Reconcile Vendor Aged Payables

The following instructions indicate how to reconcile the Vendor Aged Payables in WebSmart.

To ensure the payables are in balance, reconcile the Vendor Aged Payables reports to the accounts payable liability accounts in the general ledger at least on a quarterly basis.

The accounts payable reconciliation process encompasses the following steps:

Print the following reports from WebSmart > Finance > Reports

- **Unpaid Bills**
- **Vendor Aged Payables**
- **Trial Balance for Object code ~21%**

Compare the ending balances for the same period for all reports. All reports should balance to each other.

Vendor Aged Payables Effective 06/04/2012					5 Total Page(s) 6/4/2012 12:15:11 PM
Reference Number	0 - 30 Days	31 - 60 Days	61 - 90 Days	> 90 Days	Amount Due
289-00-2151.00-000-2-00-0-16					
INTERNAL REVENUE SERVICE CENTER(V028489)					
PB#3927 - Statutory Adjustment	$422.25				$422.25
Total For INTERNAL REVENUE SERVICE CENTER (V028489)	$422.25	$0.00	$0.00	$0.00	$422.25
Total For 289-00-2151.00-000-2-00-0-16	$422.25	$0.00	$0.00	$0.00	$422.25

Trial Balance This Fiscal Year			2 Tota...(s) ...12 12:... PM
Object: ~215%	**District Filter:** Multi-District		
	County/District: Anywhere School		
Account Code	Description	09/01/2011 08/31/2012	Balance
289-00-2151.00-000-2-00-0-16	Federal Withholding	($422.25)	($422.25)
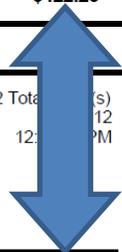
If these numbers do not match, you will need to run the Outstanding Liability Detail Report to determine where the issue is. Review the accounts payable general ledger account to see if any journal entries were made to the account during the reporting period. If so, these will be documented on the Outstanding Liability Detail report.

The report will open in Excel and you will be able to sort and filter any opening entries or journal entries throwing the accounts out of balance.

	A	B	C	D	E	F
1	fund	code	description	amount	status	
2	211	211-00-2110.00-000-6-00-0-00	Journal Entries	1680		
3	211	211-00-2110.00-000-6-00-0-00	Payable #11152	-975	Fully Processed	
4	211	211-00-2110.00-000-6-00-0-00	Payable #11154	-625	Fully Processed	
5	211	211-00-2110.00-000-6-00-0-00	Payable #11404	-40	Fully Processed	
6	211	211-00-2110.00-000-6-00-0-00	Payable #11405	-40	Fully Processed	
7	224	224-00-2110.00-000-6-00-0-00	Opening Entries	-2586		
8	224	224-00-2110.00-000-6-00-0-00	Journal Entries	7494.8		
9	224	224-00-2110.00-000-6-00-0-00	Payable #10568	2586	Fully Processed	
10	224	224-00-2110.00-000-6-00-0-00	Payable #11410	-1466.25	Fully Processed	
11	224	224-00-2110.00-000-6-00-0-00	Payable #11411	-4399.55	Fully Processed	
12	224	224-00-2110.00-000-6-00-0-00	Payable #11416	-987	Fully Processed	
13	224	224-00-2110.00-000-6-00-0-00	Payable #11449	-642	Fully Processed	
14	240	240-00-2110.00-000-6-00-0-00	Opening Entries	-31876.6		
15	240	240-00-2110.00-000-6-00-0-00	Payable #10434	15844.08	Fully Processed	
16	240	240-00-2110.00-000-6-00-0-00	Payable #10506	15909.28	Fully Processed	
17	240	240-00-2110.00-000-6-00-0-00	Payable #10570	14.25	Fully Processed	
18	240	240-00-2110.00-000-6-00-0-00	Payable #10578	108.95	Fully Processed	