



# Trial Balance not balancing

## Check the Trial Balance

**Path:** General Ledger → Trial Balance

### Sample of In Balance Trial Balance

Date Printed: 14/06/2011

### Ledger Trial Balance Report

March 2011

Account	Entity		In Balance <b>Yes</b>		In Balance <b>Yes</b>	
			Period: <b>March 2011</b>		Year to Date	
			Debit	Credit	Debit	Credit
110	Gross Tuition Fees	I		360,393.50		360,393.50
120	Compulsory Charges / Levies	I		27,200.00		27,200.00
131	Discounts - Family	I	25,775.00		25,775.00	
132	Overseas Family Discounts	I	1,375.00		1,375.00	

### Sample of Trial Balance Mismatch

Date Printed: 14/06/2011

### Ledger Trial Balance Report

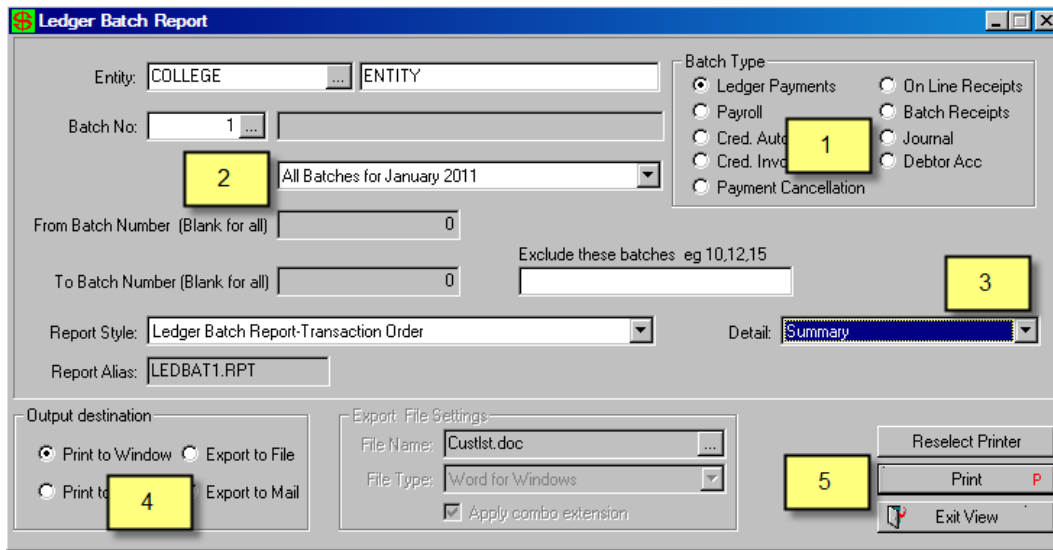
January 2011

Account	Entity		In Balance <b>No</b>		In Balance <b>No</b>	
			Period: <b>January 2011</b>		Year to Date	
			Debit	Credit	Debit	Credit
290	Registration Fee	I		90.91		90.91
510	Interest Income	I		1,081.33		1,081.33
700	Federal Grant - Gen. Recurrent	I		268,018.00		268,018.00
780	Federal Grant - Indigenous Education	I		1,353.00		1,353.00
1300 101	C1 - Sarah	E	790.78		790.78	
1300 121	C1/2 - Karen	E	762.84		762.84	

### To Correct a Trial Balance Mismatch

Path: General Ledger – Batch Report

#### Step 1: Print a Summary of Each Ledger Batch type



1. Select the Batch Type (start with On Line Receipts - then work thru each Batch Type)
2. Select **“All Batches for the month required”** for the Period the Trial Balance does not balance
3. Select **“Detail” - Summary**
4. Select Output destination – Print to Window
5. Click Print
6. Go to last page of report check the Totals at the bottom – if they are different (hopefully by the amount you are out in the Trial Balance) go and check each batch totals match (as per the report below)
7. When you find the batch that does not balance
  - Go to Debtors (under Receipts and call up the batch and compare them) – there will probably be an entry doubled in the Ledger Batch report.
  - See if you can Unfinalise the batch and validate the batch
 Call PCSchool Help Desk for assistance on this.

Sample Report – Check that the Debits and Credits of Each Batch Balances

<u>Ledger Batch - Payments</u>				
ENTITY				
	Date	Pd:	Status: Finalised	Total:
	31/12/2010	1		\$ 540.00
Unpresented Bank Entries @ 31/12/2010				
Batch No:				
1				
125	OTHER	Other		540.00
<b>Ledger Batch Dissection Summary</b>				
6100 - 0	SMS - General Working Account		Debit	Credit
			540.00	
<b>Total:</b>			<b>\$540.00</b>	<b>\$540.00</b>
<b>6100</b>	<b>0</b>	<b>SMS - General Working Account</b>		