



Creditors Reconciliation not Balancing

If your **Creditors Reconciliation** do not balance – follow the list below to see if you can correct the problem:

Creditors Reconciliation		7/07/2014
Creditors		
Total Creditor Balances as per Aged Creditor Report		<u>\$30316.66</u>
General Ledger		
<u>Creditors Control Account</u>	<u>Account No.</u>	
COLLEGE	8200	5,043.35
		<u>5,043.35</u>
<u>Invoice Batches</u>	<u>Date</u>	<u>Batch No.</u>
<u>Payment Batches</u>	<u>Date</u>	<u>Batch No.</u>
General Ledger Adjusted Total		\$5,043.35
Variance between Creditors and General Ledger.		\$25,273.31

1. Check to see when the Reconciliation last balanced.
2. Run the **AGED CREDITORS RECONCILIATION** – run the date forward as per example:

a) If the Reconciliation now balances and show 0.00 it will be a date issue to fix do the following:

Run the Aged Creditors detailed report as per screen shot

- Check to see if any invoices have a date that is forward of today's date:
 - if the invoice is to be paid shortly- leave as is and the report will be back to 0.00 next month

To correct invoice:

- a) make sure Creditors invoice batch is **unfinalised and not paid.**
 - b) In Creditors invoice - call up the invoice and correct – if GST finalised ring PCSchool helpdesk to correct.
3. Run your **Trial Balance** and see if it balances – if not fix this first.
 4. In **General Ledger > Batch Transactions Entry** - check all **Cred. Inv.** and **Creditor Payments** batches have been finalised.
 5. In **General Ledger > Batch Transactions Entry > Pay Cancel** – check the batches to make sure any cancelled cheques have not been put against the Sundry Creditors code 8200 (cancelled cheques should be coded back to the original invoice expense code)
 6. Check to see if Creditors balanced in Last Years work area – Creditors Reconciliation. If it didn't balance they will need to look for the difference or do a journal to correct.

7. Run the **General Ledger – Transaction Listing** for your Creditors Control 8200 a/c:

- 1) Period Selection Criteria – select – Range from
- 2) **Period for Report** – select the current month
- 3) **Range from Period:** - select December (the previous year)
- 4) Select the General Ledger Account required
- 5) Report Style – select **Ledger Transaction listing by Type**

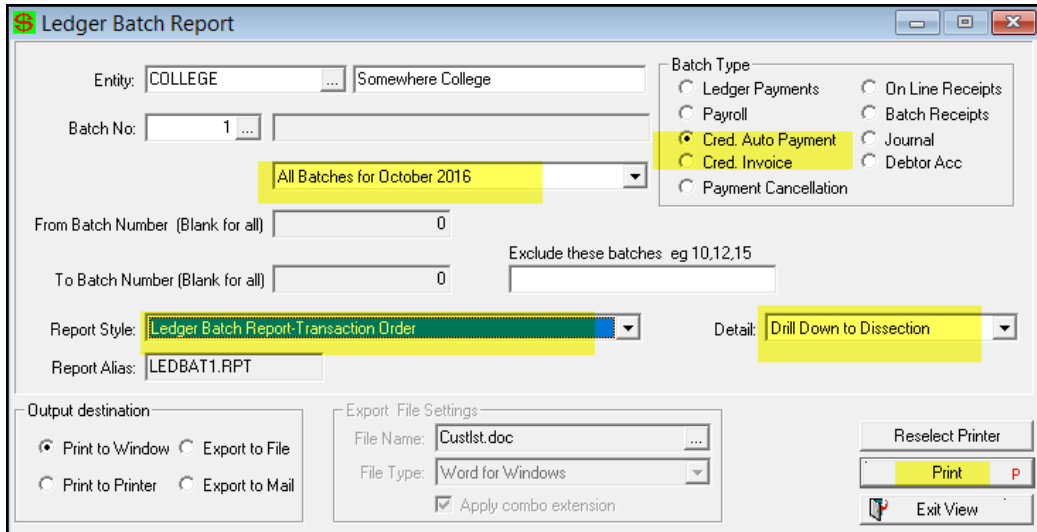
- Under **Discrete Value** – select and ADD the following: B, D, J, P, R & X

(when printed there should be no transactions in this is report – if there are investigate these transactions)

- There could be a journal from prior year that has not been written back to the current year

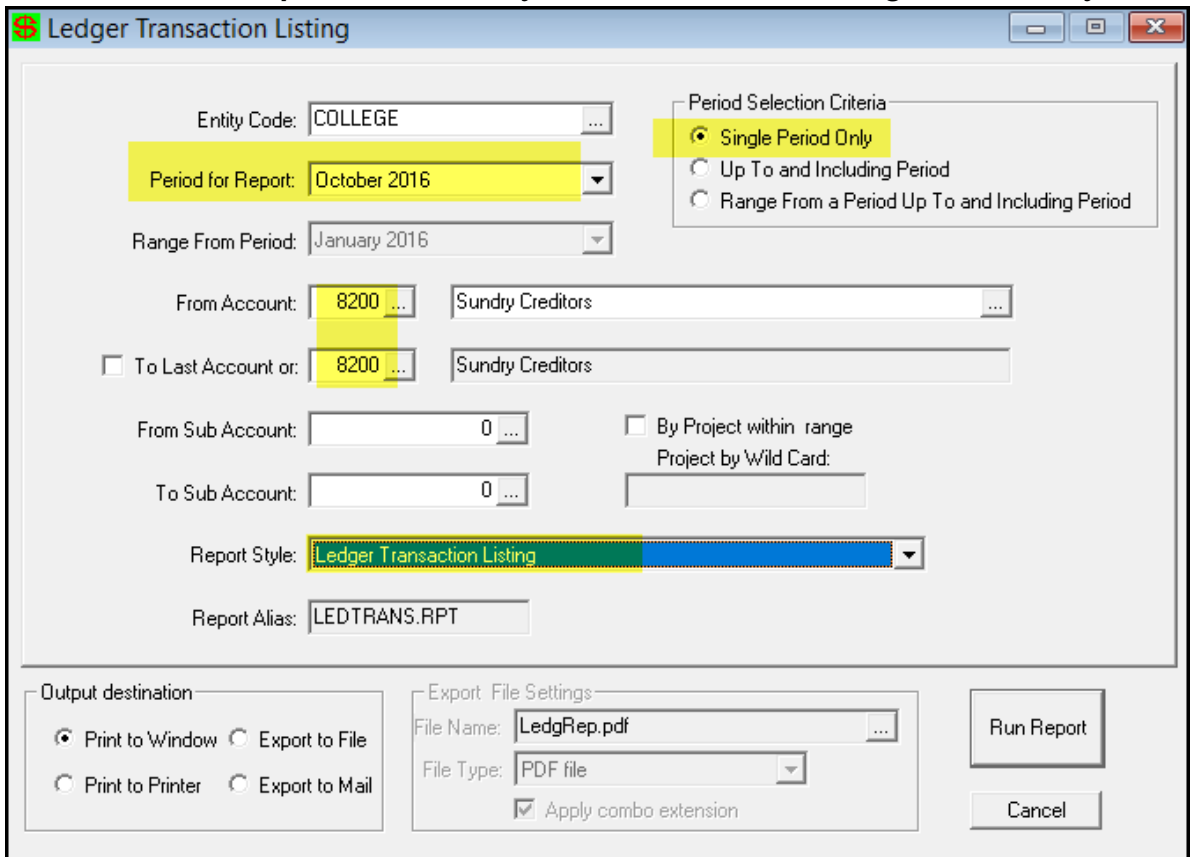
8. If your Creditors Reconciliation **balanced last month** – run a **General Ledger>Batch Reports**

- select the following fields: Cred Auto Payment then Cred Invoice
- select All Batches for the Period you are out as per example:
- Print out each one



9. Then print out **General Ledger>Transaction Listing as per screen shot –**

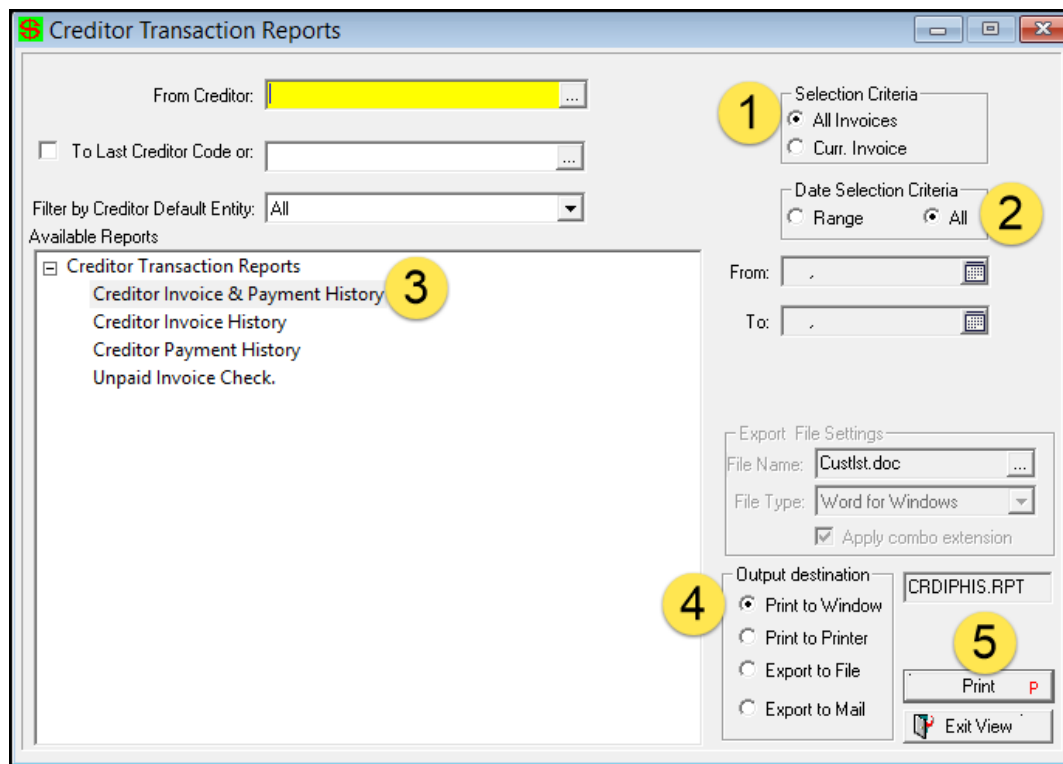
- **select Period for Report – the month you are out and select Single Period Only**



- **Mark off each transaction from the Cred Auto Payment and Cred Invoice batches.**
- **If you find a transaction that is not correct call PCSchool help line.**

10. If you have just completed your End of Year roll over and you had transactions dated over two years these have probably dropped out of the system (these should have been written back to the system before the roll over) - you will either need to do a journal to correct and then re-enter the transaction if you still require it under the Creditors but date it using the current year.
11. If you do not know when the Creditors Reconciliation balance you will have to follow these instructions:

In Creditors Module run a **Creditors Transaction Report**>Creditor Invoice & Payment History –as follows:



- a) Run a Summary – check any one that don't balance – this could be C Transactions which are ledger payments that have been put to a Creditor.
- b) Run a detailed list for the Suppliers that didn't balance: -
 - check to see if anything looks incorrect
 - search for the amount also double it and then half the amount
12. If it has been out for a long time and you can not find it you will probably need to do a Journal against the 8200 account and an expense code to correct this.