



[Procedures](#) > [Pages](#) > [Finance](#) > [Reconcile-Control-Accounts](#)

Reconcile Control Accounts

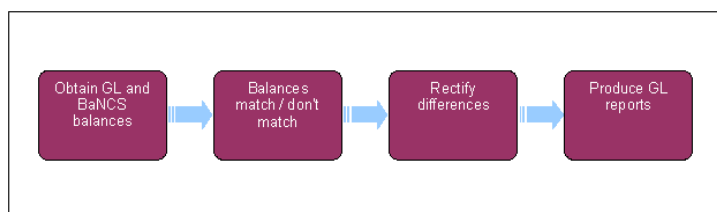
This procedure explains the steps required to reconcile the general ledger (GL) control accounts to BaNCS accounts they control.

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

The purpose of this reconciliation is to ensure that the Sage GL matches the accounts on BaNCS. This action needs to be carried out for each type of BaNCS balance which is represented by a control account in the GL. The action is repeated for each of the five cost centres:

- 1000 – GB 2012 scheme – bank account 55001
- 2000 – GB residuary body – bank account 55002
- 3000 – NI 2012 scheme – bank account 55003
- 4000 – NI residuary body – bank account 55004
- 5000 – Employer – bank account 55005

To carry out this process compare the account balance from the GL to BaNCS, investigate discrepancies and take corrective measures where necessary.



Note, you will need to use financial reports for certain information. On a daily basis all financial reports on BaNCS will be saved into a secure shared folder, for further information refer to [Finance and GL Overview](#).

Obtain GL and BaNCS balances

This action needs to be carried out for each individual account.

1. You begin this process by comparing the balance of the general ledger (GL) account to the balance of the BaNCS account. To gather the required information you will need to do the following:
 - Obtain the GL control account balances. For more information refer to [Sage Reports – Produce](#).
 - Obtain the list of required balances from BaNCS. For more information refer to [BaNCS – Client Balance Listings](#) and [Data Warehouse – Client Balance Listings](#).
2. Once you have obtained the balances you need to compare the totals to ensure they reconcile.

Balances match

3. When the account balances match then the reconciliation is complete. Produce the GL reports in order to publish the reconciliation.
For more information on [Sage Reports -Produce](#).

Balances do not match

4. In the event the account balances do not match, you need to investigate the differences at transaction level:
 - You can use the enquiry functions in Sage and BaNCS to enable you to compare transactions. To do this you need to do the following:
 - Examine the transactions which make up the control account balance. For more information refer to [General Ledger Enquiry](#).
 - Examine transactions on the BaNCS accounts. For more information refer to [BaNCS Enquiry](#).

- Examine any BaNCS transactions that you don't understand. For more information refer to [CMS Financial Enquiry \(CFAT\)](#).
- Access a detailed version of the General Ledger Interface File (GLIF), you can then compare the GLIF that has been posted to the GL against the detailed GLIF, which is broken down into every transaction. For more information refer to [Data Warehouse - Client Balance Listings](#).
- You can compare the detailed GLIF to the accounts in BaNCS
- You can also view the payments data files, these are located in a secure folder

Rectify differences

5. Where differences have been identified you need to post corrective journals. To do this:

- Post a journal to the Sage GL. For more information refer to [General Ledger Journals](#).
- Post a journal to BaNCS. For more information refer to [BaNCS Journals](#).



In the event you post a corrective journal to BaNCS you will also need to post a journal to the GL. This is due to the transaction already being represented on the GL and all transactions for the day in BaNCS being posted to the GL via the GLIF, this would then cause a misbalance in the GL due to a double post.

[BaNCS - Client Balance Listings](#)

[BaNCS Enquiry](#)

[BaNCS Journals](#)

[CMS Financial Enquiry \(CFAT\)](#)

[Data Warehouse - Client Balance Listings](#)

[General Ledger Balance Enquiries](#)

[General Ledger Journals](#)

[Sage Reports - Produce](#)