

Monthly Balancing Troubleshooting Tips

The first thing to do when balancing any report is to narrow down the date it becomes out of balance. You can do this first by narrowing down the month and then the day it goes off. It is much easier to troubleshoot when you have less data to look at. Once you find a specific date then you can narrow down the search and identify the funds that are out of balance. Check the Journal Entries first to see if you can find one for the amount you are off. Most items are out of balance due to a Journal Entry. When looking for Journal Entry problems, be sure to check the type. There are certain reports that only pick up certain types of Journal Entries. Look for Warrant Corrections that use revenue or adjustments that have revenue and expense.

Warrants payable/Cash Liabilities reports

- If you get error/warning messages on the Cash Liabilities report, you can run the on line Account Inquiry and look at the 205 account for the first two columns and the 200 account for the last two.
- The payroll GL account is in balance if the amount matches the remittances being held from a demand payroll (you can find this in payroll).
- If you have narrowed down to a date that you are off, run the Transaction Detail report for that day, and if you can narrow down to a fund it makes even less data to look through.

Trial Balance Summary

- Once you determine what fund is out of balance then start running it for each month to determine what day it went off.
- Once you identify the day then run a Transaction Detail report for that day.
- They are usually off by a Journal Entry.

Balancing Cash/Revenue reports

- When you are looking at the Revenue reports to see if they balance, run them all and see if they are all off or if it is just one that is different.
- Most of the time the one that is off is the AC Summary report. If it is off, run the AC List summary and check the decreases column. Typically, you will find that these are caused by date problems.
- If that is not the problem you need to look at the Journal Entries for an AC Reduction type not using the correct accounts.
- If you still don't find the problem, run the Transaction Detail report for that date.
- If it is another report that is out of balance, run the Transaction Detail report for the fund that is off on the date it went out of balance.

Balancing Expense and Revenue reports

- If you are off on expenses check the direct deposits to make sure a Journal Entry was done for each payroll.
- In addition, check voided warrants making sure there was a Journal Entry created.
- If you still do not find it, run the Transaction Detail report for that date and the amount you're off.

Review Remittance reports

- On the Operation in Remittance report if they're off it is almost always a journal Entry - these rarely go out of balance. Look at the Journal Entries for that fund by the date it went out of balance.
- Also look at the Transaction Detail report.