

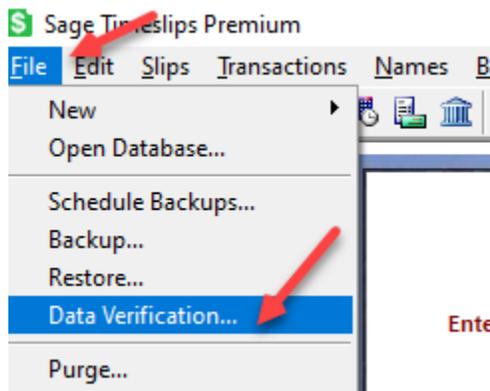
Rebuilding Balances Timeslips 2017 and Later

Timeslips might show an incorrect balance on the invoice when the client transactions list is showing the correct balance. This is often repaired using the Rebuild Balances utility.

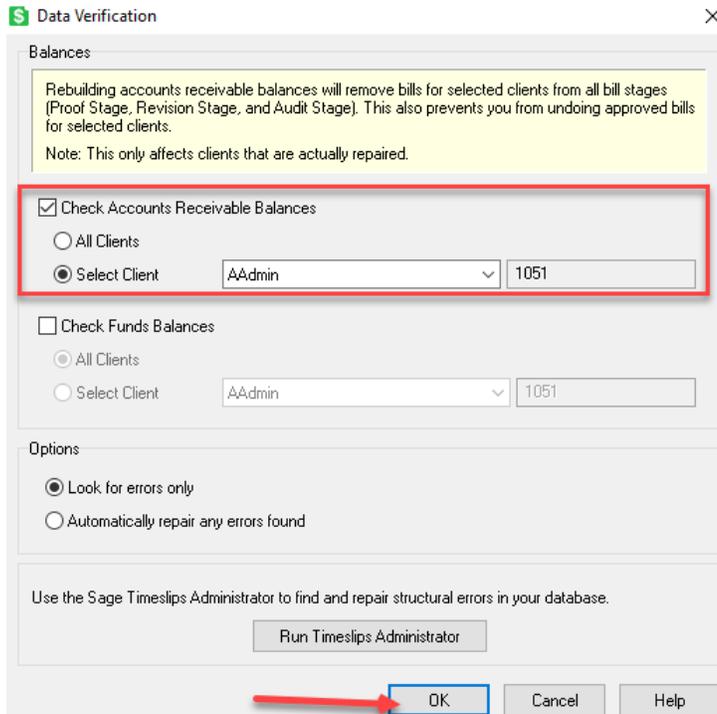
1. Check to see if the balances are truly corrupt but running the Aged A/R with Running Balances Report. Make sure the starting balances is \$0.00 and the ending balance is what you expect it to be.
2. Generate a bill to display and verify that the client previous balance is not the same as the ending balance on the Aged A/R with Running Balances report.

If both of the above conditions are met, rebuilding balances will probably fix the problem. Here are the steps to Rebuilding Aged A/R Balances.

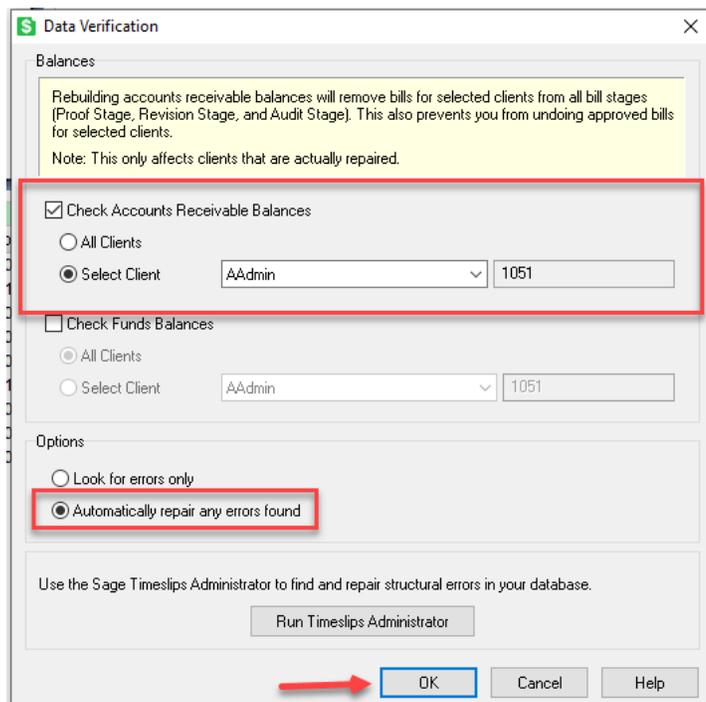
1. Make sure that no users other than yourself are logged into Timeslips (Click SPECIAL ... VIEW CURRENT LOGINS). Ask all users to exit the system.
2. Recommendation: Back up the database
3. From the top menu click FILE ... DATA VERIFICATION



4. Choose the top option to check Accounts Receivable Balances. Make sure to select ONLY the client that is being checked:



5. Click OK to look for errors.
6. This step is very fast and a report will show. If the report shows any errors, repeat step 3 and in step 4, choose the option to “Automatically repair any errors found”. Click OK.



7. Verify that the client’s previous balance is now corrected.