

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

Here is the general ledger generated by Sage software.

Sage Sample													Page: 1	
Fund Nominal Activity														
No	Type	Date	Account	Ref	Details	Fund Id	Dept	T/C	Value	Debit	Credit	V	B	
N/C: 0020 Name: Plant and Machinery Account Balance: 50000.00														
10	JD	12/31/2012	0020	O/BALS	Opening Balance	0	0	T9	50000.00	50000.00		-	-	
Totals:										50000.00				
History Balance:										50000.00				
N/C: 0021 Name: Plant/Machinery Depreciation Account Balance: -3485.00														
15	JC	12/31/2012	0021	O/BALS	Opening Balance	0	0	T9	4000.00		4000.00	-	-	
16	PI	3/29/2013	MCN001	125	Goods	0	0	T1	515.00	515.00		R	-	
Totals:										515.00	4000.00			
History Balance:										515.00	4000.00			
N/C: 0040 Name: Furniture and Fixtures Account Balance: 16900.00														
21	JD	12/31/2012	0040	O/BALS	Opening Balance	0	0	T9	16900.00	16900.00		-	-	
Totals:										16900.00				
History Balance:										16900.00				
N/C: 0041 Name: Furniture/Fixture Depreciation Account Balance: -93.00														
26	JC	12/31/2012	0041	O/BALS	Opening Balance	0	0	T9	93.00		93.00	-	-	
Totals:										93.00				
History Balance:										93.00				
N/C: 0050 Name: Motor Vehides Account Balance: 20300.00														
31	JD	12/31/2012	0050	O/BALS	Opening Balance	0	0	T9	20300.00	20300.00		-	-	
Totals:										20300.00				
History Balance:										20300.00				
N/C: 0051 Name: Motor Vehides Depreciation Account Balance: -2091.92														
35	JC	12/31/2012	0051	O/BALS	Opening Balance	0	0	T9	1082.00		1082.00	-	-	
37	JC	1/30/2012	0051	DEPREC	BMW 316SI	0	5	T9	110.00		110.00	-	-	
38	JC	1/30/2012	0051	DEPREC	BMW316SI	0	0	T9	110.00		110.00	-	-	
39	JC	1/30/2012	0051	DEPREC	Peugeot 106	0	1	T9	32.48		32.48	-	-	
40	JC	2/28/2013	0051	DEPREC	BMW 316SI	0	5	T9	110.00		110.00	-	-	
41	JC	2/28/2013	0051	DEPREC	BMW316SI	0	0	T9	110.00		110.00	-	-	
42	JC	2/28/2013	0051	DEPREC	Peugeot 106	0	1	T9	32.48		32.48	-	-	
43	JC	3/28/2013	0051	DEPREC	BMW 316SI	0	5	T9	110.00		110.00	-	-	
44	JC	3/28/2013	0051	DEPREC	BMW316SI	0	0	T9	110.00		110.00	-	-	
45	JC	3/28/2013	0051	DEPREC	Peugeot 106	0	1	T9	32.48		32.48	-	-	

To remove special characters and formatting, the GL file is Saved As a CSV file.

- Excel Workbook (\*.xlsx)
- Excel Macro-Enabled Workbook (\*.xlsm)
- Excel Binary Workbook (\*.xlsb)
- Excel 97-2003 Workbook (\*.xls)
- XML Data (\*.xml)
- Single File Web Page (\*.mht;\*.mhtml)
- Web Page (\*.htm;\*.html)
- Excel Template (\*.xltx)
- Excel Macro-Enabled Template (\*.xltm)
- Excel 97-2003 Template (\*.xlt)
- Text (Tab delimited) (\*.txt)
- Unicode Text (\*.txt)
- XML Spreadsheet 2003 (\*.xml)
- Microsoft Excel 5.0/95 Workbook (\*.xls)
- CSV (Comma delimited) (\*.csv)**
- Formatted Text (Space delimited) (\*.prn)
- Text (Macintosh) (\*.txt)
- Text (MS-DOS) (\*.txt)
- CSV (Macintosh) (\*.csv)
- CSV (MS-DOS) (\*.csv)
- DIF (Data Interchange Format) (\*.dif)
- SYLK (Symbolic Link) (\*.slk)
- Excel Add-In (\*.xlam)
- Excel 97-2003 Add-In (\*.xla)
- PDF (\*.pdf)
- XPS Document (\*.xps)
- Strict Open XML Spreadsheet (\*.xlsx)
- OpenDocument Spreadsheet (\*.ods)

Sage GL demo data.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW FSM

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A

General

AutoSum Fill Clear Sort & Find & Filter Select

A1 Date: 8/31/2017

No	Type	Date	Account	Ref	Details	Fund Id	Dept	T/C	Value	Debit	Credit	V	B		
Date: 8/31/2017													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:		99999999
Transaction From:			1												
Transaction To:			99999999												
N/C:			20		Plant and Machinery								Account Balance:		50000
													Totals:		50000
													History Balance:		50000
N/C:			21		Plant/Machinery Depreciation								Account Balance:		-3485
													Totals:		4000
													History Balance:		3485
N/C:			40		Furniture and Fixtures								Account Balance:		16900
													Totals:		16900
													History Balance:		16900
N/C:			41		Furniture/Fixture Depreciation								Account Balance:		-93
													Totals:		93
													History Balance:		93
N/C:			50		Motor Vehicles								Account Balance:		20300
													Totals:		20300
													History Balance:		20300
N/C:			51		Motor Vehicles Depreciation								Account Balance:		-2091.92
													Totals:		1082
													History Balance:		110
													History Balance:		110
													History Balance:		110
													History Balance:		32.48
													History Balance:		32.48

Sage GL demo data

READY

The CSV file is then Saved As an Excel file, with a different name.

Excel Workbook (\*.xlsx)  
 Excel Macro-Enabled Workbook (\*.xlsm)  
 Excel Binary Workbook (\*.xlsb)  
 Excel 97-2003 Workbook (\*.xls)  
 XML Data (\*.xml)  
 Single File Web Page (\*.mht;\*.mhtml)  
 Web Page (\*.htm;\*.html)  
 Excel Template (\*.xltx)  
 Excel Macro-Enabled Template (\*.xltm)  
 Excel 97-2003 Template (\*.xlt)  
 Text (Tab delimited) (\*.txt)  
 Unicode Text (\*.txt)  
 XML Spreadsheet 2003 (\*.xml)  
 Microsoft Excel 5.0/95 Workbook (\*.xls)  
 CSV (Comma delimited) (\*.csv)  
 Formatted Text (Space delimited) (\*.prn)  
 Text (Macintosh) (\*.txt)  
 Text (MS-DOS) (\*.txt)  
 CSV (Macintosh) (\*.csv)  
 CSV (MS-DOS) (\*.csv)  
 DIF (Data Interchange Format) (\*.dif)  
 SYLK (Symbolic Link) (\*.slk)  
 Excel Add-In (\*.xlam)  
 Excel 97-2003 Add-In (\*.xla)  
 PDF (\*.pdf)  
 XPS Document (\*.xps)  
 Strict Open XML Spreadsheet (\*.xlsx)  
 OpenDocument Spreadsheet (\*.ods)

SageGL.xlsx Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW FSM

From Access From Web From Text From Other Sources Get External Data Existing Connections Refresh All Properties Edit Links Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Validation Data Tools Consolidate What-If Analysis Relationships Group Ungroup Subtotal Outline

A1 Date: 8/31/2017

No	Type	Date	Account	Ref	Details	Fund Id	Dept	T/C	Value	Debit	Credit	V	B
Sage Sample													
Fund Nominal Activity													
Date From: 1/1/1980 N/C From:													
Date To: 8/31/2017 N/C To: 99999999													
Transaction From: 1													
Transaction To: 99999999													
N/C: 20 Name: Plant and Machinery Account Balance: 50000													
No Type Date Account Ref Details Fund Id Dept T/C Value Debit Credit V B													
32 JD 12/31/2012 20 O/BALS Opening Balance 0 0 T9 50000 50000 - -													
Totals: 50000													
History Balance: 50000													
N/C: 21 Name: Plant/Machinery Depreciation Account Balance: -3485													
No Type Date Account Ref Details Fund Id Dept T/C Value Debit Credit V B													
33 JC 12/31/2012 21 O/BALS Opening Balance 0 0 T9 4000 4000 - -													
613 PI 3/29/2013 MCN001 125 Goods 0 0 T1 515 515 R -													
Totals: 4000													
History Balance: 3485													
N/C: 40 Name: Furniture and Fixtures Account Balance: 16900													
No Type Date Account Ref Details Fund Id Dept T/C Value Debit Credit V B													
34 JD 12/31/2012 40 O/BALS Opening Balance 0 0 T9 16900 16900 - -													
Totals: 16900													
History Balance: 16900													
N/C: 41 Name: Furniture/Fixture Depreciation Account Balance: -93													
No Type Date Account Ref Details Fund Id Dept T/C Value Debit Credit V B													
35 JC 12/31/2012 41 O/BALS Opening Balance 0 0 T9 93 93 - -													
Totals: 93													
History Balance: 93													
N/C: 50 Name: Motor Vehicles Account Balance: 20300													
No Type Date Account Ref Details Fund Id Dept T/C Value Debit Credit V B													
36 JD 12/31/2012 50 O/BALS Opening Balance 0 0 T9 20300 20300 - -													
Totals: 20300													
History Balance: 20300													
N/C: 51 Name: Motor Vehicles Depreciation Account Balance: -2091.92													
No Type Date Account Ref Details Fund Id Dept T/C Value Debit Credit V B													
37 JC 12/31/2012 51 O/BALS Opening Balance 0 0 T9 1082 1082 - -													
66 JC 1/30/2012 51 DEPREC BMW 316SI 0 5 T9 110 110 - -													
68 JC 1/30/2012 51 DEPREC BMW316SI 0 0 T9 110 110 - -													
70 JC 1/30/2012 51 DEPREC Peugeot 106 0 1 T9 32.48 32.48 - -													

Sage GL demo data

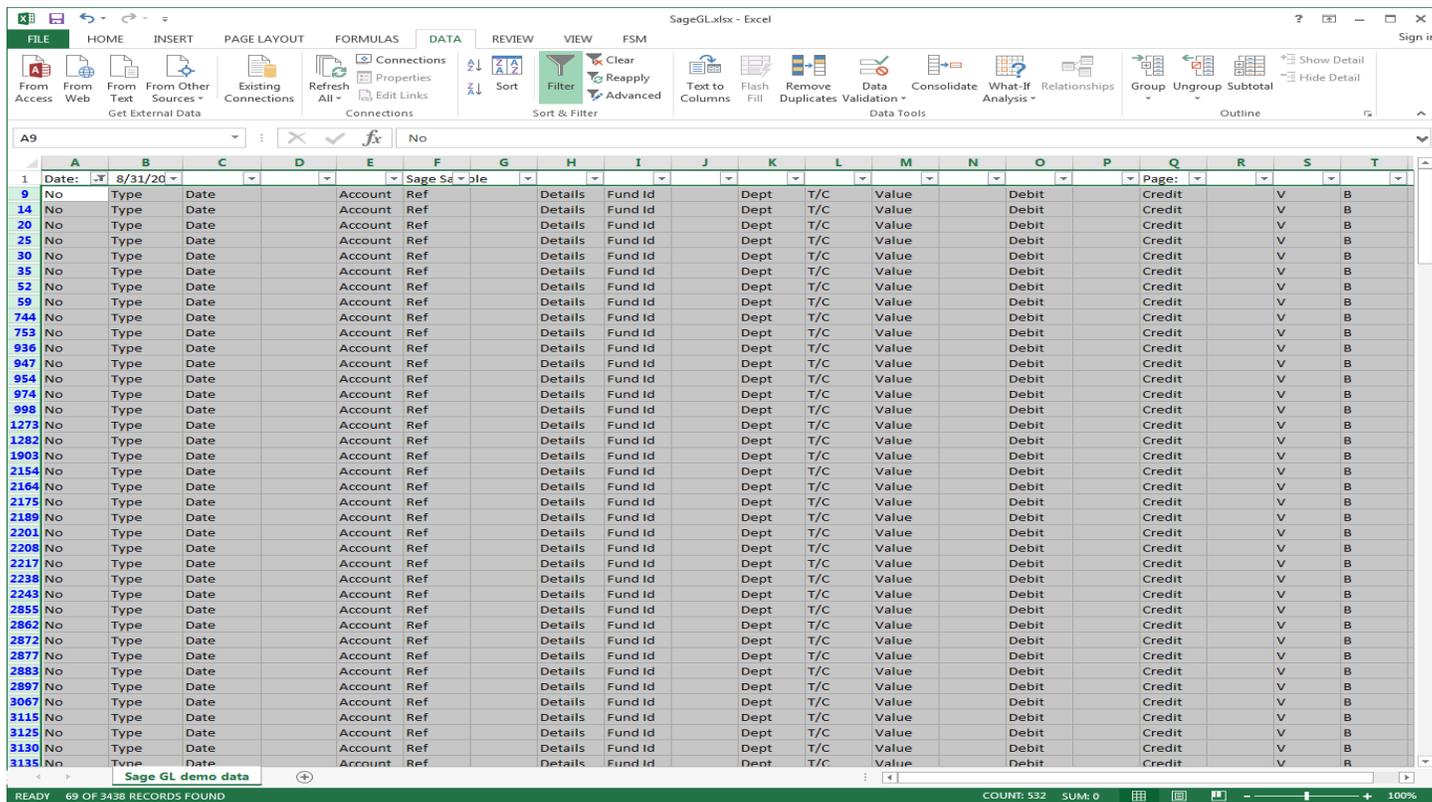
READY 100%

The header rows are removed, using Data > Filter,

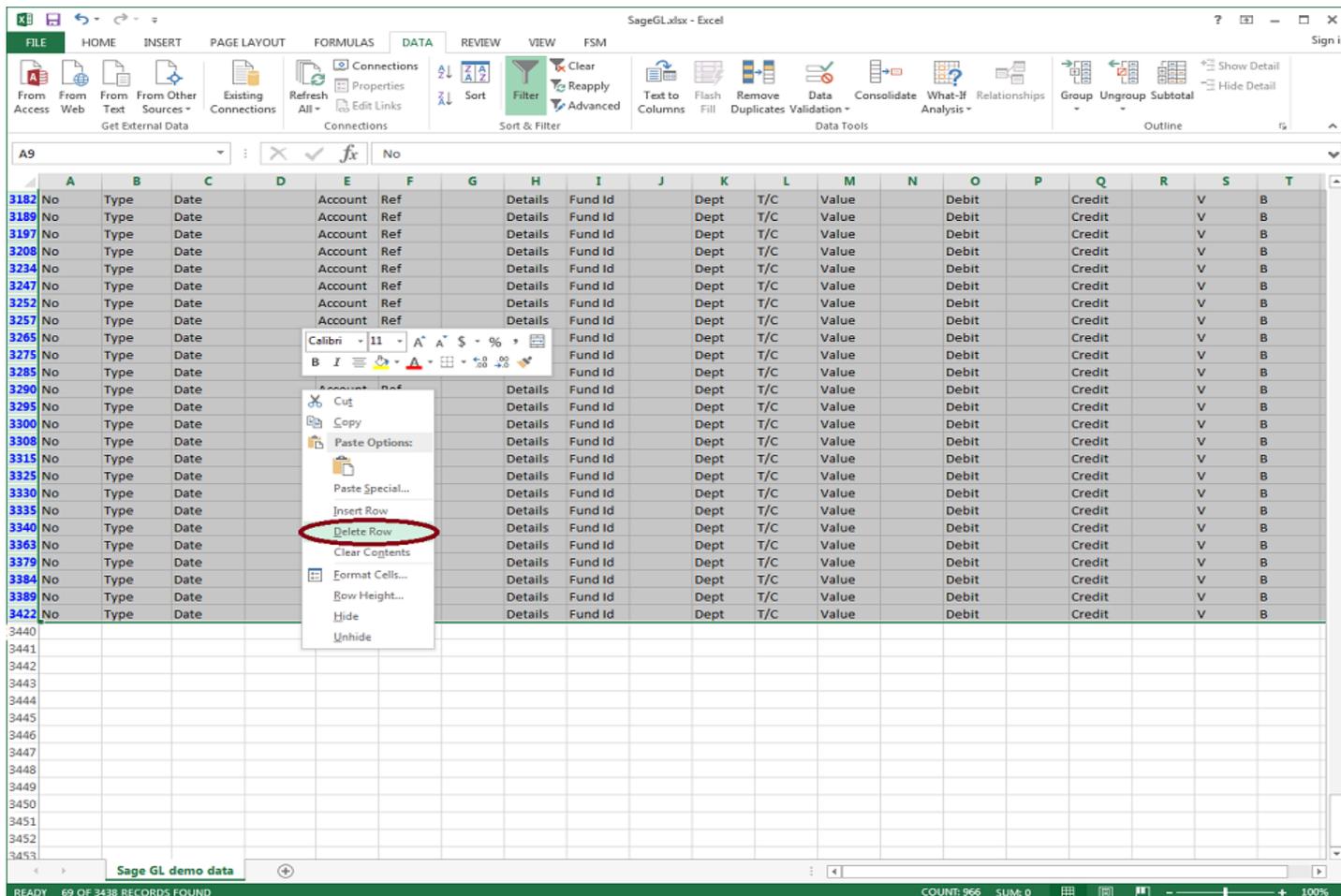
The screenshot shows the Microsoft Excel interface with the 'DATA' ribbon selected. The 'Filter' button is circled in red. A 'Filter' dialog box is open, showing options for filtering data. Under the 'Filter by Color' section, the 'No' option is selected and circled in red. The spreadsheet data is visible in the background, showing columns for Date, Account, Ref, Details, Fund Id, Dept, T/C, Value, Debit, Credit, and V/B. The data is organized into sections for Fund Nominal Activity, Plant and Machinery, Plant/Machinery Depreciation, and Furniture and Fixtures.

Date	Account	Ref	Details	Fund Id	Dept	T/C	Value	Debit	Credit	V	B
1/1980			Opening Balance		0	0 T9	50000	50000		-	-
1/2017			Opening Balance		0	0 T9	4000		4000	-	-
			Goods		0	0 T1	515	515		R	-
			Opening Balance		0	0 T9	16900	16900		-	-
			Opening Balance		0	0 T9	93		93	-	-
			Opening Balance		0	0 T9	20300		20300	-	-
			Opening Balance		0	0 T9	1082		1082	-	-
			DEPREC		0	5 T9	110		110	-	-
			DEPREC		0	0 T9	110		110	-	-
			DEPREC		0	1 T9	32.48		32.48	-	-

then selecting from second row to last row



and deleting the rows (right-click).



ExcelFSM reads the general ledger data according to the specifications provided in this dialog.

**Read General Ledger Data** [X]

**Specify**

General ledger from date

First transaction row

Account description column

Number of rows above first transaction row

Account ending balance column      Debit      Credit  
Specify the same column if debits and credits are in the same column\*           

Number of rows below last transaction row

**Specify Worksheet Columns**

Transaction date

Transaction document

Allocation account

Amount                      Debit                      Credit  
                                           

Specify the same column if debits and credits are in the same column\*

Other transaction fields (optional)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

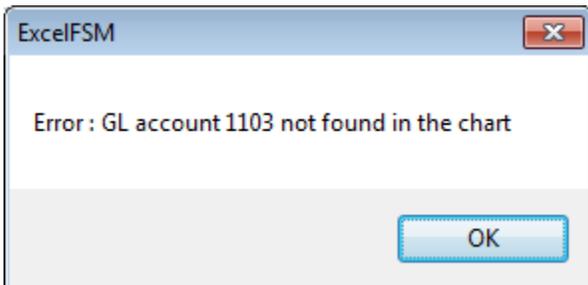
    

(\*) If same column, credits must be negative numbers

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).

Row	Date	Time	N/C	Name	Account	Opening Balance	Debit	Credit	Account Balance	History Balance
1	8/31/2017	15:32:49								
4	1/1/1980			Plant and Machinery				50000	50000	
9	12/31/2012		20	O/BALS		0	0	50000	50000	
12	12/31/2012		21	Plant/Machinery Depreciation						50000
13	12/31/2012		21	O/BALS		0	0	4000	4000	
14	3/29/2013			MCN001	125	0	0	515	515	
17	12/31/2012		40	Furniture and Fixtures				16900	16900	
18	12/31/2012		40	O/BALS		0	0	16900	16900	
21	12/31/2012		41	Furniture/Fixture Depreciation						16900
22	12/31/2012		41	O/BALS		0	0	93	93	
25	12/31/2012		50	Motor Vehicles				20300	20300	
26	12/31/2012		50	O/BALS		0	0	20300	20300	
30	12/31/2012		51	Motor Vehicles Depreciation						20300
31	1/30/2012		51	DEPREC	BMW 316Si	0	5	110	110	
32	1/30/2012		51	DEPREC	BMW316Si	0	0	110	110	
33	1/30/2012		51	DEPREC	Peugeot 106	0	1	32.48	32.48	
34	2/28/2013		51	DEPREC	BMW 316Si	0	5	110	110	
35	2/28/2013		51	DEPREC	BMW316Si	0	0	110	110	
36	2/28/2013		51	DEPREC	Peugeot 106	0	1	32.48	32.48	
37	3/28/2013		51	DEPREC	BMW 316Si	0	5	110	110	
38	3/28/2013		51	DEPREC	BMW316Si	0	0	110	110	
39	3/28/2013		51	DEPREC	Peugeot 106	0	1	32.48	32.48	

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,

SageGL.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW FSM

Clipboard Font Alignment Number Styles Cells Editing

B735 1103

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
716	1167	SI	10/28/2013		YOU001	69		Coloured Paper - Pas		0	1 T1		30.68		30.68			N	-		
717	1168	SI	10/28/2013		YOU001	69		DIMM 64mb 100Mhz		0	1 T1		267.15		267.15			N	-		
718	1179	SI	5/1/2013		SDE001	70		Install 4 PCs as requ		0	1 T1		4700		4700			R	-		
719	1180	SI	5/1/2013		STU001	71		Home installation of		0	1 T1		2341.25		2341.25			R	-		
720	1181	SI	5/5/2013		KIN001	72		Install new network		0	1 T1		7398.35		7398.35			R	-		
721	1182	SI	5/16/2013		MIL001	73		Refurbishment, disp		0	0 T1		585.31		585.31			R	-		
722	1224	SI	8/12/2013		COM001	74		Whiteboard - Drywif		0	1 T1		227.15		227.15			N	-		
723	1225	SI	8/12/2013		COM001	74		Calculator - Desktop		0	1 T1		103.25		103.25			N	-		
724	1226	SI	8/12/2013		COM001	74		Envelope - White (1:		0	1 T1		157.4		157.4			N	-		
725	1227	SI	6/12/2013		COM001	75		Whiteboard - Drywif		0	1 T1		227.15		227.15			N	-		
726	1228	SI	6/12/2013		COM001	75		Calculator - Desktop		0	1 T1		103.25		103.25			N	-		
727	1229	SI	6/12/2013		COM001	75		Envelope - White (1:		0	1 T1		157.4		157.4			N	-		
728	1230	SI	8/12/2013		COM001	76		Whiteboard - Drywif		0	1 T1		227.15		227.15			N	-		
729	1231	SI	8/12/2013		COM001	76		Calculator - Desktop		0	1 T1		103.25		103.25			N	-		
730	1232	SI	8/12/2013		COM001	76		Envelope - White (1:		0	1 T1		157.4		157.4			N	-		
731	1233	SI	7/11/2013		SDE001	77		Install 4 PCs as requ		0	1 T1		4700		4700			N	-		
732	1234	SI	8/11/2013		SDE001	78		Install 4 PCs as requ		0	1 T1		4700		4700			N	-		
733															225854.1		135213.5				
734															90640.61						
735	N/C:	1103		Name:	Prepayments										Account Balance:				0		
736	63	JD	1/30/2012		1103	PREPAY		Rent Prepayment		0	0 T9		1800		1800			-	-		
737	65	JC	1/30/2012		1103	PREPAY		Rent Prepayment		0	0 T9		450				450	-	-		
738	307	JC	2/28/2013		1103	PREPAY		Rent Prepayment		0	0 T9		450				450	-	-		
739	539	JC	3/28/2013		1103	PREPAY		Rent Prepayment		0	0 T9		450				450	-	-		
740	856	JC	4/30/2013		1103	PREPAY		Rent Prepayment		0	0 T9		450				450	-	-		
741															1800		1800				
742																					
743	N/C:	1200		Name:	Bank Current Account										Account Balance:				-20091		
744	24	JC	12/31/2012		1200	O/Bal		Opening Balance		0	0 T9		6511.96				6511.96	-	-		
745	26	BR	12/31/2012		1200	56956		Unpresented Chequ		0	1 T9		55		55			-	N		
746	27	BP	12/31/2012		1200	656678		Unpresented Chequ		0	2 T9		150				150	-	N		
747	28	BP	12/31/2012		1200	656679		Unpresented Chequ		0	2 T9		352				352	-	N		
748	29	BP	12/31/2012		1200	656680		Unpresented Chequ		0	2 T9		550				550	-	N		
749	30	BP	12/31/2012		1200	656681		Unpresented Chequ		0	2 T9		250				250	-	N		
750	31	BP	12/31/2012		1200	656809		Unpresented chequ		0	2 T9		546				546	-	N		
751	50	JC	1/31/2012		1200	TRANS		Credit Card Payment		0	0 T9		500				500	-	N		
752	52	BP	1/30/2012		1200	568953		Vat Payment Quater		0	0 T9		1497.58				1497.58	-	N		
753	53	SA	1/30/2012		STE001	5897532		Payment on Account		0	0 T9		500		500			-	N		
754	54	JC	1/30/2012		1200	TRANS		Petty Cash Cheque		0	0 T9		250				250	-	N		

Sage GL demo data

READY

is not in the trial balance.

TB demo.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW FSM Sign in

Clipboard Font Alignment Number Styles Cells Editing

A1

	A	B	C	D	E	F
1		<b>N/C</b>	<b>Name</b>	<b>Debit</b>	<b>Credit</b>	
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	Loans		6895.00	
23		2310	Hire Purchase		6160.00	
24		3000	Ordinary Shares		96332.00	
25		4000	Sales North		179507.53	
26		4001	Sales South		1230.00	
27		4002	Sales Scotland		8472.51	
28		4009	Discounts Allowed	50.00		
29		4900	Miscellaneous Income		60.03	
30		4905	Distribution and Carriage		870.00	
31		5000	Materials Purchased	51446.48		
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		

Period Trial Balance

READY 100%

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

The screenshot shows the Microsoft Excel interface with the 'DATA' ribbon selected. The 'Filter' button is active, and the spreadsheet displays a list of GL accounts. The following table represents the data visible in the spreadsheet:

Row	Date	N/C	Name	Sage Sample	Account Balance
1	8/31/20				
735		1103	Prepayments		0
1257		2109	Accruals		0
2167		2220	Net Wages		0
3321		9998	Suspense Account		0
3371					
3372					
3373					
3374					
3375					
3376					
3377					
3378					
3379					
3380					
3381					
3382					
3383					
3384					
3385					
3386					
3387					
3388					
3389					
3390					
3391					
3392					
3393					
3394					
3395					
3396					
3397					
3398					
3399					
3400					
3401					
3402					
3403					
3404					

The status bar at the bottom indicates: READY 4 OF 3369 RECORDS FOUND AVERAGE: 5840.9 COUNT: 29 SUM: 58409 100%

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

SageTB.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW FSM Sign in

Clipboard Font Alignment Number Styles Cells Editing

A40

	A	B	C	D	E	F
1		<b>N/C</b>	<b>Name</b>		<b>Debit</b>	<b>Credit</b>
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		1103	Prepayments			
11		1200	Bank Current Account		20091.04	
12		1210	Bank Deposit Account	3510.00		
13		1220	Building Society Account	507.53		
14		1230	Petty Cash	1130.48		
15		1240	Company Credit Card	9358.97		
16		2100	Creditors Control Account		44502.68	
17		2109	Accruals			
18		2200	Sales Tax Control Account		22182.53	
19		2201	Purchase Tax Control Account	12203.64		
20		2202	VAT Liability	14800.35		
21		2210	P.A.Y.E.		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		
71						
72						
73						
74						
75						

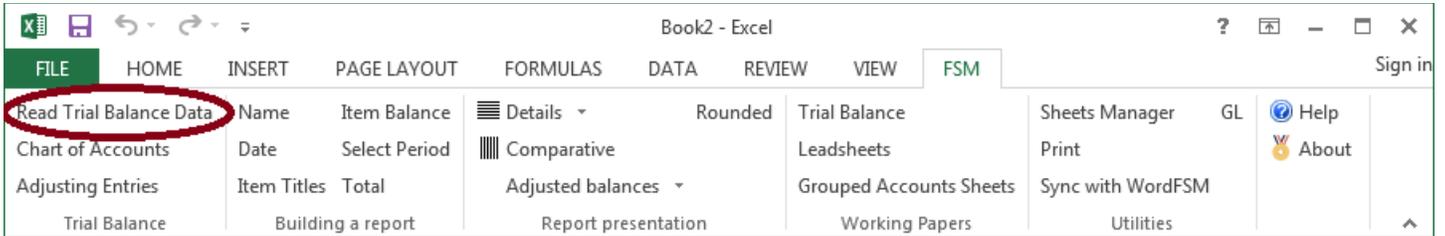
Period Trial Balance

READY COUNT: 0 SUM: 0 100%

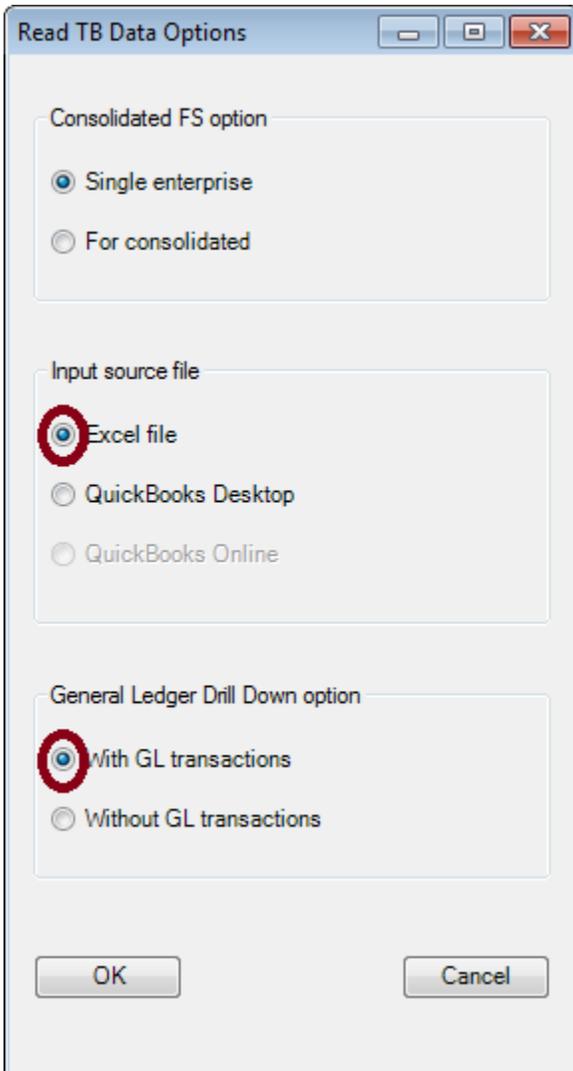
## Importing the Trial Balance and General Ledger data

Close the trial balance and general ledger input files.

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



Select Excel file and With GL transactions.



Specify the information for the trial balance.

Read Trial Balance Data

Specify

Name of enterprise  
Sage Sample

As-of Date for this Trial Balance  
8/31/2017

Specify Worksheet Columns

Account number	B
Account Title	C
Debit column	D
Credit column	E

Copy adjusting entries

OK Cancel

Specify the information for the general ledger.

**Read General Ledger Data** ✕

**Specify**

General ledger from date

First transaction row

Account description column

Number of rows above first transaction row

Account ending balance column      Debit      Credit  
Specify the same column if debits and credits are in the same column\*           

Number of rows below last transaction row

**Specify Worksheet Columns**

Transaction date

Transaction document

Allocation account

Amount                      Debit                      Credit  
                     

Specify the same column if debits and credits are in the same column\*

**Other transaction fields (optional)**

Type

Ref

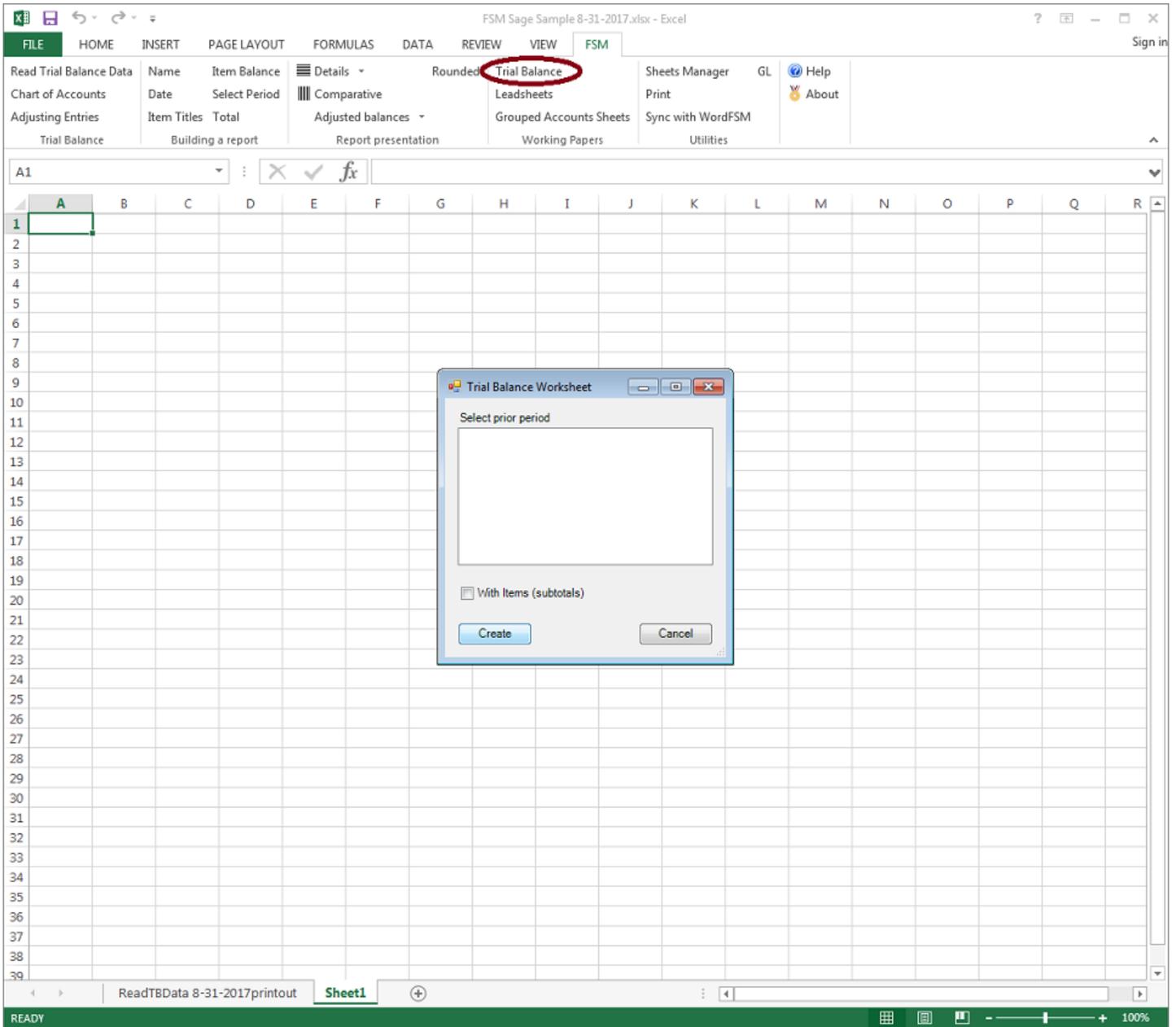
Details

(\*) If same column, credits must be negative numbers

# 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.



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

FSM Sage Sample 8-31-2017.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW FSM

Read Trial Balance Data Name Item Balance Details Rounded Trial Balance Sheets Manager GL Help  
 Chart of Accounts Date Select Period Comparative Leadsheets Print About  
 Adjusting Entries Item Titles Total Adjusted balances Grouped Accounts Sheets Sync with WordFSM  
 Trial Balance Building a report Report presentation Working Papers Utilities

D14 =FSMACCOUNTUNADJUSTEDBALANCE("9")

Prior Period	Accounts	Trial Balance		Adjustments		Adjusted Trial Balance		Sheet1		Groupings	
		8/31/2017		No	Cat	8/31/2017		8/31/2017		Cell	Seq
		Debit	Credit			Debit	Credit	Debit	Credit	Address	no.
	0020 - Plant and Machinery	50,000.00				50,000.00					
	0021 - Plant/Machinery Depreciation		3,485.00				3,485.00				
	0040 - Furniture and Fixtures	16,900.00				16,900.00					
	0041 - Furniture/Fixture Depreciation		93.00				93.00				
	0050 - Motor Vehicles	20,300.00				20,300.00					
	0051 - Motor Vehicles Depreciation		2,091.92				2,091.92				
	1001 - Stock	35,000.00				35,000.00					
	1100 - Debtors Control Account	90,640.61				90,640.61					
	1103 - Prepayments	0.00				0.00					
	1200 - Bank Current Account		20,091.04				20,091.04				

Account Unadjusted Balance Detail

1200 - Bank Current Account Balance carried over as of 1/1/2012: 0.00 Cr

Date	Docum	T...	Ref	Details	Allocation	Debit	Credit
12/31/2012	20121231	JC	O/Bal	Opening Balance	9998 - Suspense Account		6,511.96
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
12/31/2012	28	BP	656679	Unpresented Cheque	9998 - Suspense Account		352.00
12/31/2012	29	BP	656680	Unpresented Cheque	9998 - Suspense Account		550.00
12/31/2012	30	BP	656681	Unpresented Cheque	9998 - Suspense Account		250.00
12/31/2012	31	BP	656689	Unpresented cheque	9998 - Suspense Account		546.00
1/31/2012	20120131	JC	TRANS	Credit Card Payment	1240 - Company Credit Card		500.00
1/30/2012	52	BP	568953	Vat Payment Quarter End 3112.96	2202 - VAT Liability		1,497.58
1/30/2012	53	SA	5897532	Payment on Account	1100 - Debtors Control Account	500.00	
1/30/2012	20120130	JC	TRANS	Petty Cash Cheque	1230 - Petty Cash		250.00
1/30/2012	20120130	JD	VOID	Cancelled Cheque - 1036	2109 - Accruals	50.00	
1/29/2012	73	BP	DD/STO	Electricity Direct Debit	1200		162.00
1/31/2012	85	BP	6565689	Rent	7100 - Rent		1,800.00
1/31/2012	85	BP	Salary	Salary Payment January	2220 - Net Wages		5,932.29

Unadjusted balance as at 8/31/2017: 20,091.04 Credit

Generate Printout Sheet Close

Transaction Detail

1/31/2012 85

Date	Docum	T...	Ref	Details	Allocation	Debit	Credit
1/31/2012	85	BP	6565689	Rent	1200 - Bank Current Account		1,800.00
1/31/2012	85	BP	6565689	Rent	7100 - Rent	1,800.00	

Generate Printout Sheet Close