

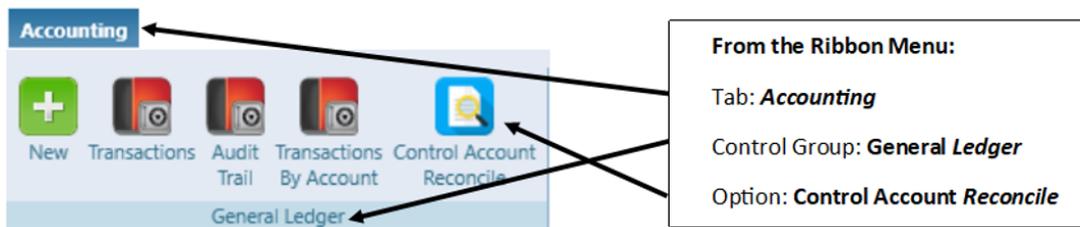
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## How Do You Research A/P out of balance in Control Account Reconcile?

Tammy Mason - 2022-07-19 - in Accounting

### How Do You Research A/P out of balance in Control Account Reconcile?

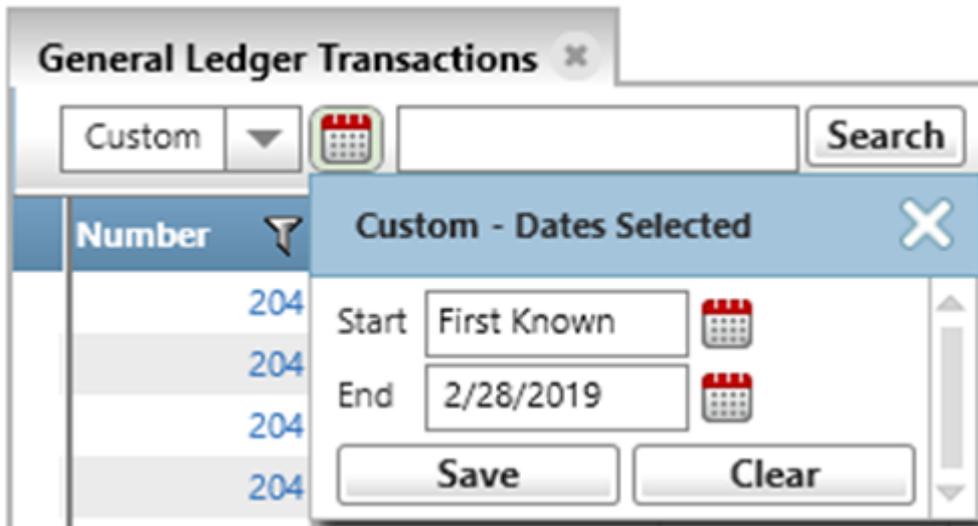


**Explanation:** In the following example, the Accounts Payable is out of balance.

Click hyperlink in **General Ledger** column for **Accounts Payable**.

Number	Description	Type	Status	General Ledger	Open	Difference
116	Accounts Receivable	Accounts Receivable	Active	\$8,486.62	\$8,504.21	(\$17.59)
117	Unallocated Receipts	Accounts Receivable	Active	\$0.00	\$0.00	\$0.00
124	Finance Charge Receivable	Accounts Receivable	Active	\$0.00	\$0.00	\$0.00
132	Advance on Purchases	Other Current Asset	Active	\$39.75	\$39.75	\$0.00
134	Unpaid Pending Advances	Other Current Asset	Active	\$0.00	\$0.00	\$0.00
135	Drop Ship Merchandise	Inventory	Active	(\$3,152.69)	(\$3,152.69)	\$0.00
136	Inventory	Inventory	Active	\$0.00	\$0.00	\$0.00
137	Inventory Owned By Customers	Inventory	Active	\$0.00	\$0.00	\$0.00
143	Prepaid Freight	Other Current Asset	Active	(\$160.23)	(\$160.23)	\$0.00
204	Accounts Payable	Current Liability	Active	(\$1,795.84)	(\$2,008.82)	\$212.98
212	Accrued Commissions Pay	Current Liability	Active	(\$877.10)	(\$922.35)	\$45.25
244	Customer Deposits	Current Liability	Active	\$0.00	\$0.00	\$0.00

A new tab will open labeled General Ledger Transactions. Modify the custom date to be "First Known" (00/00/00) through 12/31/19 (the date you are trying to balance to). Click **Save**.



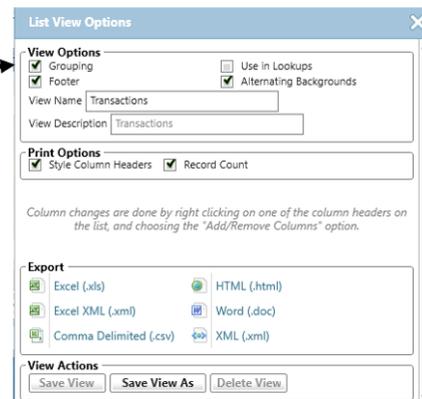
Group the List by Vendor (since we are looking for Accounts Payable out of balance) .



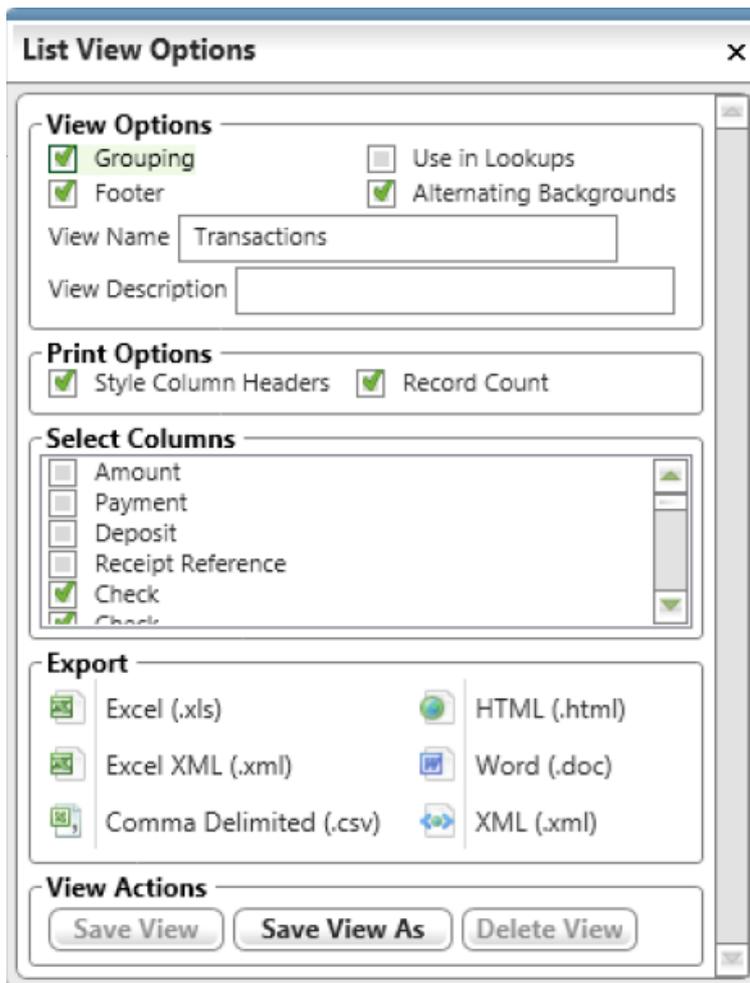
Click the **Wrench**

Click **Grouping**

Click and **Drag** Vendor Name column to grouping area.



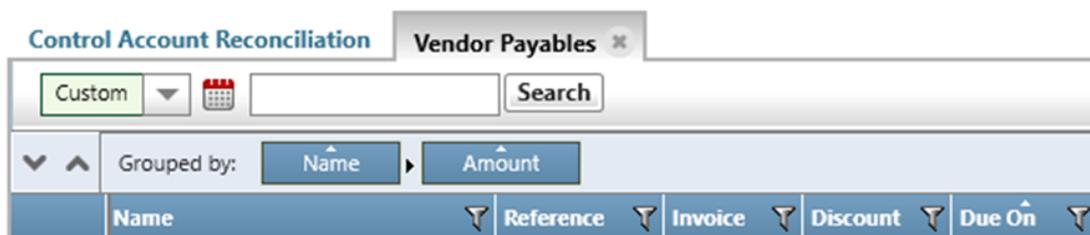
4. Start by looking at Vendor 0 (zero) (transactions without vendor numbers). You could have conversion transactions with the source of Payables-New and Ledger. These conversion entries should net to zero. If not, you will need to make the necessary adjustment to correct these conversion entries. If your 2015 is currently in balance, you will need to do an adjustment to 2014 and then reverse it out in 2015 so 2014 is back in balance and 2015 stays in balance.



5. If the out of balance issue is not found here (or only partially here), keep this List open for comparison purposes and return to the Ledger Reconciliation and Click the hyperlink in the **Open** column. A new tab labeled **Payables** will open.

Be sure the ending custom date is 12/31/2019.

Follow the same steps to group this report by "Name" (Vendor Name)



Compare the two lists vendor by vendor to see which do not match.

Once the vendor is located, the Account List can be grouped

further by “Bill Invoice” and the Payables List can be grouped further by Reference to determine the exact vendor bill that is causing the discrepancy.

**Control Account Reconciliation** **Vendor Payables** ✕

Custom 

Grouped by: **Name** ▶ **Reference**

Name	Reference	Invoice	Discount	Due On
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