

A GUIDE TO FIXING EBMS UTILITIES' UNCORRECTABLE ERRORS

After you run the File > Utilities > Maintenance Utilities you may see a screen similar to this:

Utility	Results	Items Checked	Errors Found	Errors Corrected	Warnings
Maintenance					
Sales		297	1		
- Check Detail Status	All invoice detail statuses are correct	179			
- Customer Months	All year page totals are correct	66			
- Check: Customer Yearly History Totals	1 customer's balances do not match	37	1		
- Check A/R Invoice Close Dates		15			
Expenses		249			
- Check Detail Status	All invoice detail statuses are correct	66			
- Vendor Months	All year page totals are correct	117			
- Check Vendor Yearly History Totals	All vendor balances are correct	62			
- Check A/P Invoice Close Dates		4			
Inventory		2,733			
General Ledger		437	2		
- General Ledger Account Months	All year page totals are correct	266			
- General Ledger Department Months	All year page totals are correct	10			
- Sales Tax Months	All year page totals are correct	15			
- Recalculate Year Data	All year page totals are correct	133			
- Check: Ledger Balance	Your General Ledger is NOT balance	13	2		
Payroll					
Job Costing					
Tasks					

1. Double click the "Red" lines to fix the problem.
2. Click "Fix with Journal" Button
3. Click "OK" Button
4. Then Click "Yes" to view the Journal Entry.

The procedures that follow vary dependent upon the type of Journal required for the fix. The most common ones are the **Accounts Receivable Journal**, **Accounts Payable Journal**, and **Inventory Journal**.

SALES > ACCOUNTS RECEIVABLE JOURNAL

Accounts Receivable Journal

File Process

Journal Id: 20001023A Note:

Date: 10/23/2000 Mon Ending adjustment. Year: 2000

G/L Account (debit)	Debit Amount	G/L Account (credit)	Credit Amount	Description	Customer ID
▶ 99999-000	-27.27	03000-000	-27.27	Adjustment For: BILVAR	BILVAR
*					

Balanced User: ADMINISTRATOR Debit total: \$-27.27 Credit total: \$-27.27 Not processed

STEPS

1. Change the G/L Account (debit) on each line to one of your "Revenue Accounts."
2. Process the Journal.

EXPENSES > ACCOUNTS PAYABLE JOURNAL

Accounts Payable Journal

File Process

Journal Id: 20000710A Note:

Date: 07/10/2000 Mon Ending adjustment. Year: 2000

G/L Account (debit)	Debit Amount	G/L Account (credit)	Credit Amount	Description
▶ 99999-000	2.00	51000-010	2.00	
*				

Balanced User: ADMINISTRATOR Debit total: \$2.00 Credit total: \$2.00 Not processed

STEPS

1. Change the G/L Account (debit) on each line to one of your "Purchase Accounts"
2. Process the Journal.

INVENTORY > INVENTORY JOURNAL

Inventory Journal

File Process

Journal Id: 20000615D Note:

Date: 06/15/2000 Thu

Ending adjustment Year: 2000

G/L Accou...	Debit Amount	G/L Account (...)	Credit Amount	Description	Item
05000-000	13.00	65000-020	13.00	Adjustment For: PGALPGVAL	PGALPGVAL
05000-000	7.00	65000-010	7.00	Adjustment For: SHOBLA	SHOBLA

Balanced User: ADMINISTRATOR Debit total: \$20.00 Credit total: \$20.00

Processed

STEPS

1. Process the Journal

FIXING AN UNBALANCED GENERAL LEDGER

General Ledger's unbalanced periods

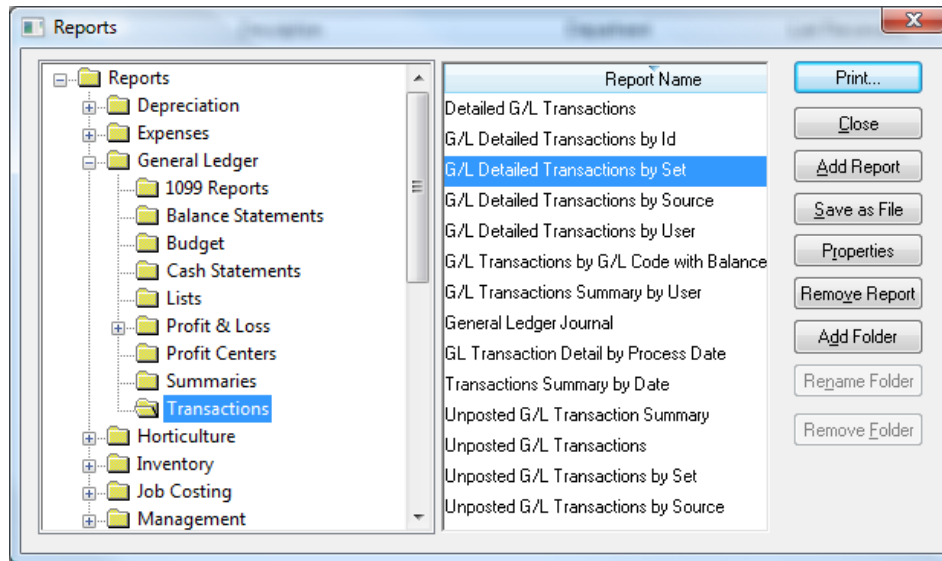
Period	Debit	Credit	Difference
September, 2000	4,184.33	4,211.60	-27.27
Fiscal Year, 2000	6,086,712.61	6,086,739.88	-27.27

Close

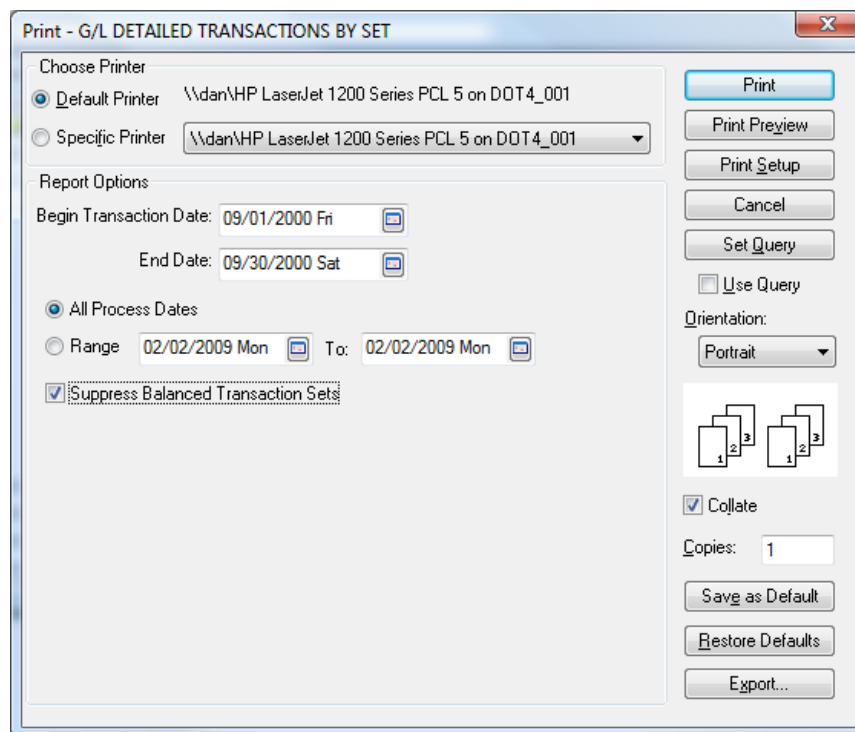
STEPS

1. Run the "G/L Detailed Transactions by Set" report. (details continue on next page)

FIXING AN UNBALANCED GENERAL LEDGER CONTINUED...



2. Go to "Reports > General Ledger > Transactions > *G/L Detailed Transactions by Set*"



3. Set the transaction dates on the report prompt to include the month in which the difference occurred.
4. Suppress Balanced Transaction Sets

This will give you the transactions that are not balanced in the given period. It is recommended you contact an EBMS Customer Service Representative to assist you with the fix of an unbalanced General Ledger.

1. Fax the report with your cover page to 717.442.1076
2. Email the report to Support@EagleBusinessSoftware.com