

▶ **Reconciling Stock to
Nominal – further points
to consider**

Sage 200 Help Sheet



This help sheet is designed as a quick guide to help you find differences between Stock and Nominal. It is assumed the reconciliation will be performed retrospectively (i.e. balance the Value on the Stock Valuation not Confirmed/Un-confirmed).

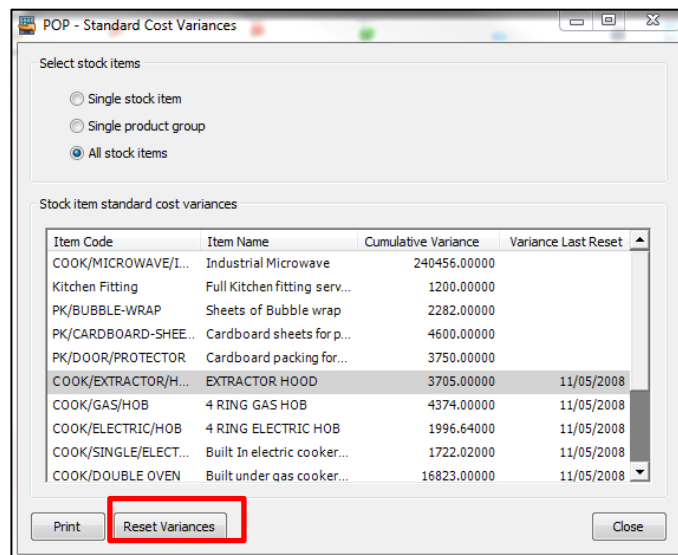
1. Before you start

It is important that a regular reconciliation is done as it is easier to find a difference within a shorter space of time. The recommended length of time between reconciliations is one month, however if a large volume of stock transactions is performed this should be reduced.

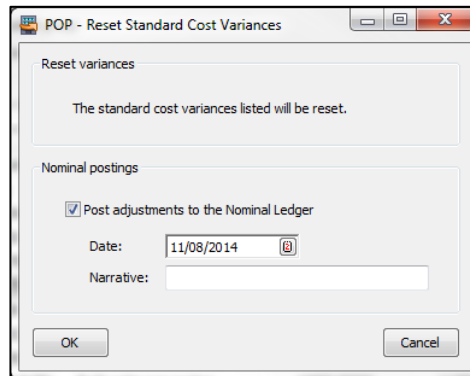
2. Points to consider

2.1 Standard Costing

If you are using Standard Costing the Standard Cost Variances routine should be run to view differences between the Stock cost and the purchased cost (i.e. the cost of the Purchase Order/Invoice). Go to Purchase Order Processing, POP Maintenance and Standard Cost Variances, Variances.



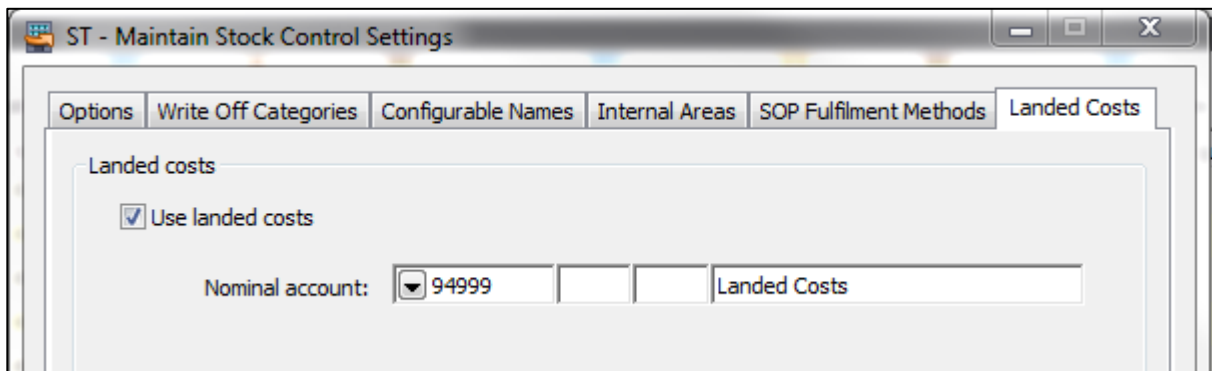
If any differences are found these should be posted to the Nominal Ledger by selecting Reset Variances.



2.2 Landed Costs

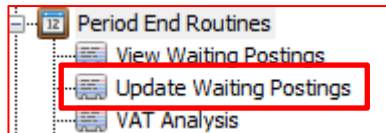
If using Landed Costs when stock is received/invoiced in for stock items that are set to include Landed Costs the cost will include the landed cost. The landed cost value should also be either added into the Nominal accounts to be reconciled or the debit posted to a Nominal Stock account.

You can check the account specified in Stock Control, Utilities, System Settings, Stock Control Settings – Landed Costs tab.



2.3 Nominal Ledger

All postings have been updated – Nominal Ledger, Period End Routines, and Update Waiting Postings.



Nominal Journals posted to Nominal Stock Account(s) within the period you are reconciling. Any journals that have been posted to the Balance Sheet accounts need to be considered for the reconciliation, these would have affected the Nominal stock value however there would be no effect on Stock.

NL - Transaction Enquiry for 13101

Account selection
Nominal account : 13101 Stocks - Finished Goods

Transaction filter
No filter

Current Transactions Historical Transactions Brought forward balance : 4395569.44

Trans. Date	PN	Reference	Narrative	Marketing Campaign	Debit	Credit	User	Source	URN
19/01/2011	1	3000000039	Incorrect Cost posted on PI		1512.21	0.00	JAY...	Nominal	27040

2.4 Stock Control

Stock transactions coded to the same Nominal account will contra in the Nominal. Although we would expect Sage 200 to be setup with a different Stock and Issues account on a stock item, the system allows for the account codes to be changed on the Analysis tab.

In this example a Stock Write Off transaction is coded back to Finished Goods thereby debiting and crediting the same account.

The screenshot shows the 'ST - Record Stock Write Off' window. The 'Analysis' tab is active. The 'Nominal posting' section is highlighted with a red box. It contains the following fields:

	A/C Ref	CC	Dept	Description
Stock account:	13101			Stocks - Finished Goods
Issues account:	13101			Stocks - Finished Goods
Narrative:	Out /			

When reconciling the Nominal account(s) these postings will have a debit and credit to the same account with the same URN.

Current Transactions		Historical Transactions		Brought forward balance :						4395569.44
Trans. Date	PN	Reference	Narrative	Marketing Campaign	Debit	Credit	User	Source	URN	
30/01/2011	1	Damaged	Out / Stock Write Offs		0.00	149.99	JAY...	Stock C...	27052	
30/01/2011	1	Damaged	Out / Stock Write Offs		149.99	0.00	JAY...	Stock C...	27052	

2.5 Purchase Ledger/Sales Ledger

Direct Purchase or Sales Invoices/Credit Notes analysed to Stock account(s). These would not have a corresponding stock transaction. If Add/Write off Stock was used to post the quantity into/out of Stock this would double the value posted to the Nominal Stock account.

PL - Supplier Transaction Enquiry for FleetWise

Supplier details

A/C ref: FLE001 Address: 12-16 Park Grove, Tinsley, Sheffield, South Yorkshire, S9 9PP

Short name: FleetWis

Postcode: S9 9PP A/C balance: £ 18618.52 Credit limit: £ 20000.00

Current Historical

Transactions

Trans. Type	Trans. Date	Reference	Value	Allocated	Query	Status	Memo	User	Source	URN
Invoice	15/01/2011	SINV9383...	18618.52	0.00				JAYNE	Purchase	27036

Show outstanding only Maximum number of transactions to display: 100

Nominal detail

A/C No.	CC	Dept.	Name
13101			Stocks - Finished Goods
15100			VAT - Input VAT
25100			Creditors Control

Select drilldown: Nominal

Print Drilldown

2.6 Purchase Order Processing

Free Text Purchase Order lines posted to Nominal Stock account(s). Similar to direct Purchase Invoices no posting would be made to Stock however the Nominal Stock account(s) would record a value.

POP - Edit Order Item Line

Line type
 Standard item Free text item Additional charge Comment line

Item line description
 300mm x 830mm chipboard

Item values
 Quantity: 50.00000 Buying price unit: Metres Unit discount %: 0.00
 Unit price: £ 8.56000 Unit discount: £ 0.00000
 Disc. unit price: £ 8.56000

Item totals
 Tax rate: 1 - Std Rate Net value: £ 428.00 Tax value: £ 74.90

Confirmation method
 Method: Confirm as Service/Free Text

Project analysis Nominal analysis
 Revenue: 13101 A/C Ref CC Dept Description
 Stocks - Finished Goods

Delivery dates
 Requested: / /

Purchase Order Invoices not analysed to Nominal Stock account(s). Stock would be updated via the GRN/Purchase Invoice however the Nominal Stock Account is not therefore causing a difference for this transaction.

POP - Record Purchase Invoice

Select supplier account
 A/C ref: ABC001 Invoice date: 19/01/2011
 Short name: ABCooker Exchange rate: 1.000000
 Postcode: BL1 1FT Reference: 56856585

Select order items to match invoice

Order No	A...	Item Code	Item Name
<input checked="" type="checkbox"/>	0000003284	Aut... ABBuiltIn/16/0/2	AB Built-In Cookers Double-Oven/300mm/White
<input type="checkbox"/>	0000003284	Aut... ABBuiltIn/16/0/2	AB Built-In Cookers Double-Oven/300mm/White
<input type="checkbox"/>	0000003284	Aut... ABCookHoods/2...	AB Cooker Hoods Chimney/White
<input type="checkbox"/>	0000003284	Aut... ABFSE/12/1/2	AB Freestanding Electric 2-Ring/600mm/White
<input type="checkbox"/>	0000003284	Aut... ABFSG/12/0/2	AB Freestanding Gas 2-Ring/300mm/White
<input type="checkbox"/>	0000003284	Aut... ABFSG/12/1/2	AB Freestanding Gas 2-Ring/600mm/White
<input type="checkbox"/>	0000003284	Aut... ABFSG/14/20/2	AB Freestanding Gas 5-Ring/500mm/White
<input type="checkbox"/>	0000003284	Aut... ABRS/12/1/2	AB RangeStyle 2-Ring/600mm/White
<input type="checkbox"/>	0000003284	Aut... ABRS/12/20/2	AB RangeStyle 2-Ring/500mm/White
<input type="checkbox"/>	0000003284	Aut... ABRS/13/0/2	AB RangeStyle 3-Ring/300mm/White
<input type="checkbox"/>	0000003284	Aut... ABRS/13/1/2	AB RangeStyle 3-Ring/600mm/White
<input type="checkbox"/>	0000003284	Aut... ABRS/13/1/2	AB RangeStyle 3-Ring/600mm/White
<input type="checkbox"/>	0000003284	Aut... ABRS/13/1/2	AB RangeStyle 3-Ring/600mm/White
<input type="checkbox"/>	0000003284	Aut... ABRS/13/20/2	AB RangeStyle 3-Ring/500mm/White

GRNs for order item : ABBuiltIn/16/0/2

PL - Enter Purchase Invoice for AB Cookers

Supplier details
 A/C ref: ABC001 Account balance: £ 488835.36
 Short name: ABCooker Credit limit: £ 100000.00
 Postcode: BL1 1FT Available credit: £ -388835.36

Invoice details
 Invoice date: 19/01/2011
 Due date: 31/01/2011
 Reference: 56856585

Transaction details
 Goods value: £ 1799.88 Discount days: 0 Tax value: £ 314.98
 Discount percent: 0.00 % Discount value: £ 0.00 Invoice total: £ 2114.86

Tax analysis

Code	Name	Rate	Goods Value	Discount Value	Tax Value
1	Std Rate	17.50	1799.88	0.00	314.98
Totals			1799.88	0.00	314.98

Nominal analysis

A/C No.	CC	Dept	Name	Goods Value	Type	Narrative
13102	SAL	COM	Vehicles - Fuel and Oil S236	1799.88	Posting	PI / ABC001 / 56856585

Un-posted Unauthorised Purchase Invoices posted to stock account. Stock would have been updated based on the GRN however the Purchase Invoice would have been posted to the account specified for Unauthorised Purchase Invoices.

PL - Supplier Transaction Enquiry for Formica Warehouse Ltd

Supplier details

A/C ref: FOR001 Address: Units 4-5 Klondike Bus Centre, Leeahan Road, London, SE8 9AW

Short name: Formica

Postcode: SE8 9AW A/C balance: £ 2962.18 Credit limit: £ 20000.00

Current Historical

Transactions

Trans. Type	Trans. Date	Reference	Value	Allocated	Query	Status	Memo	User	Source	URN
Invoice	15/01/2011	83784/8fui	2962.18	0.00	U			JAYNE	Purchase	27037

PL - Authorise Supplier Transactions

Authorise

Supplier selection

A/C ref range: ABC001 to: ZZZ999

Transaction Nominal Analysis

Transaction details

A/C ref: FOR001 Reference: 83784/8fui

Supplier name: Formica Warehouse Ltd Second reference:

Transaction date: 15/01/2011 Gross goods value: 2962.18

Project Analysis Nominal Analysis

Nominal analysis

A/C No.	Cost Ce...	Dept	Name	Goods Value	Type	Narrative
13101			Stocks - Finished Goods	2521.00	Posting	PI / FORI
Totals				2521.00	Amount left:	0.00

Delete

OK Cancel

Purchase Order Invoices value changed/zeroed when analysed to Nominal Stock account(s). When a Purchase Order has been matched to the GRN stock will be updated with the price, in this example £39.50.

POP - Record Purchase Invoice

Select supplier account: A/C ref: ZZZ999, Short name: GenStore, Postcode: PE34 7HN

Invoice details: Invoice date: 18/01/2011, Exchange rate: 1.000000, Reference: SI983783

Goods value: 39.50, Tax value: 6.91, Invoice total: 46.41

Select order items to match invoice

Order No	A...	Item Code	Item Name	Buying Unit	Qty to be Invoiced	Discounted Unit Price	Goods Value	Tax Value
<input type="checkbox"/>	0000003283	Not...	CA/BASE/SNG/B...	Beech Base Single Cabinet H58cm	Each	0.00000	0.00	0.00
<input checked="" type="checkbox"/>	0000003283	Not...	CA/BASE/DBL/B...	Beech Base Double Cabinet H58cm	Each	5.00000	7.90000	6.91
<input type="checkbox"/>	0000003283	Not...	CA/BASE/DBL/B...	Beech Base Double Cabinet H58cm	Each	0.00000	0.00	0.00

At the Nominal analysis stage the Purchase Invoice value has been zeroed therefore no value for this Invoice will be posted to the Nominal Stock account(s). **NOTE:** the user will be presented with a prompt that no posting will be made to the Nominal when pressing Save.

PL - Enter Purchase Invoice for General Stores

Supplier details: A/C ref: ZZZ999, Short name: GenStore, Postcode: PE34 7HN, Account balance: £ 6188.57, Credit limit: £ 0.00

Invoice details: Invoice date: 18/01/2011, Due date: 31/01/2011, Reference: SI983783

Transaction details: Goods value: £ 0.00, Discount percent: 0.00%, Tax value: £ 0.00, Invoice total: £ 0.00

Project Analysis: Nominal & Tax Analysis

Tax analysis table:

Code	Name	Rate	Goods Value	Discount Value	Tax Value
1	Std Rate	17.50	0.00	0.00	0.00
Totals			0.00	0.00	0.00

Nominal analysis table:

A/C No.	CC	Dept	Name	Goods Value	Type	Narrative
13101			Stocks - Finished Goods	0.00	Posting	PI / ZZZ999 / SI983783
Totals				0.00		

Buttons: Save, Clear, Save and Retain A/C ref, Save Fixed Asset, Close

Purchase Return variances when updating at Goods Received. If updating stock at Goods Received and there is a price change between the GRN and Invoice the difference will be posted to the nominated account in POP Settings.

When posting a Purchase Return and there is a price difference a variance is not posted.

Example:

Purchase Order entered for 10 @ £10.00. Goods received and stock is updated with a confirmed cost of £100.

Record Purchase Invoice and the discounted unit price is changed to £8.00. A variance of £-20.00 is posted to the variance account in the P&L, with the £100 posting to the Balance Sheet account.

Enter Purchase Return for 10 @ £10.00. Despatch the stock, at this stage stock is not updated in terms of cost until the Credit Note is entered.

Record Credit Note changing the discounted unit price to £8.00. Only £80.00 is posted to the Balance Sheet, there is no variance.

A journal will need to be posted to adjust the balance sheet to bring it in line with the stock valuation.

Purchase Return variances when using FIFO. If using FIFO as a costing method and stock is purchased at different prices, if a return is required for the newer stock, the FIFO method is employed to reduce the stock.

Example:

Two Purchase Orders received and invoiced with different prices at different times. The newest stock is more expensive.

The screenshot shows the 'ST - View Buying Prices' window. It displays the following information:

- Stock item:** Code: ACP_116, Name: PPV
- Summary details:** Total in stock: 180.00000, Average buying price: £ 5.51667
- Buying prices table:**

Buying Price	Quantity	Unit	No. of Stock Receipts
5.45000	100.00000	Each	1
5.60000	80.00000	Each	1

Stock Levels Buying Price Breakdown

Warehouse : HOME

Item Code : ACP_116

Item Name : PPV

Stock Unit : Each

Date	Cost Price	Quantity	Value	Type	Reference
31/07/2018	5.45000	100.00000	551.67	Confirmed	0000000545
05/08/2018	5.60000	80.00000	441.33	Confirmed	0000000546

Total for Code ACP_116 : 180.00000

A Credit Note is received from the Supplier for the newest receipt.

Currently the valuation for the item is £993.00 with an average (valuation price) of £5.51667.

Item Code	Item Name	Quantity (Including Unconfirmed)	Quantity	Stock Unit	Valuation Price	Value (Including Unconfirmed)	Value
ACP_116	PPV	180.00000	180.00000	Each	5.51667	993.00	993.00
Product Group Total :						993.00	993.00
Overall Total :						993.00	993.00

Enter Purchase Return for 80 x £5.60 and despatch the goods.

POP - Create New Return Item Line

Line type
 Standard item
 Free text item
 Additional charge
 Comment line

Product item
Code: ACP_116 Name: PPV
Warehouse: HOME Amend item line description Part ref:

Item values
Buying unit: Each Buying price unit: Each Unit discount %: 0.00
Quantity: 80.00000 Unit price: £ 5.60000 Unit discount: £ 0.00000
Disc. unit price: £ 5.60000

View Buying Prices will show an unconfirmed negative quantity until the Credit Note is posted.

Stock item

Code: Name:

Summary details

Total in stock: Average buying price: £

Buying prices

Buying Price	Quantity	Unit	No. of Stock Receipts
[Not known]	-80.00000	Each	1
5.45000	100.00000	Each	1
5.60000	80.00000	Each	1

Record Credit Note. The values will be 80 x £5.60.

Select return items to match credit note

Return No	Item Code	Item Name	Buying Unit	Qty to be Credited	Discounted Unit Price	Goods Value	Tax Value
<input checked="" type="checkbox"/> 0000000010	ACP_116	PPV	Each	80.00000	5.60000	448.00	89.60
Totals:						448.00	89.60

The quantity of 80 will have reduced the original quantity of 100 that was invoiced at £5.45.

Stock item

Code: Name:

Summary details

Total in stock: Average buying price: £

Buying prices

Buying Price	Quantity	Unit	No. of Stock Receipts
5.45000	20.00000	Each	1
5.60000	80.00000	Each	1

The stock history will show an issue price of £5.60 and a cost of the average.

Current History		Archived History					
Date	Movement Type	Quantity	A/C Ref	Reference	Second ref	Warehouse	Bin
20/08/2018	Out - POP	80.00000	ATL001	0000000010	05/10	HOME	Unspecified
20/08/2018	Out (No Price) -...	80.00000	ATL001	0000000010	10/546	HOME	Unspecified
20/08/2018	On POP Order	80.00000	ATL001	0000000546		HOME	
20/08/2018	On POP Order	100.00000	ATL001	0000000545		HOME	
05/08/2018	In - POP	80.00000	ATL001	0000000546	546/050818	HOME	Unspecified
05/08/2018	On POP Order A..	80.00000	ATL001	0000000546	546/050818	HOME	

Unit cost price	£		5.51667	Analysis Code	Value
Unit sales price	£		5.60000	Contract No.	No Contract No

The stock balance sheet account will be credited by £-448.00.

Accounting System Manager (Lists)							
Transaction Audit Trail							
Transaction Type	Transaction Date	N/Acc ...	N/Acc Name	CCC...	Depar...	Nominal Value	Narrative
Purchase Credit...	20/08/2018	25100	Creditors Control			537.60	PC / ATL001
Purchase Credit...	20/08/2018	15100	VAT - Input VAT			-89.60	PC / ATL001
Purchase Credit...	20/08/2018	13103	Stocks - Bought...			-448.00	PC / ATL001 / 05/...

Product Group : ACCESSORIES		Valuation Method : Average					
Item Code	Item Name	Quantity (Including Unconfirmed)	Quantity	Stock Unit	Valuation Price	Value (Including Unconfirmed)	Value
ACP_116	PPV	100.00000	100.00000	Each	5.51667	551.67	551.67
Product Group Total :						551.67	551.67
Overall Total :						551.67	551.67

The stock valuation will be adjusted by £-441.33 leaving a difference of £-6.67.

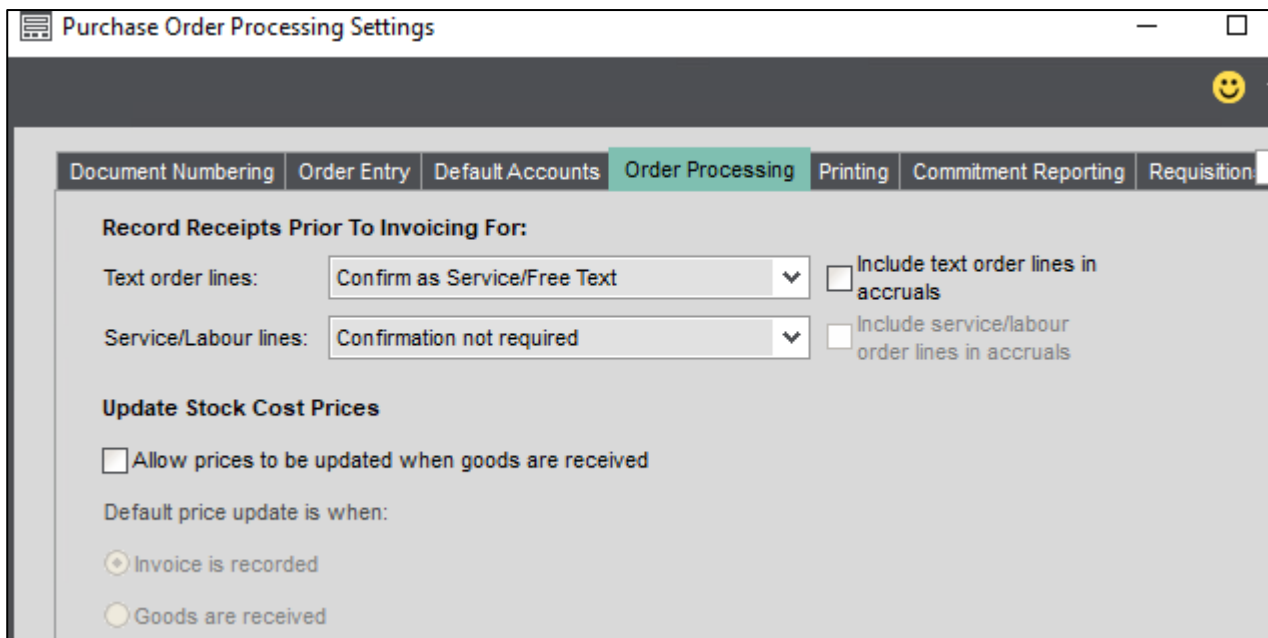
A journal will need to be posted to adjust the balance sheet to bring it in line with the stock valuation.

2.7 Cost of Sales adjustments

If Purchase Order Processing settings are to update stock at Invoice a COS adjustment may post to a different accounting period. The product group is set to a costing method of FIFO, or Average – not Standard Costing. This is a non-traceable item.

In this example a Purchase Order is received into stock and the stock written off before the Purchase Order is invoiced.

POP settings – update stock cost price when invoice is recorded.



The screenshot shows the 'Purchase Order Processing Settings' window with the 'Order Processing' tab selected. The window has a title bar with a menu icon, the text 'Purchase Order Processing Settings', and window control buttons. A yellow smiley face icon is in the top right corner. The main area has a tabbed interface with 'Document Numbering', 'Order Entry', 'Default Accounts', 'Order Processing' (highlighted), 'Printing', 'Commitment Reporting', and 'Requisition'. Under 'Record Receipts Prior To Invoicing For:', there are two dropdown menus: 'Text order lines:' set to 'Confirm as Service/Free Text' and 'Service/Labour lines:' set to 'Confirmation not required'. To the right are two checkboxes: 'Include text order lines in accruals' (unchecked) and 'Include service/labour order lines in accruals' (unchecked). Under 'Update Stock Cost Prices', there is a checkbox 'Allow prices to be updated when goods are received' (unchecked). Below it, 'Default price update is when:' has two radio buttons: 'Invoice is recorded' (selected) and 'Goods are received' (unselected).

Purchase Order entered and received.

View Buying Prices for the stock item shows the stock in stock but with an unconfirmed cost (Not Known).

View Buying Prices

Stock Item

Code: Name:

Summary Details

Total in stock: Average buying price: £

Buying Prices

Buying Price	Quantity	Unit	No. of Stock Receipts
[Not known]	10.00000	Each	1

The average is updated with the price on the Purchase Order. If no price is entered no Cost of Sales posting will occur initially.

Stock is written off, a Nominal posting for the average cost is posted, $-10 \times £10 = -£100$.

Current Waiting Postings List

Amend Transaction Details | Correct Transactions | New Account | Amend Account | Update Waiting Postings | Current Waiting Postings | Refresh List | Swap | Clear

<No Filter> Search list... List has been manually refreshed at 10/12/2019 11:36:23

Code	Cost Centre	Department	Name	Date	Debit Value	Credit Value	Reference	Narrative	Transaction Analysis	URN	Source
41200			Cost of Sales	30/11/2019	100.00	0.00		Out / Damaged		2984	Stock Control
13200			Stock	30/11/2019	0.00	100.00		Out / Damaged		2984	Stock Control

Stock postings for Nominal are closed for the month that the write off was posted in.

Maintain Accounting Periods

Accounting Periods

This Financial Year | Future Financial Years | Period Control History

Period No	End Date	Sales	Purchases	Cash Book	Stock	Nominal Adjs
1	31/01/2019	Closed	Closed	Closed	Closed	Closed
2	28/02/2019	Closed	Closed	Closed	Closed	Closed
3	31/03/2019	Closed	Closed	Closed	Closed	Closed
4	30/04/2019	Closed	Closed	Closed	Closed	Closed
5	31/05/2019	Closed	Closed	Closed	Closed	Closed
6	30/06/2019	Closed	Closed	Closed	Closed	Closed
7	31/07/2019	Closed	Closed	Closed	Closed	Closed
8	31/08/2019	Closed	Closed	Closed	Closed	Closed
9	30/09/2019	Closed	Closed	Closed	Closed	Closed
10	31/10/2019	Closed	Closed	Closed	Closed	Closed
11	30/11/2019	Closed	Closed	Closed	Closed	Closed
12	31/12/2019	Open	Open	Open	Open	Open

POP Invoice recorded with an increase to the unit cost. The date of the transaction is in the following month to the stock write off.

Record Purchase Invoice

Select Supplier Account

Code: ATL001 | Short name: Atlas | Postcode: NN16 3JU

Invoice Details

Invoice date: 10/12/2019 | Exchange rate: 1.000000 | Reference: 416 | Check...

Goods value: £ 120.00 | VAT value: £ 21.00 | Invoice total: £ 141.00

Select Order Items To Match Invoice

Order No	Authorisation Status	Code	Name	Buying Unit	Qty to be Invoiced	Discounted Unit Price	Goods Value	VAT Value
<input checked="" type="checkbox"/> 0000000416	Not Required	.My Stock Item	My Stock Item	Each	10.00000	12.00000	120.00	21.00
Totals:							120.00	21.00

Find... | View Order...

GRNs for order item .My Stock Item

Supplier GRN	Goods Received No	Date	Qty Delivered	Qty Previously Invoiced	Qty to be Invoiced
<input checked="" type="checkbox"/> 0000000225	416	30/11/2019	10.00000	0.00000	10.00000

The cost of sales adjustment for the write off will be posted with the date of the write off but into the following month in the Nominal.

Transaction Enquiry for 13200

Account Selection
Nominal account: 13200 Stock

Transaction Filter
No filter

Current Transactions Historical Transactions Brought forward balance: 0.00

Trans. Date	PN	Reference	Narrative	Debit	Credit	User	Source	URN
30/11/2019	11		Out / Damaged	0.00	100.00	Ad...	Stock Control	2984
30/11/2019	12		Cost of Sales	0.00	20.00	Ad...	Stock Control	2984
10/12/2019	12	416	PI / ATL001 / 416	120.00	0.00	Ad...	POP	2985

When analysing the actual stock transactions the original cost is also recorded for these types of transactions. This is **NOT** the case for Out – SOP issues, the updated cost price is written back to the stock history transaction so that it matches the realised unit cost for profitability.

View Stock Item History

Item History Selection
Code: .My Stock Item Name: My Stock Item
Type: All Warehouse: All Date from: 10/09/2019 To: 10/12/2019

Current History Archived History

Date	Movement Type	Quantity	Code	Reference	Second ref	Warehouse	Bin
10/12/2019	In - POP	10.00000	ATL001	0000000416	416	HOME	Unspecified
10/12/2019	On POP Order	10.00000	ATL001	0000000416		HOME	
30/11/2019	Out - Write Off	10.00000	Damaged			HOME	Unspecified
30/11/2019	In (No Price) - POP	10.00000	ATL001	0000000416	416	HOME	Unspecified
30/11/2019	On POP Order A...	10.00000	ATL001	0000000416	416	HOME	

Unit cost price: £ 10.00000

Name	Value
Atkins code 416	

The stock valuation report however will be correct, when run retrospectively this uses only the confirmed costs, when the write off was posted the cost was not confirmed.

Stock Valuation					Date	10/12/2019
					Time	12:40:55
Product Group : ACCESSORIES		Valuation Method : FIFO				
Item Code	Item Name	Quantity	Stock Unit	Value		
My Stock Item	My Stock Item	-10.00000	Each	-120.00		
				Product Group Total :		-120.00
				Overall Total :		-120.00

3. What to do next

If the reconciliation balanced the previous month and still balances then the difference is only in the current month.

Stock transactions posted within the month being reconciled will need to be ticked back to the Nominal

Stock account(s) used in the reconciliation.

All postings to Nominal are assigned a Unique Reference Number (URN) however the transactions within Stock Control do not. There is no standard report to show what has been posted in a particular period with the value.

Add the Stock Reconciliation report to the Stock Reports menu using our Help Sheet.

Run the report with a transaction date range for the period you are reconciling.

Criteria for Stock Transaction History ✕

Criteria Values

Enter the values to use for the criteria in this report

Stock item:

Product group:

Transaction date: and

Transaction type:

Preview a sample report for a specified number of records or transactions (0 for all)

The types of transactions that affect Nominal Ledger have been pre-defined however please check to ensure you have captured all relevant postings if in doubt include all and filter out those that have not updated the Nominal once you have exported to a spreadsheet.

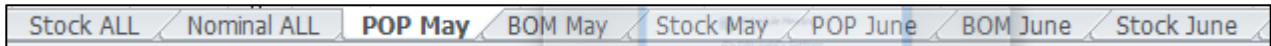
Export the report to Excel. The detail and Page Header sections will be exported.

Date	Type	Quantity	Item Code :	Item Name :	Reference	Second ref	Cost Value	NL Updated?
19/01/2011	Purchase Order	1.00000	ABBuiltIn/15/0/2	AB Built-In Cookers Single-Oven/300mm/Wh	0000003287	56598565	149.99	Yes

Date	Type	Quantity	Item Code :	Item Name :	Reference	Second ref	Cost Value	NL Updated?
19/01/2011	Purchase Order	1.00000	ABBuiltIn/15/0/2	AB Built-In Cookers Single-Oven/300mm/White	0000003287	56598565	149.99	Yes
19/01/2011	Purchase Order	12.00000	ABBuiltIn/16/0/2	AB Built-In Cookers Double-Oven/300mm/White	0000003284	56856585	1799.88	Yes
18/01/2011	Purchase Order	5.00000	CA/BASE/DBL/BEECH	Beech Base Double Cabinet H58cm	0000003283	51983783	39.50	Yes

This can then be used to sort/filter by transaction type and ticked back to the matching Nominal transaction(s).

To help with finding the difference it may be good practice to split the transactions into different worksheets in order to match with the Source entries on the Nominal transactions i.e. one for POP, one for Stock etc.



The Nominal transactions can be exported to Excel via the Send to Excel function within Transaction Enquiry. These can perhaps be added side by side the stock transactions.

STOCK										NOMINAL									
Treas. Date	PN	Reference	Narrative	Debit	Credit	Source	URN												
01/05/2014	Purchase Order	1296.00000	Supplier: FIDDO01 FIDPO011691	10951	BOU	1259.26	Yes	01/05/2014	5	10951	PIFFIDDO01110951	1259.26	0.00	POP	59167				
01/05/2014	Purchase Order	4716.00000	Supplier: PANM001 PANFO0214	50150	BOU	24533.80	Yes	01/05/2014	5	50150	PIFPANM001120150	24533.80	0.00	POP	19372				
01/05/2014	Purchase Order	2432.00000	Supplier: PANM001 PANFO0214	50153	BOU	1822.16	Yes	01/05/2014	5	50153	PIFPANM001120153	1822.16	0.00	POP	19371				
01/05/2014	Purchase Order	25.00000	Supplier: DOVE001 0000011245	070715	Direct Delivery	191.00	Yes	01/05/2014	5	070715	PIFDOVE0011070715	191.00	0.00	POP	92139				
01/05/2014	Purchase Order	125.00000	Supplier: DOVE001 0000011211	0707170	Direct Delivery	955.00	Yes	01/05/2014	5	0707170	PIFDOVE00110707170	955.00	0.00	POP	92140				
01/05/2014	Purchase Order	204.00000	Supplier: DOVE001 0000011232	0707165	Direct Delivery	1534.64	Yes	01/05/2014	5	0707165	PIFDOVE00110707165	1534.64	0.00	POP	10214				

It is recommended that you sort both sides by the date then reference to try and get an even match.

NOTE: for some Stock transactions there can be multiple entries but potentially only one for the Nominal, or vice versa.

Not all transactions will have a URN, for example POP Invoices do not. The only way to match these would be by reference. The stock transactions will have the reference taken from the first screen when posting a POP Invoice, the Nominal posting will use the reference from the second screen.