# Sage 100 Tip:

Posting a Transaction from Bank Reconciliation to the General Ledger in Sage 100

EARNI



9921 Dupont Circle Drive West, Suite 300 Fort Wayne, IN 46825 260-423-2414 Phone 260-423-2419 Fax www.DWDTechGroup.com Many of you may be familiar with using Transaction Journal Entry to post a General Ledger journal entry to the Bank Reconciliation module, but did you know you can post a Bank Reconciliation transaction to the General Ledger?

# Here are the steps to accomplish that.

Go to Bank Reconciliation > Main > Check, Deposit and Adjustment Entry. Select the applicable bank code and go to the Dep/Adjust tab. Find the first available line and enter the transaction date. In the example below, the last line is an entry for the July 2020 bank charges that is being entered as of 7/31/2020.

Enter a 1 in the Entry No column if this is the first entry for the date; otherwise, enter the next available number.

Click the down arrow in the Adjustment Type field and select from Adjustment, Bank Charge, Deposit, Interest Earned, NSF Charge, or Withdrawal.

Change the reference if you like of leave it as it is.

Enter the amount of the transaction and check the Cleared box if the transaction has cleared the bank statement.

Enter the date.

Check the Select for G/L Posting box and enter the General Ledger account number you want to post the amount to. **NOTE:** You can only enter one G/L account in this field. If you need to post to multiple accounts, you will need to break the transaction into multiple lines.

Enter a comment.

	Document Date	Entru Mo	Adjustment Ty	100	Beference	Amount	Cleared	Cleared Date	Module	Select For G/L Posting	Distribution Account No	Comment	5
1	5/31/2019	000001	Deposit	νpe •	DEPOSIT	25,000.00			B/R		Distributori Account No.	Patient deposits for the day	
2	5/1/2020	000000	Deposit	•	st tm note	10.000.00			G/L			Short Term Note Receiv.	
3	5/1/2020	000001	Deposit	•	DEPOSIT	50.000.00			B/R			chor remitted 12201	
4	5/2/2020	000001	Deposit	•	DEPOSIT	35.000.00			B/R				0
5	5/31/2020	000000	Deposit	-	DEPOSIT	1,000.00			A/R			CASH RECEIPT DEPOSIT	6
6	5/31/2020	000001	Bank Charge	•	BANK CHRGE	50.00	7	3/31/2018	B/R			May bank charges	
7	5/31/2020	000002	Withdrawal	•	4566116	1,000.00			G/L			Bank Transfer	
8	5/31/2020	000003	Withdrawal	•	458467	10,000.00			G/L			Bank Transfer	
9	5/31/2020	000005	Deposit	•	DEPOSIT	1,000.00			A/R			CASH RECEIPT DEPOSIT	
10	6/15/2020	000001	Withdrawal	-	456416	10,000.00			G/L			Bank Transfer PR PE 061520	
11	6/30/2020	000001	Bank Charge	•	BANK CHRGE	50.00	4	6/30/2020	B/R	☑	765-00-04	June 2020 bank charge	
12	7/31/2020	000001	Bank Charge	•	BANK CHRGE	100.00	4	7/31/2020	B/R	⊻	765-00-04	July 2020 bank charge	
13	7/31/2020	000002	Bank Charge	•	BANK CHRGE	75.00	4	7/31/2020	B/R	⊻	765-00-04	July 2020 bank charge	
14				•		.00							

Click on the B/R Trans Register button in the lower left-hand corner once you have finished entering all your transactions.

### Bank Reconciliation Transaction Register Journal Posting Date: 7/31/2020 Register Number: BR-000003

			Alliance Gro	oup Technolo	ogies (ABC)
Bank Cod					
Deposits /	And Adjustments:				
Date	Document Reference Type Number	Distribution Account		Debits	Credits
7/31/2020	Bank ChargeBANK CHR(				
	5	765-00-04 Miscellaneous expense July 2020 bank charge		50.00	0.00
		Cash Account		Debits	Credits
		101-01-00 Cash in bank - Reg. checking		0.00	50.00
		В	Bank Code: A Totals:	50.00	50.00

# Print and update the Daily Transaction Register.

## **Daily Transaction Register**

## Alliance Group Technologies (ABC)

Postings For:	7/31/2020			
Source Journal Account Number		Account Description/Posting Comment	Debit	Credit
BR-000003	101-01-00	Cash in bank - Reg. checking Bank Reconciliation Transaction Register		50.00
	765-00-04	Miscellaneous expense Doc: BANK CHRGE 7/31/2020 July 2020 bank charge	50.00	
		Journal 000003 Totals:	50.00	50.00
		Source BR Totals:	50.00	50.00
		7/31/2020 Totals:	50.00	50.00
		Report Totals:	50.00	50.00

The entry is now posted to both the General Ledger and Bank Reconciliation.

For more information or assistance with posting a transaction, contact one of our Sage 100 team members at 800.232.8913.

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