

What Do You Mean It Doesn't Balance?

Debits still must equal Credits!

GENERAL LEDGER:

Run the General Ledger Trial Balance Report. Check the Report Total, the total Debits and Credits should be the same.

Note: The report will display a warning message if it is out of balance.

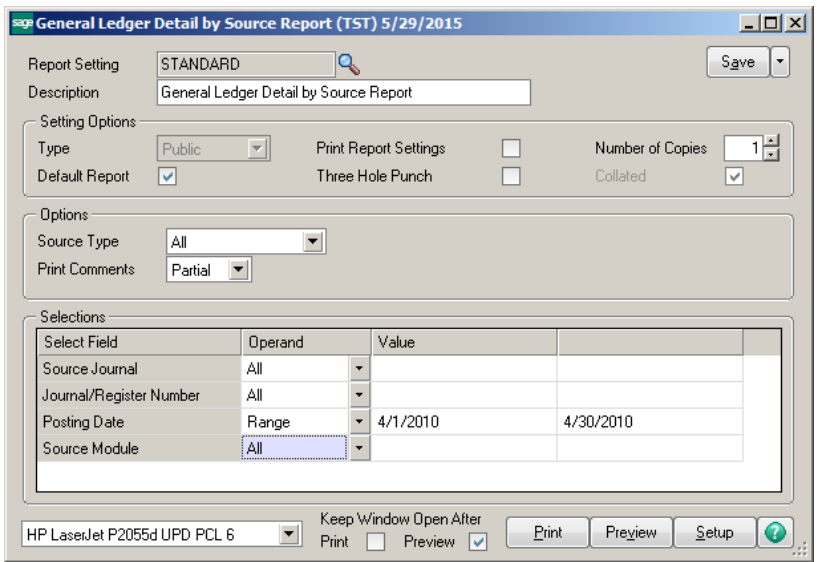
General Ledger Trial Balance for Period Ending 5/31/2010

		Test Company (TST)	
Account Number	Description	Debit	Credit
GENERAL & ADMINISTRATIVE			
740-00-04	Telephone expenses	9,638.57	
745-00-04	Utilities	6,356.97	
750-00-04	Interest expense	3,410.88	
755-00-04	Travel and entertainment	22,792.44	
760-00-04	Office supplies	6,507.06	
765-00-04	Miscellaneous expense	522.88	
770-00-04	Postage & other freight	4,523.27	
	GENERAL & ADMINISTRATIVE:	284,253.16	
OTHER INCOME & EXPENSE			
950-01-04	Discounts earned		8,212.68
950-02-04	Discounts allowed	2,391.20	
955-00-04	Interest income		35,242.68
960-00-04	Miscellaneous		35,768.21
	OTHER INCOME & EXPENSE:	2,391.20	79,223.57
PROVISION FOR INCOME TAXES			
990-00-00	Provision for income taxes	67,050.00	
	PROVISION FOR INCOME TAXES:	67,050.00	0.00
	Report Total:	4,699,841.56	4,701,197.80

The Trial Balance Report is Not in Balance

Step 1 – Determine which month the ledger went out of balance. Print the Trial Balance report for the previous month to be sure that the out of balance condition is isolated to the current month. If the previous month is out of balance, print the Trial Balance for each month until you determine when the out of balance condition occurred.

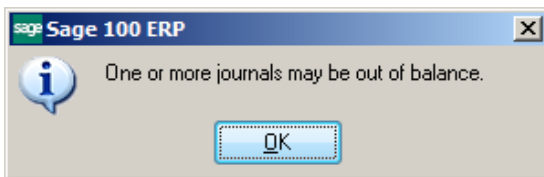
Step 2 – Print the General Ledger Detail by Source Report for the month that went out of balance.



Step 3 – Review each Source Journal Total until you find the Source Journal Code section that has gone out of balance.

101-01-00	Cash in bank - Reg. checking		160,936.36	
	PAYABL/Monthly Payables Payments			
200-01-00	Accounts payable - trade		142,915.25	
	PAYABL/Monthly Payables Payments			
200-02-00	Accounts payable - other		18,021.11	
	PAYABL/Monthly Payables Payments			
Journal CD-000054 Totals:			<u>160,936.36</u>	<u>160,936.36</u>
Source CD Totals:			<u>227,282.79</u>	<u>227,282.79</u>
CR-000042	4/30/2010	G/L		
AccountNumber	Description/Comments		Debit	Credit
101-01-00	Cash in bank - Reg. checking		383,734.25	
	A/RCOL/Monthly A/R Collections			
105-00-01	Accts. receiv. - East Warehse			282,119.14
105-00-02	Accts. receiv. - West Warehse			101,615.11
	A/RCOL/Monthly A/R Collections			
Journal CR-000042 Totals:			<u>383,734.25</u>	<u>383,734.25</u>
Source CR Totals:			<u>383,734.25</u>	<u>383,734.25</u>
IA-000003	4/15/2010	I/M 00001		
AccountNumber	Description/Comments		Debit	Credit
115-00-03	Inventory - Central Warehouse			1,356.24
	Inventory Transaction (ADJUSTMENT)			
Journal IA-000003 Totals:			<u>0.00</u>	<u>1,356.24</u>
Source IA Totals:			<u>0.00</u>	<u>1,356.24</u>
IM-000001	4/30/2010	G/L		
AccountNumber	Description/Comments		Debit	Credit
115-00-03	Inventory - Central Warehouse		106,854.05	
	Inventory adjustment			
960-00-04	Miscellaneous			106,854.05
	Inventory adjustment			
Journal IM-000001 Totals:			<u>106,854.05</u>	<u>106,854.05</u>

Step 4 – Locate the original Daily Transaction Register. Use this report to determine what is missing.
Note: The report will indicate that is was out of balance at time of posting. Often, the user will receive a pop-up at time of posting that there is an out of balance condition.



Daily Transaction Register

Test Company (TST)

Postings For: 4/15/2010

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
IA-000003	115-00-03	Inventory - Central Warehouse		1,356.24
		Inventory Transaction (ADJUSTMENT)		
Journal 000003 Totals:			<u>0.00</u>	<u>1,356.24</u>
Out of Balance By 1,356.24 **				
Source IA Totals:			<u>0.00</u>	<u>1,356.24</u>
4/15/2010 Totals:			<u>0.00</u>	<u>1,356.24</u>
Report Totals:			<u>0.00</u>	<u>1,356.24</u>

Step 5 – Enter a General Journal Entry to correct the out of balance condition.
Note: Security rights **MUST** be in place for the user in order to post this entry.

The screenshot shows the 'General Journal Entry (TST) 5/29/2015' window. The 'Source Journal' is 'IA' and the 'Entry Number' is '000003'. The 'Posting Date' is '4/15/2010'. The 'Journal Comment' is 'To Correct Out of Balance Entry'. The window has tabs for '1. Header' and '2. Lines'. Buttons for 'Accept', 'Cancel', 'Delete', and a help icon are at the bottom.

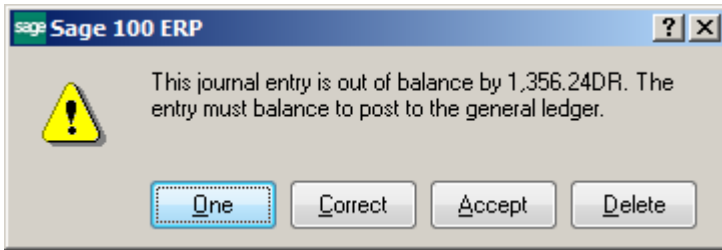
The screenshot shows the 'General Journal Entry (TST) 5/29/2015' window with the '2. Lines' tab selected. It displays a table with two lines of journal entries. Below the table is a 'Quick Row' section with a red box highlighting the 'Debits' and 'Credits' fields. The 'Debits' field contains '1,356.24' and the 'Credits' field contains '.00'. The 'Net Balance' is '1,356.24'. Buttons for 'Accept', 'Cancel', 'Delete', and a help icon are at the bottom.

	Account No.	Debit	Credit	Comment
1	450-01-01	1,356.24	.00	To Correct Out of Balanc...
2		.00	.00	To Correct Out of Balanc...

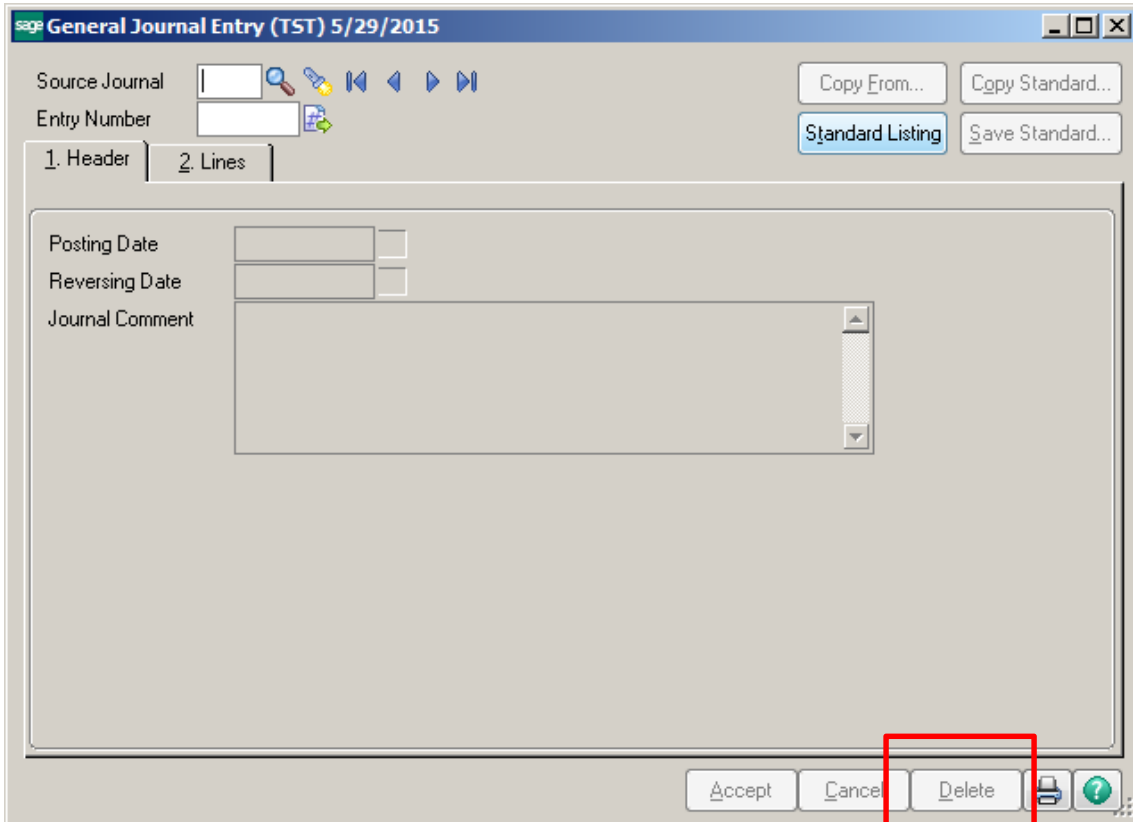
Quick Row: 2

Debits: 1,356.24 Credits: .00 Net Balance: 1,356.24

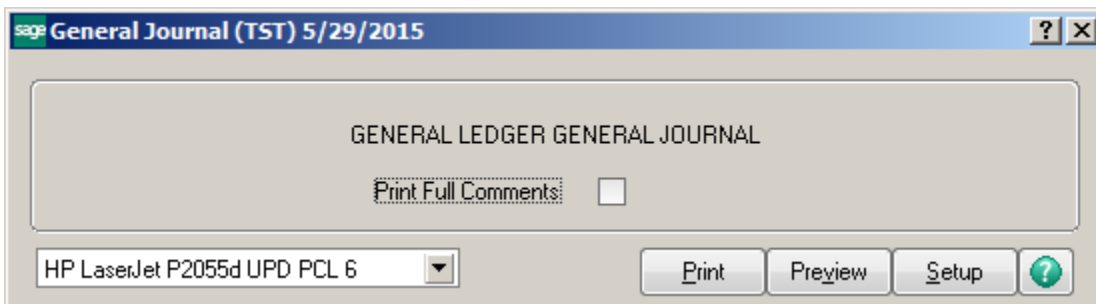
Step 6 – Click the One button.



Step 7 – Click the Printer Icon or exit this screen and select the General Journal menu item.



Step 8 – Click the Print button on the General Journal screen.

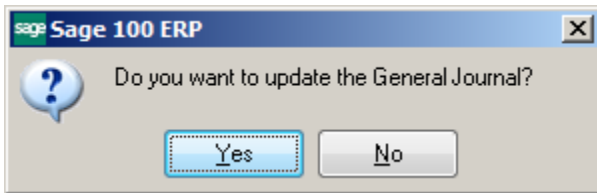


General Journal

Test Company (TST)

Source Journal	Posting Date	Journal Comment	Reversing Date	User Updated Logon
IA-000003	4/15/2010	To Correct Out of Balance Entry		
Account Number		Description/Comment		
450-01-01		Purchases - East To Correct Out of Balance Entry		sjd
			1,356.24	
Journal IA-000003 Totals:			1,356.24	0.00
**Out of Balance By 1,356.24 **				
Source IA Totals:			1,356.24	0.00
Report Totals:			1,356.24	0.00

Step 9 – Click the Yes button to Update.



Step 10 – Print the General Ledger Trial Balance Report for the period has been corrected. It should now show in balance.

General Ledger Trial Balance for Period Ending 4/30/2010

Test Company (TST)

Account Number	Description	Debit	Credit
OTHER INCOME & EXPENSE			
950-01-04	Discounts earned		5,684.59
955-00-04	Interest income		27,727.76
960-00-04	Miscellaneous		106,144.85
OTHER INCOME & EXPENSE:			139,557.20
PROVISION FOR INCOME TAXES			
990-00-00	Provision for income taxes	67,050.00	
PROVISION FOR INCOME TAXES:		67,050.00	0.00
Report Total:		<u>3,412,062.67</u>	<u>3,412,062.67</u>

ACCOUNTS RECEIVABLE:

Run the Accounts Receivable Trial Balance report. Check the Report Total, the Invoice Balance column total should match the General Ledger balance for the month.

Accounts Receivable Trial Balance
All Open Invoices as of 5/31/2010

Test Company (TST)

Division Number: 02 WEST SALES OFFICE										
Customer/Invoice Number	Dates		Discount	Invoice Amount	Discount Amount	Invoice Balance	Transaction		Check Number/Type	Deposit Date
	Invoice	Due					Type	Date	Amount	
JELLCO Jelco Packing										
0100038-IN	5/16/2010	6/15/2010		116.08	0.00	116.08	INV	5/31/2010	116.08	
Customer JELLCO Totals:				<u>5,055.91</u>	<u>0.00</u>	<u>5,055.91</u>			<u>5,055.91</u>	
ORANGE Orange Door & Window Co.										
0100047-IN	5/31/2010	6/30/2010	6/10/2010	263.37	5.27	263.37	INV	5/31/2010	263.37	
Customer ORANGE Totals:				<u>263.37</u>	<u>5.27</u>	<u>263.37</u>			<u>263.37</u>	
Division 02 Totals:				<u>147,729.29</u>	<u>771.30</u>	<u>145,481.21</u>			<u>145,481.21</u>	
Number of Customers:				10						
Report Totals:				<u>737,064.59</u>	<u>6,538.90</u>	<u>699,768.95</u>			<u>699,768.95</u>	
Number of Customers:				17						

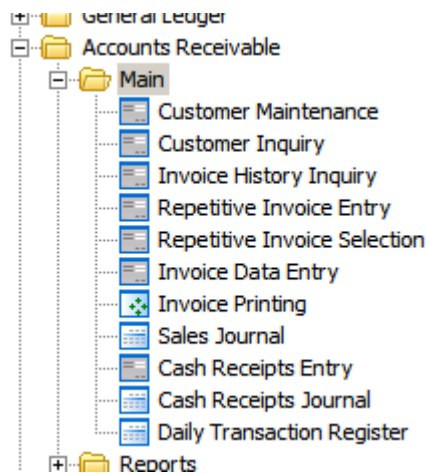
General Ledger Detail Report

Test Company (TST)

Summary Report for Period 05 Ending 5/31/2010					
Account Number/Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
105-00-01 Accts. receiv. - East Warehse	311,187.89	572,341.78	332,004.43	240,337.35	551,525.24
105-00-02 Accts. receiv. - West Warehse	154,105.70	166,803.92	175,428.41	8,624.49	145,481.21
Report Total:	<u>465,293.59</u>	<u>739,145.70</u>	<u>507,432.84</u>	<u>231,712.86</u>	<u>697,006.45</u>

IF They Don't Balance:

Step 1: Click on the Daily Transaction Register under the Main folder for the module.



Step 2 – Click the Print button to determine if there is a Daily Transaction Register that is not posted.

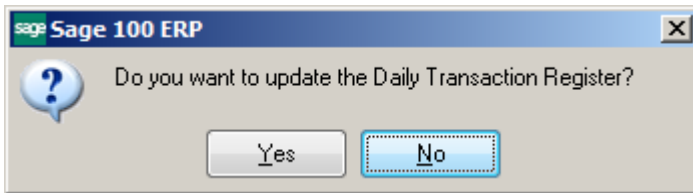
Daily Transaction Register

Test Company (TST)

Postings For: 5/10/2010

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
AR-000005	105-00-01	Accts. receiv. - East Warehse	2,762.50	
		A/R Invoice Entry - 5/10/2010		
	115-00-01	Inventory - East Warehouse		2,762.50
		Green Tree Supply Co REF: 0000115 - BATCH: 00115		
	115-00-01	Inventory - East Warehouse		1,375.00
		Green Tree Supply Co REF: 0000115 - BATCH: 00115		
	450-10-00	Cost of Goods Sold	1,375.00	
		Green Tree Supply Co REF: 0000115 - BATCH: 00115		
Journal 000005 Totals:			<u>4,137.50</u>	<u>4,137.50</u>
Source AR Totals:			<u>4,137.50</u>	<u>4,137.50</u>
5/10/2010 Totals:			<u>4,137.50</u>	<u>4,137.50</u>
Report Totals:			<u>4,137.50</u>	<u>4,137.50</u>

Step 3 – Update the register and check your totals again.



Test Company (TST)

Division Number: 02 WEST SALES OFFICE

Customer/ Invoice Number	Invoice Date	Due Date	Discount	Invoice Amount	Discount Amount	Invoice Balance	Transaction Type	Transaction Date	Transaction Amount	Check Number/Type	Deposit Date
JELLCO Jellco Packing											
0100038-IN	5/16/2010	6/15/2010		116.08	0.00	116.08	INV	5/31/2010	116.08		
Customer JELLCO Totals:				<u>5,055.91</u>	<u>0.00</u>	<u>5,055.91</u>			<u>5,055.91</u>		
ORANGE Orange Door & Window Co.											
0100047-IN	5/31/2010	6/30/2010	6/10/2010	263.37	5.27	263.37	INV	5/31/2010	263.37		
Customer ORANGE Totals:				<u>263.37</u>	<u>5.27</u>	<u>263.37</u>			<u>263.37</u>		
Division 02 Totals:				<u>147,729.29</u>	<u>771.30</u>	<u>145,481.21</u>			<u>145,481.21</u>		
Number of Customers:				<u>10</u>							
Report Totals:				<u>737,064.59</u>	<u>6,538.90</u>	<u>699,768.95</u>			<u>699,768.95</u>		
Number of Customers:				<u>17</u>							

General Ledger Detail Report

Test Company (TST)

		Summary Report for Period 05 Ending 5/31/2010				
Account Number/Description		Beginning Balance	Debit	Credit	Net Change	Ending Balance
105-00-01	Accts. receiv. - East Warehse	311,187.89	575,104.28	332,004.43	243,099.85	554,287.74
105-00-02	Accts. receiv. - West Warehse	154,105.70	166,803.92	175,428.41	8,624.49	145,481.21
Report Total:		<u>465,293.59</u>	<u>741,908.20</u>	<u>507,432.84</u>	<u>234,475.36</u>	<u>699,768.95</u>

Step 4 – Print the Accounts Receivable Aging Report, compare the Report Total to the Accounts Receivable Trial Balance report total.

A/R Aging:

				Customer GREALAR Totals:	16.51	825.50	825.50	0.00	0.00	0.00	0.00
JELLCO	Jellco Packing			Contact: Mary Winfrey			Phone: (714) 555-9451			Credit Limit:	20,000.00
5/5/2010	0100004-IN	6/4/2010		0.00	2,766.22	2,766.22	0.00	0.00	0.00	0.00	0.00
5/16/2010	0100038-IN	6/15/2010		0.00	116.08	116.08	0.00	0.00	0.00	0.00	0.00
5/28/2010	0100015-IN	6/27/2010		0.00	2,173.61	2,173.61	0.00	0.00	0.00	0.00	0.00
				Customer JELLCO Totals:	0.00	5,055.91	5,055.91	0.00	0.00	0.00	0.00
ORANGE	Orange Door & Window Co.			Contact: Harold English, President			Phone: (714) 555-7823			Credit Limit:	10,000.00
5/31/2010	0100047-IN	6/30/2010	6/10/2010	5.27	263.37	263.37	0.00	0.00	0.00	0.00	0.00
				Customer ORANGE Totals:	5.27	263.37	263.37	0.00	0.00	0.00	0.00
				Division 02 Totals:	771.30	145,481.21	119,241.02	4,293.73	13,959.43	7,974.28	12.75
				Number of Customers:	10						
				Report Totals:	6,538.90	702,631.45	664,998.48	9,258.25	19,552.26	8,809.71	12.75
				Number of Customers:	18						

A/R Trial:

Test Company (131)

Division Number: 02 WEST SALES OFFICE

Customer/	Dates					Transaction		Check	Deposit		
Invoice Number	Invoice	Due	Discount	Invoice Amount	Discount Amount	Invoice Balance	Type	Date	Amount	Number/Type	Date
JELLCO Jellco Packing											
0100038-IN	5/16/2010	6/15/2010		116.08	0.00	116.08	INV	5/31/2010	116.08		
				Customer JELLCO Totals:	5,055.91	0.00	5,055.91		5,055.91		
ORANGE Orange Door & Window Co.											
0100047-IN	5/31/2010	6/30/2010	6/10/2010	263.37	5.27	263.37	INV	5/31/2010	263.37		
				Customer ORANGE Totals:	263.37	5.27	263.37		263.37		
				Division 02 Totals:	147,729.29	771.30	145,481.21		145,481.21		
				Number of Customers:	10						
				Report Totals:	737,064.59	6,538.90	699,768.95		699,768.95		
				Number of Customers:	17						

Step 5 – If the totals **DON'T** match it's time to **TICK and TIE!** Review the A/R Trial Balance report. Specifically look at the Transaction Date column and compare it to the Invoice Date column.

Note: You can also compare the balance for each customer on the A/R Aging Report to the balance for each customer on the A/R Trial Balance report.

A/R Aging – Customer 01-Brown is on this report, but not on the A/R Trial Balance report.

BRESLIN Breslin Parts Supply		Contact: Winnie Spackman	Phone: (414) 555-9654		Credit Limit:		
Balance Forward:		636.24	0.00	9.40	626.84	0.00	2,500.00
5/15/2010	0100035-IN 5/15/2010	0.00	149.13	149.13	0.00	0.00	16
5/15/2010	PAYMENT		2,700.00-	2,063.76-	9.40-	626.84-	0.00
5/21/2010	0100044-IN 5/21/2010	0.00	1,646.13	1,646.13	0.00	0.00	10
5/27/2010	0100040-IN 5/27/2010	0.00	9,596.76	9,596.76	0.00	0.00	4
5/29/2010	0000171-IN 5/29/2010	0.00	1,250.00	1,250.00	0.00	0.00	2
5/29/2010	0000172-IN 6/8/2010	20.08	1,003.97	1,003.97	0.00	0.00	0.00
5/31/2010	0000193-IN 5/31/2010	0.00	1,250.00	1,250.00	0.00	0.00	0.00
5/31/2010	0000194-IN 6/10/2010	20.08	1,003.97	1,003.97	0.00	0.00	0.00
5/31/2010	PAYMENT		2,007.94-	2,007.94-	0.00	0.00	0.00
*** Credit Limit Exceeded ***							
Customer BRESLIN Totals:		40.16	11,828.26	11,828.26	0.00	0.00	0.00
BROWN Brown Corporation		Contact:	Phone:		Credit Limit:		0.00
5/31/2010	0000116-IN 5/31/2010	0.00	2,862.50	2,862.50	0.00	0.00	0.00
Customer BROWN Totals:		0.00	2,862.50	2,862.50	0.00	0.00	0.00
GREENT Green Tree Supply Company		Contact:	Phone: (314) 225-1212		Credit Limit:		0.00
5/10/2010	0000115-IN 5/10/2010	0.00	2,762.50	2,762.50	0.00	0.00	21
5/13/2010	0100056-IN 5/13/2010	0.00	2,407.40	2,407.40	0.00	0.00	18
5/19/2010	0100057-IN 5/19/2010	0.00	850.30	850.30	0.00	0.00	12
Customer GREENT Totals:		0.00	6,020.20	6,020.20	0.00	0.00	0.00

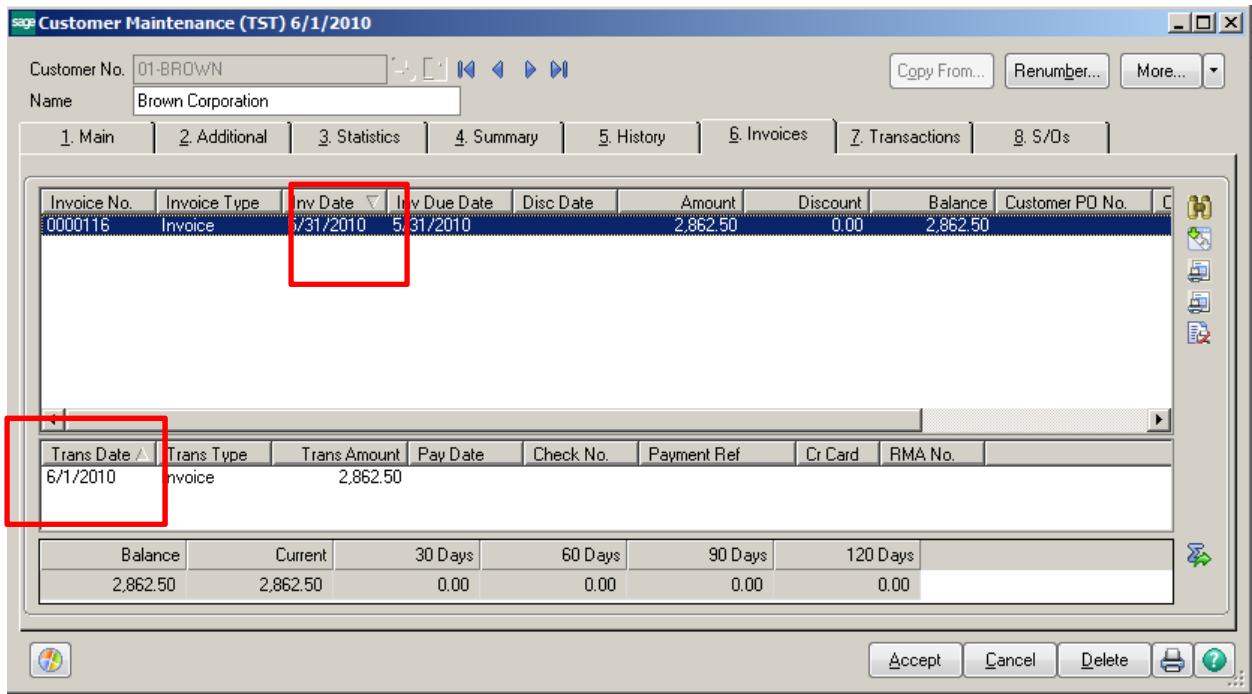
A/R Trial Balance

BRESLIN Breslin Parts Supply		*** Credit Limit Exceeded ***					
0000171-IN	5/29/2010 5/29/2010	1,250.00	0.00	1,250.00	INV	5/29/2010	1,250.00
0000172-IN	5/29/2010 6/8/2010 6/8/2010	1,003.97	20.08	1,003.97	INV	5/29/2010	1,003.97
0000193-IN	5/31/2010 5/31/2010	1,250.00	0.00	1,250.00	INV	5/31/2010	1,250.00
0000194-IN	5/31/2010 6/10/2010 6/10/2010	1,003.97	20.08	1,003.97	INV	5/31/2010	1,003.97
0100035-IN	5/15/2010 5/15/2010	149.13	0.00	149.13	INV	5/31/2010	149.13
0100040-IN	5/27/2010 5/27/2010	9,596.76	0.00	9,596.76	INV	5/31/2010	9,596.76
0100044-IN	5/21/2010 5/21/2010	1,646.13	0.00	1,646.13	INV	5/21/2010	1,646.13
030515-PY	5/15/2010	2,700.00-	0.00	2,700.00-	PAY	5/15/2010	2,700.00-
030531-PY	5/31/2010	2,007.94-	0.00	2,007.94-	PAY	5/31/2010	2,007.94-
APR3090-BC	4/30/2010 4/30/2010	9.40	0.00	9.40	BC	4/30/2010	9.40
MAR3190-BF	3/31/2010 3/31/2010	626.84	0.00	626.84	BF	3/31/2010	626.84
Customer BRESLIN Totals:		11,828.26	40.16	11,828.26			11,828.26
GREENT Green Tree Supply Company							
0000115-IN	5/10/2010 5/10/2010	2,762.50	0.00	2,762.50	INV	5/10/2010	2,762.50
0100056-IN	5/13/2010 5/13/2010	2,407.40	0.00	2,407.40	INV	5/13/2010	2,407.40
0100057-IN	5/19/2010 5/19/2010	850.30	0.00	850.30	INV	5/19/2010	850.30
Customer GREENT Totals:		6,020.20	0.00	6,020.20			6,020.20

Hill SR Hillsboro Service Center

Step 6 – Review the Invoice Transactions in Customer Maintenance or Inquiry to determine why the invoice is not on the Trial Balance report.

Note: Invoice date is in one period, Transaction date is in another.

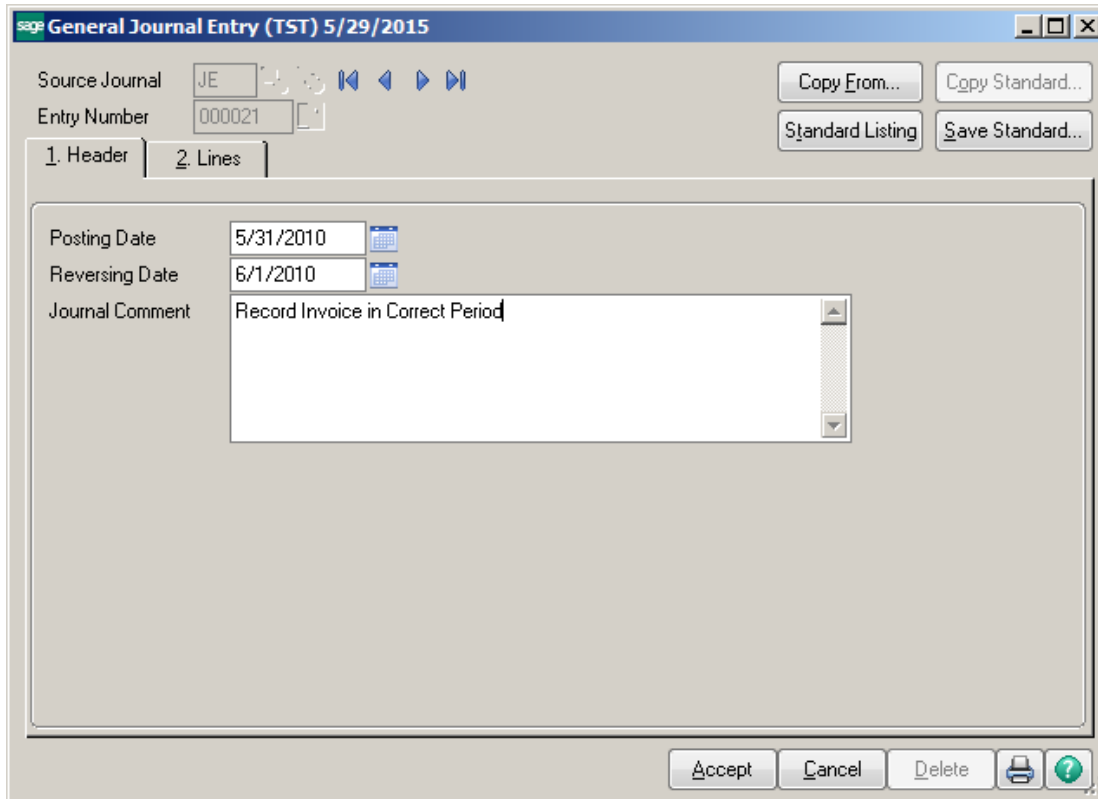


IMPORTANT: Correcting this is optional since the A/R Trial Balance report can be used to reconcile the sub-ledger to the General Ledger. The difference will correct itself in the next month.

Options to Correct:

1. General Journal Entry - Using the entry that was originally posted into the wrong period, enter a journal entry into the correct period with a reversing date of the future period.

Note - Keep in mind the AR and AP account are normally protected accounts that we don't advise doing journal entries to.



2. Reverse the invoice EXACTLY how it was entered, including the incorrect Posting Date. Enter a new invoice using a DIFFERENT invoice number; add a character to the original invoice number. If the invoice has already been paid, we advise you don't do this process.
3. Use a PEN to write on the Aging report the correct balance and the reason it is out of balance.

ACCOUNTS PAYABLE:

➤ Dates make a difference!

Problem:

Step 1 – An invoice has been entered with an Invoice Date in April, but the Posting Date was May.

Accounts Payable Invoice Register
 Journal Posting Date: 5/26/2010
 Register Number: AP-000016

Test Company (TST)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number\ Invoice Number	Dates		Discount	Invoice Amount	Discount	Distribution Amount
	Invoice	Due				
ANDERS 5468	Anders Auto Repair			1099 Form: M Box: 1 Separate Check: No		
	4/26/2010	5/26/2010	5/6/2010	100.00	2.00	100.00
	G/L Account: 560-00-03			Truck expenses		
	Division 01 Total:			100.00	2.00	100.00
	Report Total:			100.00		
					Prepaid Amount: 0.00	
					Prepaid Amount: 2.00	100.00
					Prepaid Amount: 0.00	100.00

Step 2 - The User tried to correct the problem by doing an invoice adjustment to reverse the invoice to zero.

Accounts Payable Invoice Register
 Journal Posting Date: 5/26/2010
 Register Number: AP-000017

Test Company (TST)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number\ Invoice Number	Dates		Discount	Invoice Amount	Discount	Distribution Amount
	Invoice	Due				
ANDERS 5468	Anders Auto Repair			1099 Form: M Box: 1 Separate Check: No		
	4/26/2010	5/26/2010	5/6/2010	100.00-	2.00-	100.00-
	G/L Account: 560-00-03			Truck expenses		
	Division 01 Total:			100.00-	2.00-	100.00-
	Report Total:			100.00-		
					Prepaid Amount: 0.00	
					Prepaid Amount: 2.00-	100.00-
					Prepaid Amount: 0.00	100.00-

Step 3 – The User adjusts the invoice again using the correct Posting Date.

sage Accounts Payable Invoice Register (TST) 5/26/2010

Current General Ledger Period: 01 Ending: 1/31/2010
 Accounts Payable Posting Date: 4/26/2010
 Print Full Comments:

Notice: This Accounts Payable posting date falls into a future General Ledger period.

HP LaserJet P2055d UPD PCL 6

Print Preview Setup

Accounts Payable Invoice Register
 Journal Posting Date: 4/26/2010
 Register Number: AP-000018

Test Company (TST)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number	Invoice Number	Invoice Date	Due Date	Discount	Invoice Amount	Discount	Distribution Amount
ANDERS	Anders Auto Repair				1099 Form: M	Box: 1	Separate Check: No
5468		4/26/2010	5/26/2010	5/6/2010	100.00	2.00	100.00
		G/L Account: 560-00-03			Truck expenses		100.00
		Division 01 Total:			100.00	2.00	100.00
		Report Total:			100.00	2.00	100.00
		Prepaid Amount:			0.00	2.00	100.00
		Prepaid Amount:			0.00	2.00	100.00

Vendor balance appears to be correct.

sage Vendor Inquiry (TST) 5/26/2010

Vendor No. 01-ANDERS
 Name Anders Auto Repair

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment	Terms
0001053190	5/31/2010	6/30/2010	6/10/2010	1,980.89	0.00	980.89	Truck Maintenance	02
0002053190	5/31/2010	6/30/2010	6/10/2010	3,596.74	0.00	0.00	Truck Rental	02
2053190	5/31/2010	6/30/2010	6/10/2010	3,596.74	0.00	0.00		02
0000118863	5/17/2010	6/16/2010	5/27/2010	898.00	17.96	898.00	Truck #140 - paint ...	02
0000118495	5/15/2010	6/14/2010	5/25/2010	1,200.00	0.00	0.00	Bedliner and toolbox	02
0000112384	5/2/2010	6/1/2010	5/12/2010	3,540.50	0.00	1,040.50	New engine	02
1123840	5/1/2010	5/31/2010	5/11/2010	0.00	0.00	0.00	New engine	02
0001043090	4/30/2010	5/30/2010	5/9/2010	1,980.89	0.00	0.00	Truck Maintenance	02
5468	4/26/2010	5/26/2010	5/6/2010	100.00	2.00	100.00		02
0002043090	4/15/2010	5/15/2010	4/25/2010	3,596.74	0.00	0.00	Truck Rental	02
1028340	3/10/2010	4/9/2010	3/20/2010	3,540.50	0.00	0.00		02
TRUCK10/03	12/28/2009	1/26/2010		0.00	0.00	0.00		02
TRUCK10/28	12/28/2009	1/7/2010		775.37	0.00	775.37	TRUCK REPAIRS	01

Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.	Wire Transfer No.
4/26/2010	Adjustment	100.00	2.00			
5/26/2010	Invoice	100.00	2.00			
5/26/2010	Adjustment	100.00-	2.00-			

Balance	Current	30 Days	45 Days	60 Days	90 Days
3,794.76	0.00	0.00	0.00	0.00	3,794.76

OK

Step 4 – Run the Accounts Payable Aging Report ...OH NO, the Balance is Doubled!!

Accounts Payable Aged Invoice Report
Sorted by Vendor Number
Open Invoices - Aged by Invoice Date - As of 4/26/2010

Test Company (TST)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number/ Invoice Number	Dates			Hold	Invoice Balance	Discount Amount	Current	30 Days	45 Days	60 Days	90 Days	
	Invoice	Due	Discount									
ANDERS Anders Auto Repair												
Company Code: TST Test Company												
0002043090												
1028340	4/15/2010	5/15/2010	4/25/2010	No	3,596.74	0.00	3,596.74	0.00	0.00	0.00	0.00	
5468	3/10/2010	4/9/2010	3/20/2010	No	3,540.50	0.00	0.00	0.00	3,540.50	0.00	0.00	
TRUCK1028	4/26/2010	5/26/2010	5/6/2010	No	200.00	2.00	200.00	0.00	0.00	0.00	0.00	
	12/28/2009	1/7/2010		Yes	775.37	0.00	0.00	0.00	0.00	0.00	775.37	
Vendor ANDERS Totals:					8,112.61	2.00	3,796.74	0.00	3,540.50	0.00	775.37	
Division 01 Totals:					8,112.61	2.00	3,796.74	0.00	3,540.50	0.00	775.37	
Report Totals:					8,112.61	2.00	3,796.74	0.00	3,540.50	0.00	775.37	

How it SHOULD have been Fixed:

Adjust the Invoice Date to match the original posting date and re-enter the invoice using a **DIFFERENT** invoice number.

The screenshot shows the Sage A/P Invoice Data Entry window for Test Company (TST) on 5/26/2010. The vendor is 01-COMPAQ, Compaq Computer Corporation. The invoice number is 5565. The invoice date is 5/26/2010, and the due date is 5/30/2010. The terms are 03 NET END OF MONTH. The invoice balance is .00. The window also shows fields for Adjustment Amount, Subject to Discount, Prepaid Invoice, Hold Payment, Separate Check, Comment, and 1099 Payment Form and Box.

Accounts Payable Invoice Register
 Journal Posting Date: 5/26/2010
 Register Number AP-00021

Test Company (TST)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number/ Invoice Number	Dates		Discount	Invoice Amount	Discount	Distribution Amount
	Invoice	Due				
COMPAQ	Compaq Computer Corporation					
	ADJUST					
5565	5/26/2010	5/30/2010		0.00	0.00	0.00
	G/L Account:	165-00-00		Office and computer equipment		0.00
	Division 01 Total:			0.00	0.00	0.00
	Report Total:			0.00	0.00	0.00
	Prepaid Amount:			0.00	0.00	0.00
	Prepaid Amount:			0.00	0.00	0.00

Accounts Payable Aged Invoice Report
 Sorted by Vendor Number
 Open Invoices - Aged by Invoice Date - As of 4/30/2010

Test Company (TST)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number/ Invoice Number	Invoice	Due	Discount	Hold	Invoice Balance	Discount Amount	Current	30 Days	45 Days	60 Days	90 Days
COMPAQ	Compaq Computer Corporation										
	Company Code: TST Test Company										
	0001043090										
0002043090	4/30/2010	4/30/2010		No	79.00	0.00	79.00	0.00	0.00	0.00	0.00
37-66541	4/30/2010	4/30/2010		No	24,063.58	0.00	24,063.58	0.00	0.00	0.00	0.00
	2/15/2010	3/2/2010		No	3,755.42	0.00	0.00	0.00	0.00	3,755.42	0.00
	Vendor COMPAQ Totals:				27,898.00	0.00	24,142.58	0.00	0.00	3,755.42	0.00
	Division 01 Totals:				27,898.00	0.00	24,142.58	0.00	0.00	3,755.42	0.00
	Report Totals:				27,898.00	0.00	24,142.58	0.00	0.00	3,755.42	0.00