GL Balancing Tool

SYSPRO 8

Reference Guide

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Exploring

Where it fits in?

This program lets you balance SYSPRO sub modules to the General Ledger. This is important given that inaccurate financials will have a detrimental effect on your financial reporting and planning.

Discrepancies between sub modules and General Ledger can occur because of data corruption (e.g. power outage during posting) unposted journal entries or journals being edited before posting to General Ledger.

Things you can do in this program include:

- locating the imbalances between sub-modules and the General Ledger
- investigating the reason for imbalances
- fixing the discrepancies.

Navigation

- This program is accessed from the **Program List** pane of the SYSPRO menu:

  Program List > General Ledger > GL Integration > GL Balancing Tool

Starting

Security

Activities

You can restrict operator access to **activities** within a program. These are configured using the **Operator Maintenance** program.

Fields

You can restrict operator access to the **fields** within a program. These are configured this using the **Operator Maintenance** program.

eSignatures

You can restrict access to the eSignature transactions within a program at Operator, Group, Role or Company level. You configure these using the **eSignature Setup** program. Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.

Groups

You can restrict operator access to programs by assigning them to groups and applying access control against the group. This is configured using the **Operator Groups** program.

Passwords

You can restrict operator access to functions within a program using **passwords**. Passwords are defined in the **Password Definition** program. When defined, the password must be entered before you can access the function.

Configuring

The following configuration options in SYSPRO may affect processing within this program, including whether certain fields and options are accessible.

Setup Options

The **Setup Options** program lets you configure how SYSPRO behaves across all modules. These settings can affect processing within this program.

Inventory Configuration

Setup Options > Configuration > Distribution > Inventory

- Costing method

General Ledger Integration

Setup Options > General Ledger Integration > General Ledger

- Create general ledger journal
- Post general ledger journal
- Integration level

Restrictions and Limits

- This program can't check balances if the sub modules in SYSPRO are not integrated to General Ledger and has limited functionality if the sub modules are only integrated to General Ledger in summary (i.e. it can't drill down to transaction level when comparing balances).

Solving

FAQs

What modules can the GL Balancing Tool be used for?

The GL Balancing Tool can be used in the following areas:

- Accounts Payable
- Accounts Receivable
- Assets
- Cash Book
- GRN
- Inventory Control
- Work in Progress

Using

Tasks

How to balance sub modules to General Ledger

1. Open the **GL Balancing Tool**.

2. Select the sub module, year and period that you want to reconcile to General Ledger.

3. Enable the **INCLUDE ZERO VALUE TRANSACTION** option if you suspect there are zero balance transactions in the sub module that have a positive balance in the journal (or vice versa).

4. Enable the **USE FIFO COSTING METHOD** option (if you have selected the *Inventory Control* module).

5. Select **Start Processing**.

   The **Balance Summary** pane is displayed.

6. View the transaction details and fix the discrepancies by:

   - Posting journals.
   - Reversing journals.
   - Editing transactions.

   > Although you can post and reverse journals from within the **GL Balancing Tool** program, you can't edit transactions in this program.

Referencing

GL Balancing Tool

Field	Description
START PROCESSING	This begins processing according to your selections.
OPTIONS	
Module	Indicate the sub module that you want to balance to the General Ledger.
Year	Indicate the financial year for the period you want to balance.
Period	Indicate the period in the financial year you want to balance. This only displays the number of periods you have set up per financial year.
Include zero value transaction	This includes transactions that have a zero balance. 💡 Enabling this option may result in a many transactions being displayed. We recommend you only use this feature if you suspect that transactions exist with a balance in one account and zero in another.
Use FIFO costing method	Indicate whether you want to use FIFO costing for inventory balancing. 📝 You can only access this field if you selected FIFO at the COSTING METHOD setup option and you selected INVENTORY at the MODULE field.

Sub Module Balance Summary

This pane is displayed when you have selected **Start Processing** on the **Options** pane. The information displayed will change according to the sub module you selected.

Field	Description
Control account summary	
Sub module control account total	This displays the control account total of the sub module (i.e. all transactions that have been processed in the sub module).
GL control total	This displays the General Ledger control account total (i.e. all transactions that have been posted from the sub module to General Ledger. Select **View details** to open the **GL Control** pane to view a breakdown by ledger code. This gives you a quick overview of all control accounts totals, which you can cross reference with the sub module branch totals. 💡 Investigate GL codes that don't balance, by printing the Distribution Report in summary format so that you can balance the distribution report amounts with the breakdown by GL code.
Difference	Any discrepancy between the AP and GL control account totals is displayed in red.
Balancing entries	The amounts displayed here indicates that a discrepancy exists between the sub module, the journal and General Ledger. Zero amounts indicate there is no discrepancy.

Field	Description

Normal journal entries	This reflects journal entries that are not recorded in the sub module, but which appear in the GL journal.
	
	The number of affected transactions are displayed in the **Entries** column.
	
	Select **View details** to open the **Normal Journals** pane. This lets you:
	
	- Select the journal number to view the journal transaction.
	
	- Reverse the journal transactions by selecting:
	  - **Reverse** in the **Action** column to reverse one transaction at a time.
	  - **Reverse All** in the toolbar to post all transactions.

Unposted GL journal entries	This amount reflects the total of all the journals that have not yet been posted to General Ledger.
	
	The number of affected transactions are displayed in the **Entries** column.
	
	Select **View details** to open the **Unposted GL Journals** pane. This lets you:
	
	- Post transactions to the GL journal by selecting:
	  - **Post** in the **Action** column to post one transaction at a time.
	  - **Post All** in the toolbar to post all transactions.
	
	Once the transaction is posted, select the GL journal number to view the GL journal transaction.

Field	Description
Unposted sub module entries	This reflects the total of all the sub module transactions that have not yet been posted to the General Ledger.
	This comprises various amounts, depending on the sub module you selected.
	The number of affected transactions are displayed in the **Entries** column.
	Select **View details** to open the **Unposted Sub Module Registers** pane. This lets you:
	- Post transactions to the GL journal by selecting: **Post** in the **Action** column to post one transaction at a time. **Post All** in the toolbar to post all transactions.
	Once the transaction is posted, select the GL journal number to view the GL journal transaction.
GL transaction to GL journal	This amount reflects a discrepancy between the GL journal and actual GL transactions.
	The number of affected transactions are displayed in the **Entries** column.
	Select **View details** to open the **GL Transaction to Journal** pane. This lets you:
	Select the journal number to view the journal transaction.
	A discrepancy here is unusual and could indicate data tampering or data corruption.
	We recommend checking distribution reports and analyzing why these aren't balancing.

Field	Description
GL journal to sub module	This reflects a discrepancy between the GL journal and the transactions in the sub module.
	The number of affected transactions are displayed in the **Entries** column.
	Select **View details** to open the **GL Transaction to Sub Module** pane. This lets you:
	■ Select the journal number to view the journal transaction.
	A discrepancy here is unusual and could indicate data tampering or data corruption.
	We recommend checking distribution reports and analyzing why these aren't balancing.
Duplicate posted GL transactions	This reflects duplicate transactions that have been posted to the GL journal.
	The number of affected transactions are displayed in the **Entries** column.
	Select **View details** to open the **Duplicate Posted GL Journals** pane. This lets you:
	■ Select the journal number to view the journal transaction.
	A discrepancy here is unusual and could indicate data tampering or data corruption.
	We recommend contacting your system administrator.
Duplicate unposted GL transactions	This reflects duplicate unposted transactions that appear on the GL journal.
	The number of affected transactions are displayed in the **Entries** column.
	Select **View details** to open the **Duplicate Unposted GL Journals** pane. This lets you:
	■ Select the journal number to view the journal transaction.
	A discrepancy here is unusual and could indicate data tampering or data corruption.
	We recommend contacting your system administrator.

Field	Description
AR transactions to cash book	☐ This only applies to the *Cash Book* sub module.
	The amount reflects Accounts Receivable transactions that appear in the Cash Book.
	The number of affected transactions are displayed in the **Entries** column.
	Select **View details** to open the **AR transactions to Cash Book** pane. This lets you:
	▪ Select the journal number to view the journal transaction.
	This discrepancy may be due to unprocessed transactions.
	We recommend checking for and processing outstanding AR bank deposit slips.
AP transactions to cash book	☐ This only applies to the *Cash Book* sub module.
	The reflects Accounts Payable transactions that appear in the Cash Book.
	The number of affected transactions are displayed in the **Entries** column.
	Select **View details** to open the **AP transactions to Cash Book** pane. This lets you:
	▪ Select the journal number to view the journal transaction.
	This discrepancy may be due to unprocessed transactions.
	We recommend checking whether any AP payment runs have not yet been transferred to the bank.

Field	Description
AP journals to matched GRN entries	📝 This only applies to the *GRN* sub module.
	This reflects GRN transactions that match transactions in the Accounts Payable module.
	The number of affected transactions are displayed in the **Entries** column.
	Select **View details** to open the **AP Journals to Matched GRN Entries** pane. This lets you:
	- Select the journal number to view the journal transaction.
	This indicates that a value was posted to the GRN suspense account using the **AP Invoice Posting** program.
	We recommend analyzing why this transaction was done and correcting it in the General Ledger.
Inventory journals to GRN entries	📝 This only applies to the *GRN* sub module.
	This reflects GRN transactions that match journal transactions in the Inventory Control module.
	The number of affected transactions are displayed in the **Entries** column.
	Select **View details** to open the **Inventory Journals to Matched GRN Entries** pane. This lets you:
	- Select the journal number to view the journal transaction.
	This indicates that the inventory journal amounts in the `INVJND` table don't match the amounts in the GRN entries table (`GRNDET`).
	We recommend contacting your system administrator.
Recalculated GL control	This is the total amount of the GL control account, if all the balancing entries were actioned and resolved.
Difference	This reflects the difference between the recalculated GL control amount and the GL control total in the **Control account summary** section.

Field	Description
Other	
Invoices	This is the total amount of unposted invoices in the sub module and should ideally be zero.
Payments	This is the total amount of unposted payments in the sub module and should ideally be zero.

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