



General Ledger Balance Enquiries

This procedure explains the process for carrying out a balance enquiry on the general ledger (GL).

This action is dealt with by the client funds account team (CFAT).

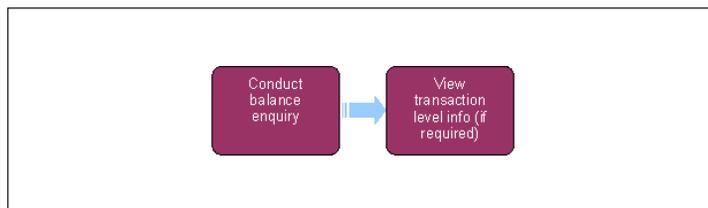
The following outlines some of the occasions where a balance enquiry may be useful:

- Reconciling control accounts to balances on BaNCS
- Posting general ledger journals
- Reconciling BaNCS mirror accounts against Sage and Oracle GL
- Reconciling admin current accounts

GL balance enquiries can be carried out against the following sites:

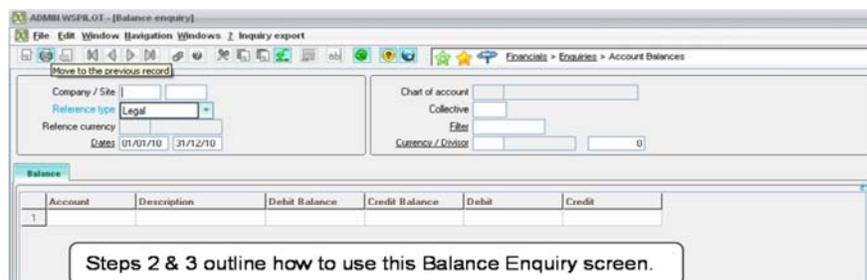
- 1000 – GB Future Scheme
- 2000 – GB Residuary Body
- 3000 – NI Future Scheme
- 4000 – NI Residuary Body
- 5000 – Shared Function

Once a balance enquiry has been carried out it is possible to drill down into the account in order to view a detailed list of transactions that make up the balance displayed.



Conduct balance enquiry

1. In the Sage left hand navigation pane select **Financials**, **Enquiries** and then **Account Balances** to open the balance enquiry screen.



2. Select the site to be queried in the **Company/Site** fields. This can be entered by code or by right clicking in the field to open the **Selection** applet, this allows you to choose the account by name e.g. GB Future Scheme. If no site is selected the balance enquiry displayed will relate to all sites.



Use the tab key to toggle between fields within the balance enquiry screen.

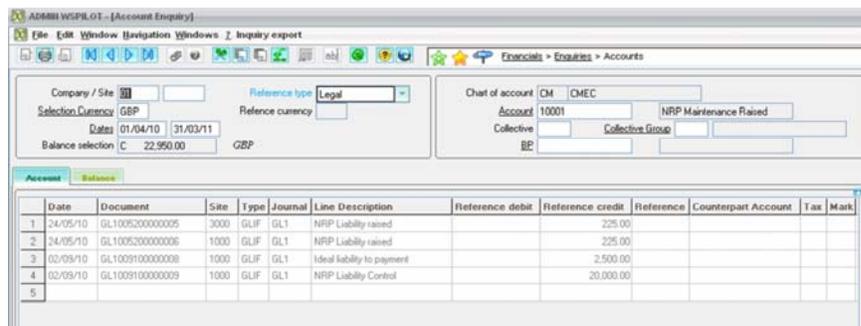
3. Enter the dates of the balance enquiry and select the **Search** button at the bottom of the screen.

A balance is displayed for the site which has been selected. The debit balance and credit balance columns display the period end balance and the debit and credit columns display the total movement in the period.

- To export the balance enquiry details to Excel select the **Inquiry Export** field in the toolbar at the top of the enquiry and follow the instructions to generate the Excel worksheet.  The worksheet title and tab name can be specified prior to generating the file.

View transaction level information

In order to view the transactions that support a balance in the enquiry screen right click on the specific balance and select **Account**. This will open a new screen that shows all of the transactions that make up the balance including a full description and relevant references. An example of an account enquiry is shown below:



[Month End Financial Accounts - Produce](#)

[Reconcile Bank Accounts](#)

[Reconcile Control Accounts](#)

[Year End General Ledger Routines](#)