Editing the trial balance and general ledger excel files generated by Sage software

Here is the general ledger generated by Sage software.

| A | B | C | D | E | F | G | H I | 1 | K L | М | N | 0 | PQ | R | ST |
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| Date: | 8/31/2017 | | | | Sage Sample | | | | | | | | Page: | | 1 |
| Time: | 15:32:49 | | | | | | | | | | | | | | |
| | | | | | Fund Nominal Activity | | | | | | | | | | |
| Date From: | | | 1/1/1980 | | | | | | | | | N/C From: | | | |
| Date To: | | | 8/31/2017 | | | | | | | | | N/C To: | | 999999999 | |
| Transaction Fro | m: | | 1 | | | | | | | | | | | | |
| Transaction To: | | | 999999999 | | | | | | | | | | | | |
| N/C: | 0020 | | Name: | | Plant and Machinery | | | | | | Account Balance: | | 50000.00 | | |
| No | Type | Date | | Account | Ref | Details | Fund Id | De | ept T/C | <u>Value</u> | | Debit | Credit | | V E |
| 0 32 | JD | 12/31/2012 | | 0020 | O/BALS | Opening Balance | 1 | 0 | 0 11 | 9 50000.00 | | 50000.00 | | | |
| 1 | | | | | | | | | Totals: | | | \$0000.00 | | | |
| 2 | | | | | | | | | History Balance: | | | 50000.00 | | | |
| 3 N/C: | 0021 | | Name: | | Plant/Machinery Depreciation | | | | | | Account Balance: | | -3485.00 | | |
| 4 <u>No</u> | Type | Date | | Account | Ref | Details | Fund Id | De | ept T/C | C Value | | Debit | Credit | | V B |
| 5 33 | JC | 12/31/2012 | | 0021 | O/BALS | Opening Balance | 1 | 0 | 0 11 | 4000.00 | | | 4000.00 | | ÷ • |
| 5 613 | PI | 3/29/2013 | | MCN001 | 125 | Goods | | 0 | 0 T | 1 515.00 | | 515.00 | | | R - |
| 7 | | | | | | | | | Totals: | | | 515.00 | 4000.00 | | |
| 3 | | | | | | | | | History Balance: | | | | 3485.00 | | |
| 9 N/C: | 0040 | | Name: | | Furniture and Fixtures | | | | | | Account Balance: | | 16900.00 | | |
| 0 No | Type | Date | | Account | Ref | Details | Fund Id | De | ept T/C | Value | | Debit | Credit | | V B |
| 1 34 | JD | 12/31/2012 | | 0040 | O/BALS | Opening Balance | | 0 | 0 19 | 9 16900.00 | | 16900.00 | | | <u>.</u> |
| 2 | | | | | | | | | Totals: | | | 16900.00 | | | |
| 3 | | | | | | | | | History Balance: | | | 16900.00 | | | |
| 4 N/C: | 0041 | | Name: | | Furniture/Fixture Depredation | | | | | | Account Balance: | | -93.00 | | |
| 5 <u>No</u> | Type | Date | | Account | Ref | Details | Fund Id | De | ept T/C | Value | | Debit | Credit | | V B |
| 6 35 | JC | 12/31/2012 | | 0041 | O/BALS | Opening Balance | 2 | 0 | 0 19 | 9 93.00 | | | 93.00 | | |
| 7 | | | | | | | | | Totals: | | | | 93.00 | | |
| 8 | | | | | | | | | History Balance: | | | | 93.00 | | |
| 9 N/C: | 0050 | | Name: | | Motor Vehicles | | | | | | Account Balance: | | 20300.00 | | |
| 0 No | Type | Date | | Account | Ref | Details | Fund Id | De | ept T/C | C Value | | Debit | Credit | | V B |
| 1 36 | JD | 12/31/2012 | | 0050 | O/BALS | Opening Balance | 1 | 0 | 0 11 | 9 20300.00 | | 20300.00 | | | • • |
| 2 | | | | | | | | | Totals: | | | 20300.00 | | | |
| 3 | | | | | | | | | History Balance: | | | 20300.00 | | | |
| 4 N/C: | 0051 | | Name: | | Motor Vehicles Depreciation | | | | | | Account Balance: | | -2091.92 | | |
| 5 No | Туре | Date | | Account | Ref | Details | Fund Id | De | ept T/G | Value | | Debit | Credit | | VB |
| 5 37 | JC | 12/31/2012 | | 0051 | O/BALS | Opening Balance | | 0 | 0 19 | 9 1082.00 | | | 1082.00 | | |
| 7 66 | JC | 1/30/2012 | | 0051 | DEPREC | BMW 316Si | | 0 | 5 T | 9 110.00 | | | 110.00 | | |
| 8 68 | JC | 1/30/2012 | | 0051 | DEPREC | BMW316SI | | 0 | 0 11 | 9 110.00 | | | 110.00 | | |
| 9 70 | JC | 1/30/2012 | | 0051 | DEPREC | Peugeuot 106 | | 0 | 1 T | 9 32.48 | | | 32.48 | | |
| 308 | JC | 2/28/2013 | | 0051 | DEPREC | BMW 3165i | | 0 | 5 T | 9 110.00 | | | 110.00 | | |
| 1 310 | JC | 2/28/2013 | | 0051 | DEPREC | BMW316SI | | 0 | 0 19 | 9 110.00 | | | 110.00 | | |
| 2 312 | JC | 2/28/2013 | | 0051 | DEPREC | Peugeuot 105 | | 0 | 1 7 | 9 32.48 | | | 32.48 | | |
| 3 540 | JC | 3/28/2013 | | 0051 | DEPREC | BMW 316Si | | 0 | 5 T | 9 110.00 | | | 110.00 | | |
| 1 542 | JC | 3/28/2013 | | 0051 | DEPREC | BMW316SI | | 0 | 0 T | 9 110.00 | | | 110.00 | | |
| 5 544 | JC | 3/28/2013 | | 0051 | DEPREC | Peugeuot 106 | | 0 | 1 7 | 32.48 | | | 32.48 | | • • |
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To remove special characters and formatting, the GL file is Saved As a CSV file.

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Excel Workbook (*.xlsx)

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| 8 | N/C: | 2 | 20 | Name: | | Plant and | Machiner | y | | | | - 1 - | | Account | Balance: | | 50000 | | | | -1 |
| 9 | No | Туре | Date | | Account | Ref | | Details | Fund Id | | Dept | T/C | Value | | Debit | | Credit | | V | В | -11 |
| 10 | 32 | JD | 12/31/2012 | | 20 | O/BALS | | Opening | Balance | 0 | | 0 T9 | 50000 | | 50000 | | | | - | - | |
| 11 | | | | | | | | | | | | Totals: | | | 50000 | | | | | | |
| 12 | N/C. | | | | | Diset/Mar | hin an D | | | | | History | salance: | | 50000 | | 2405 | | | | -11 |
| 13 | N/C: | 4 | 21 | Name: | | Plant/Mac | ninery De | epreciation | For all the | | Dent | T /0 | Malica | Account | Balance: | | -3485 | | | - | |
| 14 | NO | туре | Date 12/21/2012 | | Account | KET | | Details | Fundia | 0 | Dept | 1/0 | Value | | Debit | | Credit | | V | в | |
| 15 | 53 | JC | 2/20/2012 | | 21 | U/BALS | | Coods | Balance | 0 | | 0 19 | 4000 | | E1E | | 4000 | | - D | - | |
| 10 | 013 | Ы | 3/29/2013 | | INICINUU1 | 125 | | Goods | | U | | U I I Totala | 515 | | 515 | | 4000 | | ĸ | - | |
| 10 | | | _ | | | | | | | | | History F | alancor | | 313 | | 24000 | | | - | -1 |
| 10 | N/C· | | 10 | Name: | | Furniture | and Fixtu | roc | | | | Thistory L | diance. | Account | Balance: | | 16900 | | | | -1 |
| 20 | No. | Type | Date | ivanie. | Account | Rof | | Details | Fund Id | | Dent | T/C | Value | Account | Dehit | | Credit | | v | B | -1 |
| 20 | 34 | ID | 12/31/2012 | | 40 | O/BALS | | Onening | Ralance | 0 | Dept | 0 T9 | 16900 | | 16900 | | crean | | - | - | -1 |
| 22 | 54 | | 12, 01, 2012 | | | O, BALD | | opening | bulance | | | Totals: | 10500 | | 16900 | | | | | | |
| 23 | | | | | | | | | | | | History F | Balance: | | 16900 | | | | | | |
| 24 | N/C: | 4 | 11 | Name: | | Furniture/ | /Fixture D | epreciation | n | | | | | Account | Balance: | | -93 | | | | |
| 25 | No | Type | Date | | Account | Ref | | Details | Fund Id | | Dept | T/C | Value | | Debit | | Credit | | v | в | |
| 26 | 35 | JC | 12/31/2012 | | 41 | O/BALS | | Opening | Balance | 0 | | 0 T9 | 93 | | | | 93 | | - | - | |
| 27 | | | | | | | | | | | | Totals: | | | | | 93 | | | | |
| 28 | | | | | | | | | | | | History E | Balance: | | | | 93 | | | | |
| 29 | N/C: | 5 | 50 | Name: | | Motor Vel | hicles | | | | | | | Account | Balance: | | 20300 | | | | |
| 30 | No | Туре | Date | | Account | Ref | | Details | Fund Id | | Dept | T/C | Value | | Debit | | Credit | | v | В | |
| 31 | 36 | JD | 12/31/2012 | | 50 | O/BALS | | Opening | Balance | 0 | | 0 T9 | 20300 | | 20300 | | | | - | - | |
| 32 | | | | | | | | | | | | Totals: | | | 20300 | | | | | | |
| 33 | | | | | | | | | | | | History E | Balance: | | 20300 | | | | | | |
| 34 | N/C: | 5 | 51 | Name: | | Motor Vel | hicles Dep | preciation | | | | | | Account | Balance: | | -2091.92 | | | | _ |
| 35 | No | Туре | Date | | Account | Ref | | Details | Fund Id | | Dept | T/C | Value | | Debit | | Credit | | V | В | _ |
| 36 | 37 | JC | 12/31/2012 | | 51 | O/BALS | | Opening | Balance | 0 | | 0 T9 | 1082 | | | | 1082 | | - | - | _ |
| 37 | 66 | JC | 1/30/2012 | | 51 | DEPREC | | BMW 316 | Si | 0 | | 5 T9 | 110 | | | | 110 | | - | - | |
| 38 | 68 | JC | 1/30/2012 | | 51 | DEPREC | | BMW3165 | 51 | 0 | | 0 T9 | 110 | | | | 110 | | - | - | |
| .39 | 70 | LIC: | □ 1/30/2012 | A | | DEPREC | | Peugeuot | 106 | 0 | | 1 19 | 32.48 | | | | 32.48 | | - | | |
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The CSV file is then Saved As an Excel file, with a different name.

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| 8 | N/C: | | 20 | Name: | | Plant and | Machinery | | | | | | | Account | Balance: | | 50000 | | | | |
| 9 | No | Type | Date | | Account | Ref | De | tails | Fund Id | | Dept | T/C | Value | | Debit | | Credit | | v | в | |
| 10 | 3 | 2 JD | 12/31/2012 | 2 | 20 | O/BALS | 0 | ening | Balance | 0 | | 0 T9 | 50000 |) | 50000 |) | | | - | - | |
| 11 | | | | | | | | | | | | Totals: | | | 50000 |) | | | | | |
| 12 | | | | | | | | | | | | History I | Balance: | | 50000 |) | | | | | |
| 13 | N/C: | | 21 | Name: | | Plant/Mac | hinery Depre | ciatio | n | | | | | Account | Balance: | | -3485 | | | | |
| 14 | No | Туре | Date | | Account | Ref | De | tails | Fund Id | | Dept | T/C | Value | | Debit | | Credit | | v | в | |
| 15 | 3 | 3 JC | 12/31/2012 | 2 | 21 | O/BALS | 0 | pening | Balance | 0 | | 0 T9 | 4000 |) | | | 4000 | | - | - | |
| 16 | 61 | 3 PI | 3/29/2013 | 3 | MCN001 | 125 | Go | ods | | 0 | 1 | 0 T1 | 515 | i | 515 | i | | | R | - | |
| 17 | | | | | | | | | | | | Totals: | | | 515 | i | 4000 | | | | |
| 18 | | | | | | | | | | | | History I | Balance: | | | | 3485 | | | | |
| 19 | N/C: | | 40 | Name: | | Furniture | and Fixtures | | | | | | | Account | Balance: | | 16900 | | | | |
| 20 | No | Туре | Date | | Account | Ref | De | tails | Fund Id | | Dept | T/C | Value | | Debit | | Credit | | v | в | |
| 21 | 34 | 4 JD | 12/31/2012 | 2 | 40 | O/BALS | 0 | pening | Balance | 0 | 1 | 0 T9 | 16900 |) | 16900 |) | | | - | | |
| 22 | | | | | | | | | | | | Totals: | | | 16900 |) | | | | | |
| 23 | | | | | | | | | | | | History | Balance: | | 16900 |) | | | | | |
| 24 | N/C: | | 41 | Name: | | Furniture/ | Fixture Depr | eciatio | n | | | | | Account | Balance: | | -93 | | | | |
| 25 | No | Туре | Date | | Account | Ref | De | tails | Fund Id | | Dept | T/C | Value | | Debit | | Credit | | v | В | |
| 26 | 3 | 5 JC | 12/31/2012 | 2 | 41 | O/BALS | 0 | pening | Balance | 0 | · | 0 T9 | 93 | | _ | | 93 | | - | - | |
| 27 | | | | | | | | | | | | Totals: | | | | | 93 | | | | |
| 28 | | | | | | | | | | | | History | Balance: | | | | 93 | | | | |
| 29 | N/C: | _ | 50 | Name: | - | Motor Veh | nicles | | | | | | | Account | Balance: | | 20300 | | | - | -+ |
| 30 | No | Туре | Date | | Account | Ref | De | tails | Fund Id | - | Dept | T/C | Value | | Debit | | Credit | | v | В | |
| 31 | 3 | D D | 12/31/2012 | 2 | 50 | O/BALS | 0 | pening | Balance | 0 | | 0 T9 | 20300 | | 20300 | | | | - | - | |
| 32 | | | | | | | | | | | | Totals: | | | 20300 | | | | | | |
| 33 | | | | | | | | | | | | History | Balance: | | 20300 | | | | | | |
| 34 | N/C: | - | 51 | Name: | | Motor Veh | nicles Deprec | iation | | | | = 10 | | Account | Balance: | | -2091.92 | | | - | |
| 35 | No | Туре | Date | | Account | Ref | De | tails | Fund Id | - | Dept | T/C | Value | | Debit | | Credit | | v | В | |
| 36 | 3 | JC V | 12/31/2012 | 2 | 51 | O/BALS | 0 | pening | Balance | 0 | | 0 19 | 1082 | | | | 1082 | | - | - | |
| 37 | 6 | DL 6 | 1/30/2012 | 2 | 51 | DEPREC | BN | NW 310 | 551 | 0 | | 5 19 | 110 | | | | 110 | | - | - | |
| 38 | 6 | s JC | 1/30/2012 | 2 | 51 | DEPREC | BN | nW316 | 51 | 0 | | 0 19 | 110 | | | | 110 | | - | - | |
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| | | | 2K Cons | | e: | A | Furniture | and Fixtur | es Deteile | Funded | | Dant | 7/0 | Makua | Account | Balance: | | 16900 Credit | | | | |
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| 22 | | | | | | 40 | U/BALS | | Opening | Balance | U | | Totals | 10900 | | 1690 | 0 | | | - | - | |
| 22 | | | | | | | | | | | | | History 6 | Palanco: | | 1690 | 10 | | | | | |
| 24 | NC. | | 41 | Nam | 10. | | Furniture/ | Fixture D | enreciatio | n | | | mistory | barance. | Account 6 | Ralance: | ~ | -93 | | | | |
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| 27 | | | | | | | | | | | | | Totals: | | | | | 93 | | | | |
| 28 | | | | | | | | | | | | | History 8 | Balance: | | | | 93 | | | | |
| 29 | I/C: | | 50 | Nam | ne: | | Motor Veh | icles | | | | | | | Account 8 | Balance: | | 20300 | | | | |
| 30 | lo | Туре | Date | | | Account | Ref | | Details | Fund Id | | Dept | T/C | Value | | Debit | | Credit | | v | В | |
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| 32 | | | | | | | | | | | | | Totals: | | | 2030 | 0 | | | | | |
| 33 | | | | | | | | | | | | | History B | Balance: | | 2030 | 00 | | | | | |
| 34 1 | I/C: | | 51 | Nam | ne: | | Motor Veh | nicles Dep | reciation | | | | | | Account 8 | Balance: | | -2091.92 | | | | |
| 35 1 | lo | Туре | Date | | | Account | Ref | | Details | Fund Id | | Dept | T/C | Value | | Debit | | Credit | | v | В | |
| 36 | 3 | 7 JC | 12/31/2013 | 2 | | 51 | O/BALS | | Opening | Balance | 0 | | 0 T9 | 1082 | 1 | | | 1082 | | - | - | |
| 37 | 66 | 5 JC | 1/30/2013 | 2 | | 51 | DEPREC | | BMW 31 | 6SI | 0 | | 5 T9 | 110 | | | | 110 | | - | - | |
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| Specify Worksheet Columns | | | |
| Transaction date | | | |
| Transaction document | | | |
| Allocation account | | | |
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Starting with the first transaction row and following the specifications provided, for each account in the general ledger excel sheet, ExcelFSM reads, sequentially, the specified data of all the account transactions (Date, Document reference, Allocation Account, and up to 3 more optional fields).

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| 22 | 3 | JC . | 12/31/2012 | | 41 | O/BALS | | Opening E | Balance | 0 | 0 | Т9 | 93 | | | | 93 | - | | | |
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| 24 | | | | | | | | | | | | History | Balance: | | | | 93 | | | | |
| 25 | N/C: | 5 | D | Name: | | Motor Vel | nicles | | | | | | | Account E | Balance: | | 20300 | | | | |
| 26 | 3(| DL i | 12/31/2012 | | 50 | O/BALS | | Opening E | Balance | 0 | 0 | Т9 | 20300 | | 20300 | | | - | | - | |
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| 29 | N/C: | 5 | 1 | Name: | | Motor Vel | nicles Dep | reciation | | | | | | Account E | Balance: | | -2091.92 | | | | |
| 30 | 3 | JC 7 | 12/31/2012 | | 51 | O/BALS | | Opening E | Balance | 0 | 0 | Т9 | 1082 | | | | 1082 | - | | - | |
| 31 | 60 | 5 JC | 1/30/2012 | | 51 | DEPREC | | BMW 316 | i. | 0 | 5 | Т9 | 110 | | | | 110 | - | | - | |
| 32 | 68 | JC DI | 1/30/2012 | | 51 | DEPREC | | BMW3165 | | 0 | 0 | Т9 | 110 | | | | 110 | - | | - | |
| 33 | 70 | JC D | 1/30/2012 | | 51 | DEPREC | | Peugeuot | 106 | 0 | 1 | Т9 | 32.48 | | | | 32.48 | - | | - | |
| 34 | 308 | JC DI | 2/28/2013 | | 51 | DEPREC | | BMW 3165 | Si | 0 | 5 | Т9 | 110 | | | | 110 | - | | - | |
| 35 | 310 |) JC | 2/28/2013 | | 51 | DEPREC | | BMW316S | a l | 0 | 0 | Т9 | 110 | | | | 110 | - | | | |
| 36 | 312 | JC DC | 2/28/2013 | | 51 | DEPREC | | Peugeuot | 106 | 0 | 1 | Т9 | 32.48 | | | | 32.48 | - | | - | |
| 37 | 540 |) JC | 3/28/2013 | | 51 | DEPREC | | BMW 3165 | Si | 0 | 5 | Т9 | 110 | | | | 110 | - | | - | |
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| 39 | .544 | LIC. | 3/28/2013 | | 51 | DEPREC | | Peugeuot | 106 | 0 | 1 | Т9 | 32.48 | | | | 32.48 | - | | | |
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At this stage, proceeding with 'Read Trial Balance Data' in ExcelFSM, the following message is displayed,



because the GL account 1103, which has a zero balance,

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| FILE HON | IE INS | Calibri | - 11 | - A A | | REVIE ₿⁄7 • | W VIEW FSM | General | Ŧ | | 1 | | | × 🖬 | ∑ AutoS | um - A ZN | A | | Sign |
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| 8735 | | + | : 🕅 | 1 fr | 1103 | | | | | | | | | | | | | | |
| | | | | ↓ J. | - | - | I I | | | | | | | - | - | - | | - | |
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| 710 1167 5 | | 10/28/2013 | | YOU001 | 69 | | Coloured Paper - Pas | 0 | 1 1 | 1 | 30.68 | | 30.68 | | | , , , , , , , , , , , , , , , , , , , | | - | |
| 717 1168 51 | | 10/28/2013 E/1/2012 | | 100001 | 69 | | DIMM 64mb 100Mnz | 0 | 1 1 | 1 | 267.15 | | 267.15 | | | r | | - | |
| 710 11/9 5 | | 5/1/2013 | | SDEUUI | 70 | | Install 4 PCs as reque | 0 | 1 1 | | 4/00 | | 4/00 | | | | | - | |
| 719 1180 5 | | 5/1/2013 | | 510001 | 71 | | Home installation of | 0 | 1 1 | | 2341.23 | | 2341.25 | | | | | - | |
| 720 1181 5 | | 5/5/2013 | | KINUU1 | 72 | | Install new network | 0 | 1 1. | | /398.33 | | /398.35 | | | | | - | |
| 721 1182 5 | | 5/16/2013 | | MILUUI | 73 | | Kerurbishment, disp | 0 | 01. | | 222.31 | | 222.15 | | | | | - | |
| 722 1224 5 | | 8/12/2013 | | COMOUL | 74 | | Calculates Dealtes | 0 | 1 1 | | 227.15 | | 227.15 | | | | | - | |
| 723 1225 5 | | 8/12/2013 | | COMOUL | 74 | | Calculator - Desktop | 0 | 1 1 | | 103.25 | | 103.25 | | | r | | - | ir |
| 724 1226 5 | | 8/12/2013 | | COMOUL | 74 | | Envelope - White (1. | 0 | 1 1. | | 157.4 | | 157.4 | | | r | | - | 11 |
| 725 1227 5 | | 6/12/2013 | | COMOUL | 75 | | Whiteboard - Drywig | 0 | 1 1. | | 227.15 | | 227.15 | | | r | | - | |
| 720 1228 5 | | 6/12/2013 | | COMOUL | 75 | | Calculator - Desktop | 0 | 11. | | 103.25 | | 103.25 | | | r | | - | |
| 1229 51 | | 6/12/2013 | | COMOUL | 75 | | Envelope - White (1 | 0 | 11. | | 157.4 | | 157.4 | | | r | | - | |
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| 729 1231 S | | 8/12/2013 | | COM001 | 76 | | Calculator - Desktop | 0 | 11 | 1 | 103.25 | | 103.25 | | | , | 4 | - | |
| 730 1232 SI | | 8/12/2013 | | COM001 | 76 | | Envelope - White (1 | 0 | 11 | 1 | 157.4 | | 157.4 | | | | 4 | - | |
| 731 1233 SI | | 7/11/2013 | | SDE001 | 77 | | Install 4 PCs as reque | 0 | 1 1 | 1 | 4700 | | 4700 | | | | 4 | - | |
| 732 1234 SI | | 8/11/2013 | | SDE001 | 78 | | Install 4 PCs as reque | 0 | 1 1 | 1 | 4700 | | 4700 | | | | 4 | - | |
| /33 | | | | | | | | | 10 | otals: | | | 225854.1 | | 135213.5 | | | | |
| 734 | | | | _ | 2 | | | | н | istory Ba | ilance: | | 90640.61 | | | | _ | | - 11 |
| /35 N/C: | 1103 | a /20 /2012 | Name: | | Prepaymen | its | D D | | | | 4000 | Account B | alance: | | 0 | | | | -11 |
| /30 03 JL | , | 1/30/2012 | | 1103 | PREPAY | | Rent Prepayment | 0 | 0 19 | , | 1800 | | 1800 | | 450 | | | • | -1 |
| /3/ 65 JC | | 1/30/2012 | | 1103 | PREPAY | | Rent Prepayment | 0 | 0 19 | , | 450 | | | | 450 | | | - | -1 |
| 738 307 JC | | 2/28/2013 | | 1103 | PREPAY | | Rent Prepayment | 0 | 0 19 | , | 450 | | | | 450 | | | - | -1 |
| 739 539 JC | | 3/28/2013 | | 1103 | PREPAY | | Rent Prepayment | 0 | 0 19 | , | 450 | | | | 450 | | | - | -1 |
| 740 856 JC | | 4/30/2013 | | 1103 | PREPAY | | Rent Prepayment | 0 | 0 19 | , | 450 | | | | 450 | | | - | -1 |
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| 745 26 0 | , D | 12/31/2012 | | 1200 | 56054 | | Upprocented Charm | 0 | 1 70 | 2 | 0011.90 | | | | 0311.90 | - | | - N | + |
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| 749 30 B | P D | 12/31/2012 | | 1200 | 160000 | | Unpresented chequ | 0 | 2 13 | 2 | 230 | | | | 230 | - | | N | |
| 750 31 8 | r | 1/21/2012 | | 1200 | TRANC | | Credit Card Day | 0 | 2 13 | 2 | 500 | | | | 500 | - | | N | |
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| 1 1 | Sage GI | demo data | | 1200 | 114010 | | sector caso coeque | | 11 | | | | | | 2.80 | - | | | |
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is not in the trial balance.

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| | A B | C | D | F | F A |
| 1 | N/C | Name | Debit | Credit | · |
| 2 | 0020 | Plant and Machinery | 50000.00 | | |
| 3 | 0021 | Plant/Machinery Depreciation | | 3485.00 | |
| 4 | 0040 | Furniture and Fixtures | 16900.00 | | |
| 5 | 0041 | Furniture/Fixture Depreciation | | 93.00 | |
| 6 | 0050 | Motor Vehicles | 20300.00 | | |
| 7 | 0051 | Motor Vehicles Depreciation | | 2091.92 | |
| 8 | 1001 | Stock | 35000.00 | | |
| 9 | 1100 | Debtors Control Account | 90640.61 | | |
| 10 | 1200 | Bank Current Account | | 20091.04 | |
| 11 | 1210 | Bank Deposit Account | 3510.00 | | |
| 12 | 1220 | Building Society Account | 507.53 | | |
| 13 | 1230 | Petty Cash | 1130.48 | | |
| 14 | 1240 | Company Credit Card | 9358.97 | | |
| 15 | 2100 | Creditors Control Account | | 44502.68 | |
| 16 | 2200 | Sales Tax Control Account | | 22182.53 | |
| 17 | 2201 | Purchase Tax Control Account | 12203.64 | | |
| 18 | 2202 | VAT Liability | 14800.35 | | |
| 19 | 2210 | P.A.Y.E. | | 5396.79 | |
| 20 | 2211 | National Insurance | | 2006.98 | |
| 21 | 2230 | Pension Fund | | 120.00 | |
| 22 | 2300 | Line Durchage | | 6895.00 | |
| 23 | 2000 | Arite Functione | | 0100.00 | |
| 29 | 4000 | Sales North | | 170507 52 | |
| 25 | 4000 | Sales North | | 179307.33 | |
| 20 | 4002 | Sales South | | 8472 51 | |
| 28 | 4009 | Discounts Allowed | 50.00 | 0172.01 | |
| 29 | 4900 | Miscellaneous Income | 50.00 | 60.03 | |
| 30 | 4905 | Distribution and Carriage | | 870.00 | |
| 31 | 5000 | Materials Purchased | 51446.48 | 0,0100 | |
| 32 | 5001 | Materials Imported | 23733.00 | | |
| 33 | 5002 | Miscellaneous Purchases | 1158.53 | | |
| 34 | 5100 | Carriage | 1.26 | | |
| 35 | 5200 | Opening Stock | 40710.00 | | |
| 36 | 5201 | Closing Stock | | 35000.00 | |
| 37 | 6200 | Sales Promotions | 50.00 | | |
| 38 | 6201 | Advertising | 465.00 | | |
| 39 | 6202 | Gifts and Samples | 115.00 | | |
| 40 | 6203 | P.R. (Literature & Brochures) | 1050.00 | | |
| 41 | 7000 | Gross Wages | 32472.11 | | |
| 42 | 7006 | Employers N.I. | 3327.24 | | |
| 43 | 7009 | Adjustments | 255.00 | | |
| 44 | 7010 | SSP Reclaimed | 40.00 | | |
| 45 | 7011 | SMP Reclaimed | 67.60 | | |
| 46 | 7100 | Rent | 21000.00 | | |
| | Perio | d Trial Balance (+) | • | | Þ |
| READ | Ŷ | | ▦ ▣ ▪ | | + 100% |

Using Data > Filter in the GL file, shows that 4 accounts have a zero balance.

| XB | 85. | <i>∂</i> - ∓ | | | | | | s | ageGLadsx | - Excel | | | | | | | | ? 🗈 | - 0 | × |
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| From | n From | From From Oth | er Existing | Refresh | Edit Links | Z↓ Sort | Filter | Advanced | Text to | Flash Re | move Da | ta Con | solidate Wh | hat-If Rela | stionships | Group Ungro | up Subtotal | | Carrier Carrier | |
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| 1 | Date: 💵 | 8/31/20 - | - | - | Sage Sage | rple 🔻 | - | - | - | - | - | - | - | | • | 🔻 Page: 🗐 | - | - | - | 1 |
| 735 | N/C: | 1103 | Nam | ne: | Prepaym | ients | | | | | | | Account B | alance: | | 0 | | | | A 1 |
| 1257 | N/C: | 2109 | Nam | ie: | Accruals | | | | | | | | Account B | alance: | | 0 | | | | 8 I |
| 3321 | N/C: | 9998 | Nam | 1e: | Suspensi | es e Account | | | | | | | Account B | alance: | | 0 | | | | |
| 3371 | N, C. | 5556 | | | Juspens | Account | | | | | | | Account o | anarroe. | | | | | | |
| 3372 | | | | | | | | | | | | | | | | | | | | |
| 3373 | | | | | | | | | | | | | | | | | | | | |
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| READ | ογ 4 OF 33 | 69 RECORDS FOL | IND | | | | | | | | AVERAGE: 58 | 40.9 | COUNT: 29 | 9 SUM: | 58409 | ## E | D | | -+ 10 | 0% |

These 4 accounts are added to the trial balance input file, and the file is saved with a different name.

| xII . | 5 -∂ | SageTB.xlsx - Excel | | ? 📧 — | — × |
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| A40 | | \cdot : $\times \checkmark f_x$ | | | ~ |
| A | В | С | D | E | F 🔺 |
| 1 | N/C | Name | <u>Debit</u> | Credit | |
| 2 | 0020 | Plant and Machinery | 50000.00 | | |
| 3 | 0021 | Plant/Machinery Depreciation | | 3485.00 | |
| 4 | 0040 | Furniture and Fixtures | 16900.00 | | |
| 5 | 0041 | Furniture/Fixture Depreciation | | 93.00 | |
| 6 | 0050 | Motor Vehicles | 20300.00 | | |
| / | 0051 | Motor Vehicles Depreciation | 25000.00 | 2091.92 | |
| 8 | 1001 | Stock | 35000.00 | | |
| 9 | 1100 | Deptors Control Account | 90640.61 | | |
| 10 | 1103 | Prepayments Bank Gument Assount | | 20001-04 | |
| 12 | 1200 | Bank Current Account | 2510.00 | 20091.04 | |
| 12 | 1210 | Bank Deposit Account | 507 52 | | |
| 14 | 1220 | Patty Cach | 1120.49 | | |
| 15 | 1230 | Company Credit Card | 0358.07 | | |
| 16 | 2100 | Creditors Control Account | 5550.57 | 44502.68 | |
| 17 | 2100 | Accruals | | 44302.00 | |
| 18 | 2200 | Sales Tax Control Account | | 22182.53 | |
| 19 | 2200 | Purchase Tax Control Account | 12203.64 | 22102.00 | |
| 20 | 2202 | VAT Liability | 14800.35 | | |
| 21 | 2210 | P.A.Y.F. | 11000.00 | 5396.79 | |
| 22 | 2211 | National Insurance | | 2006.98 | |
| 23 | 2220 | Net Wages | | | |
| 24 | 2230 | Pension Fund | | 120.00 | |
| 25 | 2300 | Loans | | 6895.00 | |
| 26 | 2310 | Hire Purchase | | 6160.00 | |
| 27 | 3000 | Ordinary Shares | | 96332.00 | |
| 28 | 4000 | Sales North | | 179507.53 | |
| 29 | 4001 | Sales South | | 1230.00 | |
| 30 | 4002 | Sales Scotland | | 8472.51 | |
| 31 | 4009 | Discounts Allowed | 50.00 | | |
| 32 | 4900 | Miscellaneous Income | | 60.03 | |
| 33 | 4905 | Distribution and Carriage | | 870.00 | |
| 34 | 5000 | Materials Purchased | 51446.48 | | |
| 35 | 5001 | Materials Imported | 23733.00 | | |
| 36 | 5002 | Miscellaneous Purchases | 1158.53 | | |
| 37 | 5100 | Carriage | 1.26 | | |
| 38 | 5200 | Opening Stock | 40710.00 | | |
| 39 | 5201 | Closing Stock | | 35000.00 | |
| 69 | 9998 | Suspense Account | | | |
| 70 | 9999 | Mispostings Account | 155.00 | | |
| /1 | | | | | |
| 72 | | | | | |
| 74 | | | | | |
| 75 | | | | | |
| 4 | Period | Trial Balance | 4 | ' | |
| | . enou | | | | |
| READY | | COUNT: 0 SUM: 0 | | | - 100% |

Importing the Trial Balance and General Ledger data

Close the trial balance and general ledger input files.

In a blank workbook, click the 'Read Trial Balance Data' FSM button.

| XI 🔒 | E 5 - C - ∓ Book2 - Excel | | | | | | | | ? | 个 | _ | | × | |
|---------------|---------------------------|-------------|---------------|----------------|-----------|-------|---------------|--------------|-------------------|----|---|-------|---|---------|
| FILE | HOME | INSERT | PAGE LAYOUT | FORMULAS | DATA | REVI | EW VIEW | FSM | | | | | S | lign in |
| Read Tria | al Balance Data | Name | Item Balance | E Details 🔹 | Rou | unded | Trial Balance | | Sheets Manager | GL | 0 | Help | | |
| Chart of | Accounts | Date | Select Period | Comparative | | | Leadsheets | | Print | | 8 | About | t | |
| Adjusting | g Entries | Item Titles | ; Total | Adjusted balan | ces 🔻 | | Grouped Acco | ounts Sheets | Sync with WordFSN | 1 | | | | |
| Trial Balance | | Buildi | ng a report | Report pre | sentation | | Working | Papers | Utilities | | | | | ~ |

Select Excel file and With GL transactions.

| Read TB Data Options | - • • |
|----------------------------------|--------|
| Consolidated FS option | |
| Single enterprise | |
| For consolidated | |
| | |
| Input source file | |
| Excel file | |
| QuickBooks Desktop | |
| QuickBooks Online | |
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| General Ledger Drill Down option | |
| Vith GL transactions | |
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| ОК | Cancel |

Specify the information for the trial balance.

| Read Trial Balance Data | — | | | | | | | | | |
|---|----------|--|--|--|--|--|--|--|--|--|
| Specify | | | | | | | | | | |
| Name of enterprise | | | | | | | | | | |
| Sage Sample | | | | | | | | | | |
| As-of Date for this Trial 8/31/2017 	✔ | Balance | | | | | | | | | |
| Specify Worksheet Colum | ns | | | | | | | | | |
| Account number | В | | | | | | | | | |
| Account Title | С | | | | | | | | | |
| Debit column | D | | | | | | | | | |
| Credit column | E | | | | | | | | | |
| Copy adjusting entries | | | | | | | | | | |

Specify the information for the general ledger.

| Read General Ledger Data | | | × | | | | | | |
|--|---|---------------------|----|--|--|--|--|--|--|
| Specify | | | | | | | | | |
| General ledger from date | 1/ 1/20 |)12 👻 | | | | | | | |
| First transaction row | 9 | | | | | | | | |
| Account description column | n | В | | | | | | | |
| Number of rows above first | transaction r | ow 1 | | | | | | | |
| Account ending balance co Specify the same column if and credits are in the same | Account ending balance column Debit Creat Specify the same column if debits and credits are in the same column* | | | | | | | | |
| Number of rows below last | transaction ro | w 2 | | | | | | | |
| Specify Worksheet Columns | 1 | | | | | | | | |
| Transaction date | С | | | | | | | | |
| Transaction document | A | | | | | | | | |
| Allocation account | E | | | | | | | | |
| Amount | Debit | Credit | | | | | | | |
| | 0 | Q | | | | | | | |
| Specify the same column if debit | s and credits are | in the same column" | | | | | | | |
| Other transaction fields (or | otional) | | | | | | | | |
| Туре | В | | | | | | | | |
| Ref | F | | | | | | | | |
| Details | H | | | | | | | | |
| | | | | | | | | | |
| | ОК | Canc | el | | | | | | |
| (*) If same column, credits must t | be negative numb | bers | | | | | | | |

General Ledger Drill Down

To see the General Ledger Drill Down feature, open Sheet1 and click the 'Trial Balance' FSM button to create a Trial Balance working paper.

| x 🛛 🖬 🕤 - | (⇒ - = | | | | FSM Sage | e Sample 8-31-2017. | dsx - Excel | | | | | 1 | · • - | | × |
|-------------------|-------------|------------------|-------------|----------------|------------------------|---------------------|---------------------|-------|---------|---|-----|---|-------|--------|------|
| FILE HOI | ME INSERT | PAGE LAYOU | T FORMULA | S DATA F | REVIEW | VIEW FSM | | | | | | | | Sig | n in |
| Read Trial Balanc | e Data Name | Item Balance | ■ Details → | Round | led Trial B | alance | Sheets Manage | er GL | 🕜 Help | | | | | | |
| Chart of Account | ts Date | Select Period | Comparat | ive | Leadsh | ieets | Print | | X About | | | | | | |
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🖬 🔒 5° ở° = FSM Sage Sample 8-31-2017.xlsx - Excel ? 💿 🗕 × FILE HOME Sign in INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW FSM Read Trial Balance Data Name Item Balance 🗮 Details 👻 Rounded Trial Balance GL 🔞 Help Sheets Manager 🖔 About Chart of Accounts Date Select Period Comparative Leadsheets Print Adjusting Entries Item Titles Total Adjusted balances 🔹 Grouped Accounts Sheets Sync with WordFSM Building a report Report presentation Working Papers Utilities Trial Balance ^ * E f_x =FSMACCOUNTUNADJUSTEDBALANCE("9") D14 \times 1 v D E F G H -А В С Ι J K L м Ν 0 Sage Sample 1 Trial Balance Adjustments Adjusted Trial Balance Sheet1 Groupings Prior Period Accounts 2 8/31/2017 8/31/2017 8/31/2017 No Cat Cell Seq 3 Debit Debit Credit Address 4 Credit Debit Credit Debit Credit no. 5 0020 - Plant and Machinery 50,000.00 50,000.00 6 0021 - Plant/Machinery Depreciation 3,485.00 3,485.00 16,900.00 7 0040 - Furniture and Fixtures 16,900.00 8 0041 - Furniture/Fixture Depreciation 93.00 93.00 20,300.00 20,300.00 0050 - Motor Vehicles 9 10 0051 - Motor Vehicles Depreciation 2,091.92 2,091.92 35,000.00 35,000.00 1001 - Stock 11 12 1100 - Debtors Control Account 90,640.61 90,640.61 1103 - Prepayments 0.00 0.00 13 14 1200 - Bank Current Account 20,091.04 20,091.04 15 1210 -🖳 Account Unadjusted Balance Detail 16 1220 17 1230 -1200 - Bank Current Account Balance carried over as of 1/1/2012: 0.00 Cr 18 1240 2100 -19 -Date Docum T... Ref Details Allocation Debit Credit 20 2109 12/31/2012 20121231 JC O/Bal 9998 - Suspense Account 6,511.96 Opening Balance 2200 21 12/31/2012 26 BR 56956 Unpresented Cheque 9998 - Suspense Account 55.00 12/31/2012 27 BP 656678 Unpresented Cheque 9998 - Suspense Account 150.00 2201 12/31/2012 28 BP 656679 Unpresented Cheque 9998 - Suspense Account 352.00 23 2202 12/31/2012 29 BP 656680 Unpresented Cheque 9998 - Suspense Account 550.00 24 2210 12/31/2012 30 BP 656681 250.00 Unpresented Cheque 9998 - Suspense Account 25 2211 -12/31/2012 31 BP 656869 9998 - Suspense Account 546.00 Unpresented cheque 2220 26 1/31/2012 20120131 JC TRANS Credit Card Payment 1240 - Company Credit Card 500.00 27 2230 1/30/2012 52 BP 568953 Vat Payment Quater End 3112.96 2202 - VAT Liability 1,497.58 1/30/2012 53 SA 5897532 Payment on Account 1100 - Debtors Control Account 500.00 2300 28 1/30/2012 20120130 JC TRANS Petty Cash Cheque 1230 - Petty Cash 250.00 29 2310 Cancelled Cheque - 1036 1/30/2012 20120130 JD VOID 2109 - Accruais 50.00 30 3000 -1/29/2012 73 BP DD/STO Electrcity Direct Debit 1200 162.00 31 4000 32 4001 1/31/2012 BP Salary Salary Payment January 2220 - Net Wages 5,932,29 33 4002 34 4009 Unadjusted balance as at 8/31/2017: 20,091.04 Credit Generate Printout Sheet Close 35 4900 36 4905 Γ. 5000 - 🔻 37 menais euroraser 11.4411.45 1 .11.440.40 1 Sheet1 TB-Sheet1 E. ReadTBData 8-31-2017 printo Ð 4

Double-click an account balance to get its GL detail, and double-click a transaction document to get its detail.

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