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:

Rebuilding accounts (Proof Stage, Revisio for selected clients, Note: This only affec	eceivable balances will remove bills for selected clients from all bill stages n Stage, and Audit Stage). This also prevents you from undoing approved bills s clients that are actually repaired.	
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Check Funds Bala All Clients Select Client	AAdmin V 1051	1
Options Look for errors on Automatically repart 	y ir any errors found	
Use the Sage Timeslips	Administrator to find and repair structural errors in your database. Run Timeslips Administrator	
	OK Cancel Help	

- 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.

Rebuilding accounts receivable balances will remove bills for selected clients from all bill stages (Proof Stage, Revision Stage, and Audit Stage). This also prevents you from undoing approved bills for selected clients. Note: This only affects clients that are actually repaired.					
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Use the Sage Timeslips	Administrator to find and repai	ir structural errors in your database.			
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7. Verify that the client's previous balance is now corrected.