

# **SUPPORT DOCUMENT**

Reconciling Control Accounts

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Data Integrity issues can appear at any time of the year and usually happen when account entries are not posted correctly. Below we guide you through two procedure that will help you to establish the reason(s) why the integrity issue occurred.

## Account Payables Not Balancing

1. Extract the Vendor Aged report from Palladium at a specific date = Total A
2. Extract the General Ledger report and specify the Accounts Payable / Supplier Control Account = Total B
3. Extract the General Ledger report and specify the Supplier Prepayments = Total C
4. Total B less Total C = Total D ( $B-C=D$ )
5. Total D = Total A ( $D=A$ )
6. If Total D does not equal Total A at the specific date, offset the amounts by comparing the vendor aged and the accounts payable and see if the difference is the same as the amount on the report.

## Accounts Receivables Not Balancing

1. Extract the Customer Aged report from Palladium at a specific date = Total X
2. Extract the General Ledger report and specify the Accounts Receivable/Customer Control Account = Total Y
3. Extract the General Ledger report and specify deposits = Total Z
4. Total Y less Total Z = Total E ( $Y-Z=E$ )
5. Total E = Total X ( $E=X$ )
6. If Total E does not equal Total X at the specific date, offset the amounts by comparing the customer aged and the accounts receivables and see if the difference is the same as the amount on the report.