date: 8/9/2013

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 125%

Once you determine the week you went out of balance, then start comparing each day.

SAP Crystal Reports: General Ledger Detail Report

test (TST)

Detail Postings for Dates 7/22/2013 Thru 7/26/2013

Account Number /Description	Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance
200-01-00				Accounts payable - trade	390,936.25-				
07	7/22/2013	AP-000020		A/P INVOICE ENTRY /DIV: 01			6,574.93		397,511.18-
07	7/22/2013	AP-000022		Airway Property /IN: 000010614			1,600.00		399,111.18-
07	7/22/2013	AP-000022		A/P INVOICE ENTRY /DIV: 01		1,600.00			397,511.18-
Report Total:					<u>390,936.25-</u>	<u>1,600.00</u>	<u>8,174.93</u>	<u>6,574.93-</u>	<u>397,511.18-</u>

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SAP Crystal Reports: Accounts Payable Trial Balance

All Open Invoices as of 7/26/2013

test (TST)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor / Invoice Number	Invoice	Dates	Discount	Hold	Invoice Amount	Discount Amount	Invoice Balance	Type	Date	Transaction Amount	Check Number	Check Date
STEV Stevens Supply												
2971												
	5/11/2010	6/10/2010		No	154,530.00	0.00	154,530.00	INV	5/31/2010	154,530.00		
8465												
	7/12/2013	8/11/2013	7/22/2013	No	95.64	1.91	95.64	INV	7/12/2013	95.64		
Vendor STEV Totals:					<u>154,625.64</u>	<u>1.91</u>	<u>154,625.64</u>			<u>154,625.64</u>		
UNITED United Computers												
8546												
	7/22/2013	8/21/2013	8/11/2013	No	62.58	1.25	62.58	INV	7/22/2013	62.58		
Vendor UNITED Totals:					<u>62.58</u>	<u>1.25</u>	<u>62.58</u>			<u>62.58</u>		
Division 01 Totals:					<u>416,498.18</u>	<u>302.60</u>	<u>395,911.18</u>			<u>395,911.18</u>		

Current Page No.: 2 | Total Page No.: 2+ | Zoom Factor: 125%

Review the general ledger transactions that were posted that day. Find the registers to determine what went wrong.

sage Account Inquiry (TST) 8/9/2013

Account No. 200-01-00 Budget

Description Accounts payable - trade

1. Main 2. History 3. Variance 4. Transactions Fiscal Year 2013

Per	Date	Journal	Posting Remark	Debit	Credit
07	7/12/2013	AP-000018	A/P INVOICE ENTRY /DIV: 01		1,345.64
07	7/20/2013	AP-000019	A/P INVOICE ENTRY /DIV: 01		1,862.66
07	7/22/2013	AP-000020	A/P INVOICE ENTRY /DIV: 01		6,574.93
07	7/22/2013	AP-000022	Airway Property /IN: 0000106145		1,600.00
07	7/22/2013	AP-000022	A/P INVOICE ENTRY /DIV: 01	1,600.00	
07	7/29/2013	MC-000005	A/P MANUAL CHECK AND PAY...	4,000.00	
07	7/30/2013	AP-000016	A/P INVOICE ENTRY /DIV: 01		1,000.00
07	7/30/2013	AP-000021	A/P INVOICE ENTRY /DIV: 01		1,099.96
07	7/30/2013	MC-000004	A/P MANUAL CHECK AND PAY...	1,000.00	
07	7/30/2013	PO-000005	P/O RECEIPT ENTRY DIV:01		1,213.20
07	7/31/2013	AP-000017	A/P INVOICE ENTRY /DIV: 01		92,293.08
08	8/1/2013	MC-000006	A/P MANUAL CHECK AND PAY...	3,575.00	
				Beginning	Ending Balance
				387,727.95-	484,542.42-
				Debit 10,175.00	
				Credit 106,989.47	
				Net Change 96,814.47-	

OK

Note: If using Paperless, look up Journals by Journal Code, not Acctg Date.

sage Journal and Register Viewer (TST) 8/9/2013

Company Code TST test Refresh

Module Code ALL All Modules

Document All Documents Accounting Date From 7/10/2013 To 12/31/2499

Company	Module	Journal No.	Batch	Journal Name	PDF Created	Acctg Date	Updated	PDF Location	PDF E:
TST	A/P	AP-000021		Invoice Register	2013/08/08 17:24...	7/13/2013	Y	C:\Sage 2013\MAS90\pd\TST_...	Y
TST	A/P			A/P Daily Trans...	2013/08/08 17:25...	7/13/2013	Y	C:\Sage 2013\MAS90\pd\TST_...	Y
TST	A/P	MC-000005		Manual Check ...	2013/08/09 12:51...	8/9/2013	Y	C:\Sage 2013\MAS90\pd\TST_...	Y
TST	A/P			A/P Daily Trans...	2013/08/09 12:51...	8/9/2013	Y	C:\Sage 2013\MAS90\pd\TST_...	Y
TST	A/P	MC-000006		Manual Check ...	2013/08/09 12:54...	8/9/2013	Y	C:\Sage 2013\MAS90\pd\TST_...	Y
TST	A/P			A/P Daily Trans...	2013/08/09 12:54...	8/9/2013	Y	C:\Sage 2013\MAS90\pd\TST_...	Y
TST	A/P	AP-000022		Invoice Register	2013/08/09 13:00...	8/9/2013	Y	C:\Sage 2013\MAS90\pd\TST_...	Y
TST	A/P			A/P Daily Trans...	2013/08/09 13:00...	8/9/2013	Y	C:\Sage 2013\MAS90\pd\TST_...	Y

OK

TST_AP_InvoiceRegister_AP-000022_000.PDF - Adobe Acrobat

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Create [Icons] 1 / 2 [Icons] 101% [Icons] Tools Comment Share

Accounts Payable Invoice Register
 Journal Posting Date: 7/22/2013
 Register Number: AP-000022

test (TST)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number	Invoice Number	Invoice	Due	Discount	Invoice Amount	Discount	Distribution Amount
AIRWAY	0000106145	Airway Property					
		ADJUST					
		5/17/2010	5/30/2010		1,600.00-	0.00	1,600.00-
		G/L Account	200-01-00				1,600.00-
					Accounts payable - trade		1,600.00-
					Division 01 Total:		1,600.00-
					Report Total:		1,600.00-
							Prepaid Amount: 0.00
							Prepaid Amount: 0.00

Separate Check: No

***By default the system posts a credit to Accounts Payable, so when this adjustment was done, the incorrect account was used on the lines tab. It caused a debit and credit to AP. In this situation a journal entry will need to be done to correct the problem. (Debit to Accounts Payable and a Credit to the Expense Account.)

***If invoices are posted to the incorrect period, a journal entry can be entered with a reversing date for the wrong period.

***If invoice were entered for the wrong period and it MUST be corrected, reverse the invoices just as they had been originally entered. Then re-enter them correctly using a **different** invoice number.

***IF you just CAN'T find it...check a future date to see if someone posted into the wrong year.