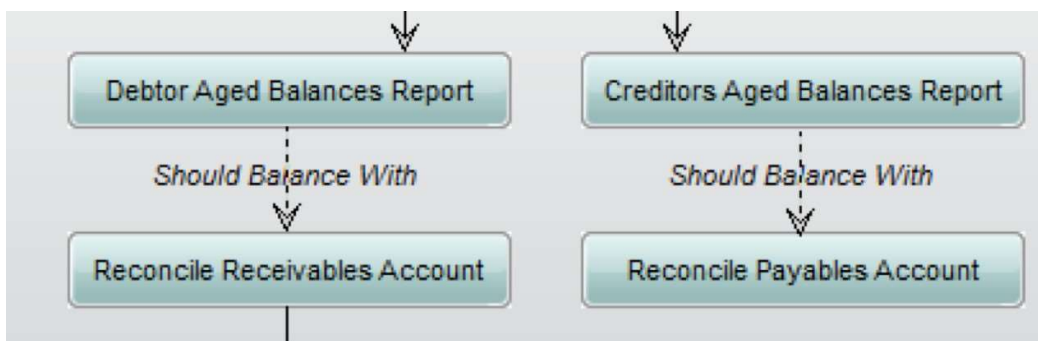


overview

Each month it is recommended to reconcile your sub ledgers to GL. That way, if an imbalance is found it will be easier to correct, rather than months down the track where it could be much more difficult to isolate where the imbalance is and when it occurred.

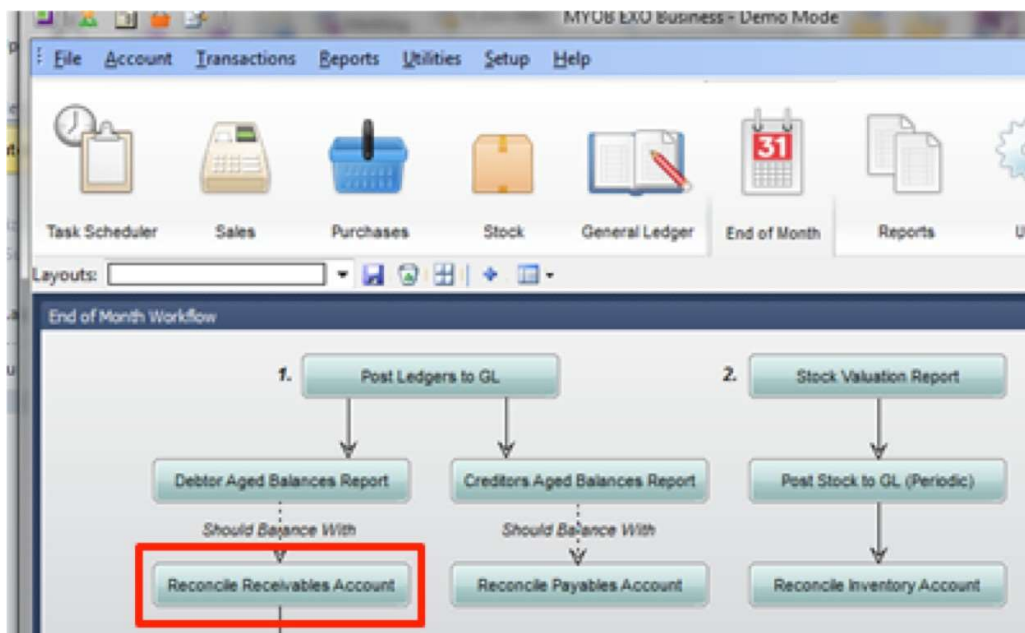
Debtors and Creditors to GL Reconciliation

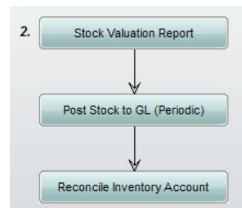
1. We recommend that you run the RETRO aged Debtors or Creditors report are used to reconcile to the GL as per the below on the "End of Month" icon.



2. If these do not balance:
 - Check for un-posted transactions in the Ledger Posting Screen.
 - Run the 'Receivables Reconciliation Exceptions' Report to display the differences.

(note that the Debtors sub ledger/aged balance report doesn't show GL Journals so you will need to take these into consideration when reconciling between the two ledgers)






Stock to GL Reconciliation

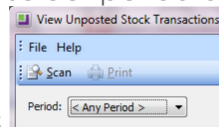
If you use the method above then this should be done on the last day of the month.

Periodic Stock

1. Run stock valuation report – this will display data on the date you run the report.
2. Post Stock to GL (Periodic)

-  - to make sure all of the Stock Control accounts are set up; this would have been done at system Go Live.

-  - select period and click scan – will display all unposted



transactions - make sure all Stock transactions are posted.

- Select the period



click on  - the Journal will display (to be posted).

- 

If you make any further changes you can do the Extract again for a period and do another Journal BUT your Valuation Report will not be valid any longer as it is dated (e.g. example image above 30/4/2013) and can no longer use the stock valuation report on the End of Month Tab.

3. Then run the  which should have a NIL Ledger Variance.

Perpetual Stock

1. Run stock valuation report – this will display data on the date you run the report.
2. Now run the  which should have a NIL Ledger Variance.

- If there is a variance check for Un-Posted Transactions, Journals to the Inventory Control Account or transactions to incorrect periods