# Cash Account & GL Do Not Balance

#### Finance > Banking & Receipts > Registers

Have you ever went to your bank register and seen this picture?

ank	king Register				0	Add Voided Check					
age	e Size: 10 👻	Query: Curr	ent Transactions 👻 Account: I 💌		Ledger Ba Available Ba	lance: <b>\$137,532.85</b> lance: <b>\$135,474.3</b> 2					
	Date	<u>Ref</u>	Memo / Description		<u>Debit (-)</u>	CLR <u>Credit (+)</u>					
÷	8/29/2012	EPAY006899		Have you ever opened your register and seen	\$0.00	\$0.00					
Ŧ	10/18/2012	EPAY007523		these red numbers and wondered what is going on?	\$0.00	\$0.00					
÷	10/19/2012	EPAY007251		The Ledger Balance is showing you what your	\$0.00	\$0.00					
Ŧ	11/1/2012	EPAY007418		GL says your bank balance is and the Available Balance is what the register is. When these	\$0.00	\$0.00					
ŧ	11/6/2012	EPAY007490		red. If they are in balance then they both will be in	\$0.00	\$0.00					
Ŧ	11/27/2012	EPAY007771		black and the same number.	\$0.00	\$0.00					
÷	4/1/2013	EPAY009059		If you see this in your check register or see	\$0.00	\$0.00					
Ŧ	6/16/2013	EPAY010095		Reports, then this is usually the problem. 99.9% of the time this is caused by a journal entry done	\$0.00	\$0.00					
÷	7/3/2013	EPAY010584		improperly to cash.	\$0.00	\$0.00					
Ŧ	7/19/2013	EPAY010601			\$0.00	\$0.00					
			H   I   J	K I L I M I N I O I P I O I R I S I T I U I V I W I X I Y I Z							
Records: 116 Page 1 of 12 - 0 0											

\*I will show you how to find and correct this error.\*

# First Step

Identify how much you are out of balance. Subtract one amount from the other.

 $\frac{137,532.85}{135,474.32} + \frac{2,058.53}{2} =$ 

We are looking for 2058.53. That is how much we are out of balance. To find this we will go to Reports > General Ledger > General Ledger with the settings shown below.

inance Reports				
Report*	General Ledger 🗸 🗸			7
Parameters				
Scope	Detail 👻	Fund		Choose General Ledger Report and Detail for the scope. We will start with
Date Range	This Fiscal Year 🔹	Function		this year. Choose Voucher Type (Journal Entries) Choose your district
Voucher Type	Check Runs	Object	1113	and click to Export Data to Excel.
	Bank Charges Payroll Batches	Sub-Object 1		the object code of the bank account
	Journal Entries	Organization		that is out of balance with the register.
District Filter	227803-WAYSIDE SCHOOLS 👻	Fise		Click on Run Report
Export Data To Excel	<b>V</b>	Program Intent		
	🎘 Run Report	Sub-Object 2		
		Sub-Object 3		
			Filter Help	

## After opening your spreadsheet you will see this.

	Α	В	С	D	E	F	G	Н		J	K
1	Fund	FundDesci	Code	Description	LedgerDat	Reference	Transactio	BudgetOpe	Encumbra	Transaction	Balance
2	211	ESEA, Titl	211-00-111	Horizon Ba	07/19/2013	V:12804/T	AJE: Recla	0	0	-87.22	
3	211	ESEA, Titl	211-00-111	Horizon Ba	11/18/2013	V:13759/T	AJE: Recla	0	0	-886.01	
4	211	ESEA, Titl	211-00-111	Horizon Ba	11/19/2013	V:13385/T	AJE: Balar	0	0	1567.53	
5	224	IDEA - Par	224-00-111	Horizon Ba	08/01/2013	V:12801/T	AJE: Recla	0	0	-66.98	
6	224	IDEA - Par	224-00-111	Horizon Ba	08/27/2013	V:12796/T	AJE: Recla	0	0	-75	
7	224	IDEA - Par	224-00-111	Horizon Ba	09/18/2013	V:12797/T	AJE: Recla	0	0	-688.06	
8	240	National S	240-00-111	Horizon Ba	07/10/2013	V:12759/T	AJE: Corre	0	0	-2219.36	
9	255	ESEA, Titl	255-00-111	Horizon Ba	07/19/2013	V:12804/T	AJE: Recla	0	0	87.22	
10	258	CSP Grant	258-00-111	Horizon Ba	07/02/2013	V:11555/T	AJE: Lapto	0	0	-8330	
11	265	Title IV, Pa	265-00-111	Horizon Ba	07/02/2013	V:11555/T	AJE: Lapto	0	0	8330	
12	265	Title IV, Pa	265-00-111	Horizon Ba	08/30/2013	V:12794/T	AJE: Corre	0	0	338	
13	265	Title IV, Pa	265-00-111	Horizon Ba	10/15/2013	V:13351/T	AJE: Recla	0	0	325	
14	410	State Text	410-00-111	Horizon Ba	11/19/2013	V:13385/T	AJE: Balar	0	0	-1567.53	
15	410	State Text	410-00-111	Horizon Ba	11/19/2013	V:13386/T	AJE: Balar	0	0	-587.5	
16	420	Foundation	420-00-111	Horizon Ba	07/10/2013	V:12759/T	AJE: Corre	0	0	2219.36	
17	420	Foundation	420-00-111	Horizon Ba	08/01/2013	V:12801/T	AJE: Recla	0	0	66.98	
18	420	Foundation	420-00-111	Horizon Ba	08/27/2013	V:12796/T	AJE: Recla	0	0	75	
19	420	Foundation	420-00-111	Horizon Ba	08/30/2013	V:12794/T	AJE: Corre	0	0	-338	
20	420	Foundation	420-00-111	Horizon Ba	09/18/2013	V:12797/T	AJE: Recla	0	0	688.06	
21	420	Foundation	420-00-111	Horizon Ba	10/15/2013	V:13351/T	AJE: Recla	0	0	-325	
22	420	Foundation	420-00-111	Horizon Ba	11/18/2013	V:13759/T	AJE: Recla	0	0	886.01	
23	420	Foundation	420-00-111	Horizon Ba	11/19/2013	V:13386/T	AJE: Balar	0	0	587.5	
24											
25											
20											

Now simply auto sum the transaction balance column to get the total.

	Α	В	С	D	E	F	G	Н		J
1	Fund	FundDesci	Code	Description	LedgerDate	Reference	Transactio	BudgetOpe	Encumbra	Transaction
2	211	ESEA, Titl	211-00-111	Horizon Ba	07/19/2013	V:12804/T	AJE: Recla	0	0	-87.22
3	211	ESEA, Titl	211-00-111	Horizon Ba	11/18/2013	V:13759/T:	AJE: Recla	0	0	-886.01
4	211	ESEA, Titl	211-00-111	Horizon Ba	11/19/2013	V:13385/T	AJE: Balar	0	0	1567.53
5	224	IDEA - Par	224-00-111	Horizon Ba	08/01/2013	V:12801/T:	AJE: Recla	0	0	-66.98
6	224	IDEA - Par	224-00-111	Horizon Ba	08/27/2013	V:12796/T	AJE: Recla	0	0	-75
7	224	IDEA - Par	224-00-111	Horizon Ba	09/18/2013	V:12797/T:	AJE: Recla	0	0	-688.06
8	240	National S	240-00-111	Horizon Ba	07/10/2013	V:12759/T:	AJE: Corre	0	0	-2219.36
9	255	ESEA, Titl	255-00-111	Horizon Ba	07/19/2013	V:12804/T:	AJE: Recla	0	0	87.22
10	258	CSP Grant	258-00-111	Horizon Ba	07/02/2013	V:11555/T:	AJE: Lapto	0	0	-8330
11	265	Title IV, Pa	265-00-111	Horizon Ba	07/02/2013	V:11555/T:	AJE: Lapto	0	0	8330
12	265	Title IV, Pa	265-00-111	Horizon Ba	08/30/2013	V:12794/T:	AJE: Corre	0	0	338
13	265	Title IV, Pa	265-00-111	Horizon Ba	10/15/2013	V:13351/T:	AJE: Recla	0	0	325
14	410	State Text	410-00-111	Horizon Ba	11/19/2013	V:13385/T:	AJE: Balar	0	0	-1567.53
15	410	State Text	410-00-111	Horizon Ba	11/19/2013	V:13386/T:	AJE: Balar	0	0	-587.5
16	420	Foundation	420-00-111	Horizon Ba	07/10/2013	V:12759/T:	AJE: Corre	0	0	2219.36
17	420	Foundation	420-00-111	Horizon Ba	08/01/2013	V:12801/T:	AJE: Recla	0	0	66.98
18	420	Foundation	420-00-111	Horizon Ba	08/27/2013	V:12796/T:	AJE: Recla	0	0	75
19	420	Foundation	420-00-111	Horizon Ba	08/30/2013	V:12794/T:	AJE: Corre	0	0	-338
20	420	Foundation	420-00-111	Horizon Ba	09/18/2013	V:12797/T:	AJE: Recla	0	0	688.06
21	420	Foundation	420 00 111	Horizon Br	10/16/2013	V-13351/T	A IE: Recla	0	0	-325
22	420 🧹							0	0	886.01
23	420	Use a	auto sum t	to get a to	otal for the	column	We	0	0	587.5
24		are lo	oking for	2 058 53	We see	0 so it did	Inot			
25		areno	hann	on in the	current ve	ar	inor			0
26			napp	en in the	current ye	an.				
27		-								

Now repeat the steps of running the report again and sending it to excel. Now we will run the report for last fiscal year.

Finance Reports				
Report*	General Ledger 👻			
Parameters				
Scope	Detail 🗸	Fund		
Date Range	Last Fiscal Year 🛶	Fundiau		Same report parameters
Voucher Type	Check Runs	Object	1113	Fiscal Year.
	Bank Charges	Sub-Object 1		
	Payroll Accrual Journal Entries	Organization		
District Filter	227803-WAYSIDE SCHOOLS 👻	Fiscal Year		
Export Data To Excel		Program Intent		
	🌔 🧶 Run Report	Sub-Object 2		
		Sub-Object 3		
			Filter Help	

After auto summing the transaction balance column I see the number we have been looking for. We have journal entries problems in Last Fiscal Year.

		journal churcs problems in Las	riscal I cal.	
68	420	Foundation 420-00-111 Horizon Ba 03/01/2013 V:11766/T AJE: Text&	0 0	52437.89
69	420	Foundatior 420-00-111 Horizon Ba03/07/2013 V:10098/T AJE: Reco	0 0	20304.25
70	420	Foundatior 420-00-111 Horizon Ba 03/28/2013 V:10106/T AJE: Reco	0 0	7221.92
71	420	Foundatior 420-00-111 Horizon Ba 04/30/2013 V:11636/T AJE: Rem	0 0	-28.81
72	420	Foundatior 420-00-111 Horizon Ba 05/25/2013 V:11635/T AJE: Rem	0 0	-28.81
73	420	Foundatior 420-00-111 Horizon Ba 06/25/2013 V:11638/T AJE: Rem	0 0	-28.81
74	420	Foundatior 420-00-111 Horizon Ba 06/30/2013 V:11274/T AJE: Incre	0 0	-132.29
75	420	Foundatior 420-00-111 Horizon Ba 06/30/2013 V:11734/T AJE: Recla	0 0	-7239.03
76	420	Foundatior 420-00-111 Horizon Ba 06/30/2013 V:11983/T AJE: Corre	0 0	-75.64
77	420	Foundatior 420-00-111 Horizon Ba 06/30/2013 V:13402/T AJE: Corre	0 0	32722.06
78	420	Foundatior 420-00-111 Horizon Ba 06/30/2013 V:13408/T AJE: Reco	0 0	2114.53
79	429	State Func 429-00-111 Horizon Ba 06/30/2013 V:11983/T AJE: Corre	0 0	75.64
80				
81				_ 2058.53
82				
83				
84		There is our number. It was from a journa	al 🚺	
85		entry from last year.		
86				
87				
88				
89				
90				

## How do we fix this?

#### By formatting our spread sheet to show the problem. Here are the steps.

- $\succ$  1. Delete the auto sum total that you just did.
- > 2. Click on the selection button in the top left corner of the spreadsheet.

2	A	В	С	D	E	F	G	Н		J	K
1	Fund	FundDesci	Code	Description	LedgerDate	Reference	Transactio	BudgetOpe	Encumbra	Transaction	Balance
2	185	2012 Bond	185-00-111	Horizon Ba	02/15/2013	V:11728/T	AJE: Move	0	0	188913.5	
3	185	2012 Bond	105 00-111	Horizon Ba	02					19209.3	
4	185	2012 Bond	185-00-11	Hon Ba						5692.3	
5	185	2012 Bond	185-00-111	Horizon Ba Click here to select the whole						3196.9	
6	185	2012 Bond	185-00-111	Horizon Ba		9	spreadshe	eet.		761410	
7	196	3E's Grant	196-00-111	Horizon Ba						6265	
8	198	Nutrikids	198-00-11 <sup>-</sup>	Horizon Ba	04/					-6265	
9	199	General Fu	199-00-111	Horizon Ba	07/27/2012	V:8370/T:6	AJE: Move	0	0	-3371.16	
10	199	General Fu	199-00-111	Horizon Ba	08/03/2012	V:8371/T:6	AJE: Recla	0	0	798	
11	199	General Fu	199-00-111	Horizon Ba	08/17/2012	V:8372/T:6	AJE: Recla	0	0	575	
10	400	Constal E	100 00 114	Harizon De	00/20/2011	VI-0664/T-0		0	0	100	

3. Once your whole spreadsheet is selected choose the format button in the ribbon and down to Auto Fit Column Width.

See Illustration Below

-							ے (?) م
tion	↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Delete Format Cells	Σ Aut Fill Cle	toSum • A • Z ar • Filte Editing	t & Find & er * Select *		
	V W	V I	~	7	ΔΔ	۸B	AC
_	v vv	Λ		2			
	Clear -	Filter *					
Cell	Size						
<b>1</b>	Row <u>H</u> eight						
•	AutoFit Row Heig	ht					
**	Column Width						
	AutoF <u>i</u> t Column W	/idth					
	Default Width	13					
Visi	bility						
	Hide & <u>U</u> nhide	) ·					
Org	anize Sheets						
	<u>R</u> ename Sheet						
	Move or Copy She	et					
	<u>T</u> ab Color	►					
Pro	tection						
9	Protect Sheet						
	<u>L</u> ock Cell						
<b>P</b>	Format C <u>e</u> lls						

- ➢ 4. Now our spreadsheet is formatted correctly.
- 5. Click on the column G (TransactionDescription) to select the whole column. Now right click on the highlighted area and click on insert. Now your spreadsheet will look like this.

Alignment	13 Numbe	1 13			Styles
С	D	E	F	G	Н
Code	Description	LedgerDate	Reference		nsactionDescription
85-00-1113.00-000-3-00-0-00	Horizon Bank - :	02/15/2013	V:11728/T:80871		AJE: Move bond payments from NAG 185 to NAG 420
85-00-1113.00-000-3-00-0-00	Horizon Bank - :	03/06/2013	V:10092/T:72575		AJE: Reconcile Cash Accounts for Journal Entry
85-00-1113.00-000-3-00-0-00	Horizon Bank - :	03/07/2013	V:10098/T:72601		AJE: Reconcile cash on this journal entry
85-00-1113.00-000-3-00-0-00	Horizon Bank - :	03/28/2013	V:10106/T:72622		AJE: Reconcile Cash for this journal entry
85-00-1113.00-000-3-00-0-00	Horizon Bank - :	06/30/2013	V:12025/T:81813		AJE: Move 199 expenses into 185
96-00-1113.00-000-3-00-0-00	Horizon Bank - :	04/30/2013	V:11284/T:78527		AJE: Post 3E's grant expenses to NAG 196, correct NA
98-00-1113.00-000-3-00-0-00	Horizon Bank - :	04/30/2013	V:11284/T:78529		AJE: Post 3E's grant expenses to NAG 196, correct NA
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	07/27/2012	V:8370/T:62729		AJE: Move expense to CIP, correct cash accounts to ba
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	08/03/2012	V:8371/T:62734		AJE: Reclass Apple purchase from 199 to 258- move ca
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	08/17/2012	V:8372/T:62738		AJE: Reclass refrigerators at REAL to 240
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	09/20/2012	V:8551/T:64172		AJE: Move PTO Today membership to REAL PTO Expe
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	11/30/2012	V:9357/T:68277		AJE: Move cost of snacks to 240
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	12/20/2012	V:9215/T:67879		AJE: to balance funds
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	12/31/2012	V:9316/T:68130		AJE: to balance fund
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	12/31/2012	V:11730/T:80885		AJE: Move interest from interim construction loan
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	03/06/2013	V:10092/T:72576		AJE: Reconcile Cash Accounts for Journal Entry
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	03/07/2013	V:10098/T:72600		AJE: Reconcile cash on this journal entry
99-00-1113.00-000-3-00-0-00	Horizon Bank - :	03/28/2013	V:10106/T:72621		AJE: Reconcile Cash for this journal entry

6. Now we are going to separate the V Number (Voucher #) from the T Number (Transaction #). Click column F to select the whole column. Once the column is highlighted go to the top of the spreadsheet and click on the Data Tab.



Then you will see this. Make your screen match this and click next.



Now your screen will look like this.

			Data	Tools				Outline		5
		D	E	F			G			
	Descr	iption	LedgerDate	Reference	1		1	FransactionDe	scription	
-00	Horizo	on Bank - :	02/15/2013	V:11728	T:808	871	1	AJE: Move bo	nd paym	ents froi
-00	Horizo	on Bank - :	03/06/2013	V:10092	T:72	575	1	AJE: Reconcil	le Cash A	\ccount
-00	Horizo	on Bank - :	03/07/2013	V:10098	T:72	601	1	AJE: Reconcil	le cash o	n this jc
-00	Horizo	on Bank - :	03/28/2013	V:10106	T:72	.92		AJE: Reconcil	le Cash f	or this je
-00	Horizo	on Bank - :	06/30/2013	V:12025	T:818	815		AJE: Move 19	9 expens	es into
-00	Horizo	on Bank - :	04/30/2013	V:11284	T:78	527		AJE: Post 3E	s grant e	xpense
-00	Horizo	on Bank - :	04/30/2013	V:11284	T:78	529		AJE: Post 3E	s grant e	xpense
-00	Horizo	on Bank - :	07/27/2012	V:8370	T:62	728			2	CIP, cc
-00	Horizo	on Bank - :	08/03/2012	V:8371	T:62		We have	e now done	the	rchase
-00	Horizo	on Bank - :	08/17/2012	V:8372	T:62	1	text to co	lumns comn	nand	ors at F
-00	Horizo	on Bank - :	09/20/2012	V:8551	T:64		and our i	nserted col	umn	membe
-00	Horizo	on Bank - :	11/30/2012	V:9357	T:68		now has	the Transad	ction	ks to 2
-00	Horizo	on Bank - :	12/20/2012	V:9215	T:67		# and th	e Referenc	e #	
-00	Horizo	on Bank - :	12/31/2012	V:9316	T:68		has th	e Voucher #	4.	
-00	Horizo	on Bank - :	12/31/2012	V:11730	T:80	885				n interir
-00	Horizo	on Bank - :	03/06/2013	V:10092	T:72	576		AJE: Reconcil	e Cash A	Account

7. Now we are going to sort the spreadsheet by the Reference (Voucher #) column. To do this go to the top left corner and select the whole spreadsheet like you did in Step 2. Once you have done this go to the Data tab in the ribbon and choose sort.



Now you will see the following screen.



Now you will see this screen. One more step and we will see the problem.

C	Description	LedgerDate	Reference		TransactionDescription
0 H	lorizon Bank - :	03/06/2013	V:10092	T:72575	AJE: Reconcile Cash Accounts
0 H	lorizon Bank - :	03/06/2013	V:10092	T:72576	AJE: Reconcile Cash Accounts
0 H	lorizon Bank - :	03/07/2013	V:10098	T:72601	AJE: Reconcile cash on this jo
0 H	lorizon Bank - :	03/07/2013	V:10098	T:72600	AJE: Reconcile cash on this jo
0 H	lorizon Bank - :	03/07/2013	V:10098	T:72599	AJE: Reconcile cash on this jo
0 H	lorizon Bank - :	03/28/2013	V:10106	T:72622	AJE: Reconcile Cash for this jo
0 H	lorizon Bank - :	03/28/2013	V:10106	T:72621	AJE: Reconcile Cash for this jo
0 H	lorizon Bank - :	03/28/2013	V:10106	T:72620	AJE: Reconcile Cash for this jo
0 H	lorizon Bank - :	06/30/2013	V:11274	T:78505	AJE: Decrease 211 to balance
0 H	lorizon Bank - :	06/30/2013	V:11274	T:78507	AJE: Increase 420 to balance 2
0 H	lorizon Bank - :	04/30/2013	V:11284	T:78527	AJE: Post 3E's grant expenses
0 H	lorizon Bank - :	04/30/2013	V:11284	T:78529	AJE: Post 3E's grant expenses
0 H	lorizon Bank - :	06/30/2013	V:11396	T:78883	AJE: ACE snacks for summer
0 H	lorizon Bank - :	06/30/2013	V:11396	T:78885	AJE: Snacks for summer progr
0 H	lorizon Bank - :	05/25/2013	V:11635	T:80281	AJE: Remove 6142 charges fro
0 H	lorizon Bank - :	05/25/2013	V:11635	T:80283	AJE: Remove 6142 charges fro
0 H	lorizon Bank - :	04/30/2013	V:11636	T:80285	AJE: Remove 6142 charges fro
0 F	Iorizon Bank -	04/30/2013	V-11636	T-80287	A IE: Remove 61/2 charges fro

8. Now we need to subtotal by Reference # to determine which journal entry is not in balance. Go to the Data tab on the ribbon and choose Subtotal.

Data Rev	/iew	View	Dev	eloper	Add	-Ins A	crobat							
Drapactions	Az↓	AZA	Y	K Clear		÷		ő		1	변물			●를 Show I 프로 Nide D
🔊 Properties	Z A↓	Sort	Filter	Advance	ced	Text to Columns	Remove Duplicates	Data Validation •	Consolidate	What-If Analysis *	Group	Ungroup +	Subtotal	∃ Hide D
nnections		S	ort & Fill	ter				Data Tools	;			C	utline	

You will see this screen. Make your screen match this one and click OK.

Subtotal	? <mark>×</mark>
<u>At each change in:</u>	
Reference	
Use function:	
Sum	-
A <u>d</u> d subtotal to:	
<ul> <li>Reference</li> <li>(Column G)</li> <li>TransactionDescription</li> <li>BudgetOpeningBalance</li> <li>EncumbranceBalance</li> <li>TransactionBalance</li> </ul>	* 
Replace current subtotals     Page break between groups     Summary below data	
Remove All OK	Cancel

Now you have the spreadsheet subtotaled by Reference (Voucher #)

E	F	G	H	- I	J	K
LedgerDate	Reference		TransactionDescription	BudgetOpeningBalance	EncumbranceBalance	TransactionBalance
	Grand Total					2058.53
	V:10092 Total					0
03/06/2013	V:10092	T:72575	AJE: Reconcile Cash Accounts for Journal Entry	(	) 0	-19209.33
03/06/2013	V:10092	T:72576	AJE: Reconcile Cash Accounts for Journal Entry	(	) 0	19209.33
	V:10098 Total					0
03/07/2013	V:10098	T:72601	AJE: Reconcile cash on this journal entry	(	) 0	-45692.25
03/07/2013	V:10098	T:72600	AJE: Reconcile cash on this journal entry	(	) 0	25388
03/07/2013	V:10098	T:72599	AJE: Reconcile cash on this journal entry	(	) 0	20304.25
	V:10106 Total					0
03/28/2013	V:10106	T:72622	AJE: Reconcile Cash for this journal entry	(	) 0	-13196.92
03/28/2013	V:10106	T:72621	AJE: Reconcile Cash for this journal entry	(	) 0	5975
03/28/2013	V:10106	T:72620	AJE: Reconcile Cash for this journal entry	(	) 0	7221.92
	V:11274 Total					0
06/30/2013	V:11274	T:78505	AJE: Decrease 211 to balance at year end	(	) 0	132.29
		T 70507				100.00

➢ 9. Go to the area shown below and click on the 2.





## $\succ$ 10. Fixing the entries.

Finance > General Ledger > Journal Entries

inance > General Ledge	er > Journal Ei	Note the se	ttings in General Ledger and Filter
Journal Entry			
Page Size: 10 👻	General Ledge	er: 2012-2013 Fiscal Year 👻 Filter	- All Journal Entries 🛛 👻
<u>System ID</u> ▼ Lee	dger Date	Reference	Description
13456 6/3	30/2013	Audit adjustment to reconcile 5812	Balance 5812 with audit, reduce
13455	30/2013	Final JE to balance cash	- i i i i i i i i i i i i i i i i i i i
13417 6/3	30/2013	Audit adjustment #23	Unpost these two 🛛 🖬
13416 6/3	30/2013	Audit adjustment #22	JE's and edit and faci
13408 6/3	30/2013	Audit adjustment #21	correct the error in NAG
13407 6/3	30/2013	Audit Adjustment #20	your journal entry.
13406 6/3	30/2013	Audit adjustment #19	Adjust CY donations and miscell
13405 6/3	30/2013	Audit adjustment #18	Adjust rent revenue from Hope
13404 6/3	30/2013	Audit adjustment #17	Adjust foundation revenue and a
13403 6/3	30/2013	Audit adjustment #16	Recode payment to Telco Cablin
			<u>A</u>
Records: 220			