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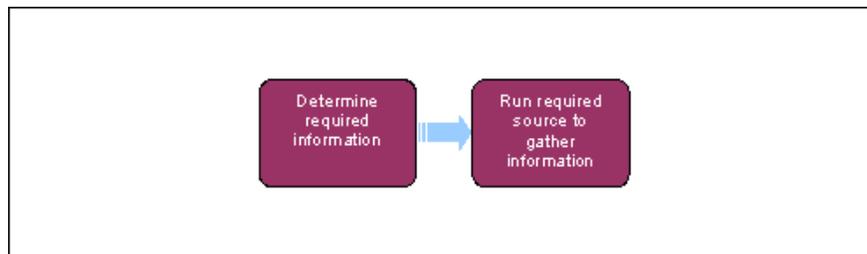
General Ledger Enquiry

This procedure explains the steps to follow when carrying out an enquiry on the Sage general ledger (GL).

This action is dealt with by the banking and accounting team.

This procedure covers how to enquire on:

- GL balances
- Unreconciled bank statement transactions
- Reconciled bank statement transactions
- Unreconciled cash transaction in GL (cash transactions in GL (logical)) transactions
- Reconciled cash transactions in GL (cash transactions in GL (logical)) transactions
- Journal entries
- GL interface entries
- Any other GL entry



Determine required information

1. Enquire in different parts of Sage depending on the type of information you require.

Enquiry type	Where can the information be found
General ledger (GL) balances	Run a trial balance. For more information refer to General ledger (GL) balance enquiries in related items.
Unreconciled bank statement transactions	Use bank rec tool
Reconciled bank statement transactions	Use bank rec tool
Unreconciled cash transactions in GL (logical) transactions	Use bank rec tool
Reconciled cash transactions in GL (logical) transactions	Use bank rec tool

Journal entries	View all transactions
GL Interface entries	BaNCS screen. Sage journal entry screen

Run trial balance

- All GL balances can be viewed by running a trial balance. From the left hand navigation menu select **Reports** and then **Trial Balance**.

You are then be presented with the report. An example of this report is shown below.

	Account	Description	Debit Balance	Credit Balance	Debit	Credit
1	10001	NRP Maintenance Raised		22,950.00		22,950.00
2	10003	NRP Private pay lab raised		7,500.00		7,500.00
3	10004	NRP Maintenance Cash Rec'd	2,875.00		2,875.00	
4	10006	NRP Private Pay Liab Discharg	7,500.00		7,500.00	
5	11001	PwC Liability Raised	22,950.00		22,950.00	
6	11002	PwC Private pay lab Raised	7,500.00		7,500.00	
7	11003	PwC Cash Paid		2,875.00		2,875.00
8	11004	PwC Priv Pay Liab Discharged		7,500.00		7,500.00
9	12001	Employer Cash Received	64,000.00		64,000.00	
10	50001	NRP Liability Control		41,925.00	26,950.00	68,875.00
11	50002	NRP Payment Control		64,000.00	2,875.00	66,875.00
12	50004	NRP Priv Pay Liab Control Acct			7,500.00	7,500.00
13	51001	Employer Cash Control		1,000.00	66,000.00	67,000.00
14	55001	GB Future Scheme bank Account	67,000.00		69,875.00	2,875.00
15	55005	Employer Central Bank Account			67,000.00	67,000.00
16	56001	PwC Liability Control		24,075.00	2,875.00	26,950.00
17	56002	PwC Payment Control			2,875.00	2,875.00
18	56004	PwC Priv Pay Liab Control			7,500.00	7,500.00
19	60000	Inter Site Contra			65,000.00	65,000.00



You can view the trial balance on the screen, print it or export it to Excel.

- For each balance you would like to enquire on, right click (or select shift and F10) and select **Account**. You are then presented with a detailed view of the transactions that make up the balance:

	Date	Document	Site	Type	Journal	Line Description	Reference debit	Reference credit	Reference	Counterpart Account	Tax	Mark
1	24/05/10	GL1005200000005	3000	GLIF	GL1	NRP Liability raised		225.00				
2	24/05/10	GL1005200000006	1000	GLIF	GL1	NRP Liability raised		225.00				
3	02/09/10	GL1009100000008	1000	GLIF	GL1	Ideal liability to payment		2,500.00				
4	02/09/10	GL1009100000009	1000	GLIF	GL1	NRP Liability Control		20,000.00				
5												



Balance enquiries can also be made. For more information refer to [General Ledger Balance Enquiries](#).

Use bank rec tool

- In Sage, from the left hand navigation menu select **AP/AR Accounting, Reconciliation** and then **Bank Statement Reconciliation**.
- On the **Bank Statement Reconciliation** screen input the details of the bank account to be reconciled (or in this case viewed), the last date of the statement and in **Last Entry Date** input the last GL entry date for the period you want to view. Once input select **OK**. An example is shown below:

- You are then be presented with this screen:

Sign	Check Number / Reference	Date	Value	Inter-banking Code	Description	Sign	Bank Currency Amt	Currency Amount	Currency
		12/11/10		CHK	CHK121110	C	60,100.00		
		12/11/10		DDT	DDT121110	C	235,102.00		
		12/11/10		STO	STO121110	C	35,123.00		
		12/11/10		TRF	TRF121110	C	25,000.00		
		12/11/10		STO	STO121110	C	36,000.00		
		12/11/10		STO	TRF121110	C	4,100.00		
		12/11/10		TRF	TRF121110	D	39,854.00		
		12/11/10		TRF	TRF121110	D	41,200.00		
		12/11/10		STO	STO121110	D	453.00		
		12/11/10		MSC	MSC121110	C	256.35		
		12/11/10		CHK	CHK121110	D	426.00		
		12/11/10		DDT	DDT121110	D	5,600.00		
		12/11/10		TRF	TRF121110	C	3,654.00		
		12/11/10		MSC	MSC121110	C	666.00		
		12/11/10		MSC	MSC121110	C	988.00		
		24/05/10	24/05/10		cash from boots	D	3,000.00		
		24/05/10	24/05/10		cash from boots	D	3,000.00		
		24/05/10	24/05/10		Pw/C is paid	C	150.00		
		24/05/10	24/05/10		cash from boots	D	3,000.00		
		24/05/10	24/05/10		cash from boots	D	3,000.00		
		24/05/10	24/05/10		The NRP pays	D	150.00		
		24/05/10	24/05/10		Pw/C is paid	C	150.00		

This shows the requested information. Unreconciled bank statement entries are shown in red, unreconciled account entries are black and all reconciled entries are shown in blue.

View all transactions

- In order to enquire on previously posted journals, from the left hand navigation menu select **Financials, Journals** and then **Journal Entry**. All previously entered journals are listed in the left hand pane.

General ledger interface

- To view items posted to Sage through the interface with BaNCS, from the left hand navigation menu select **Financials, Journals** and then **BaNCS**. All journals posted as part of the general ledger interface file (GLIF) are listed in the left hand pane.

General Ledger Balance Enquiries

GLIF Posting