Timeslips Hidden Treasure #10 – Fixing Balances

Have you ever used Timeslips to review a client and noticed that their Accounts Receivable or Client Funds don't match the total in Billing Assistant? Or have you ever received an error message indicating corrupt balances or that a link to a transaction has been lost? If so, don't worry - these situations can be resolved by using the Timeslips Data Verification function.

Accounts receivable and funds account balances are simply the sum of all transactions for a particular client. Timeslips doesn't recalculate balances every time a new transaction is added so we have to manually recalculate the balance with the Data Verification tool if there are any problems by following these instructions:

To Fix Client Accounts Receivable Balances:

1. Select **File/Backup** from the Timeslips menu bar to backup the database

NOTE: Always make a backup of your database before attempting this repair procedure and give the backup file a unique name (ex. Timeslips backup mmddyy.bku). If Data Verification finds that the data is just too bad to be fixed we must then restore from your last backup and try to fix the problem manually. Of course, if there is no recent backup, there is a risk that data could be lost forever.

2. Print Aged A/R Balances report by selecting **Reports/Reports** from the menu and then, on the Billing Tab, select "**Aged A/R Balance**"

3. Select **File/Data Verification** to open the Data Verification dialog box

4. Unmark the check boxes at the top named "**Rebuild data indices**" and "**Look for Errors**"

5. In the Accounts Receivable Balances Section, mark the **Rebuild accounts receivable balances** check box. Select the specific client to rebuild from the drop-down list.

NOTE: Some people mark the **All Clients** option instead of selecting a specific client because they think they might as well rebuild balances for all clients in their database. We recommend, however, that you rebuild account balances only for those clients affected by an error message or billing inconsistency.

6. After running Data Verification to rebuild Accounts Receivable balances, we recommend you verify that the client's Accounts Receivable balance was modified correctly by reviewing the client's balance in Billing Assistant compared to the client's balance in the Accounts Receivable List (Transactions/Accounts Receivable). Then print the Aged A/R Balances report again for all clients and compare this new report to the one you printed before running Data Verification. If the balances are correct, then your work is done. If the balances are still incorrect, restore the backup you made prior to running Data Verification and contact the ***Integrated Visions*** Help Desk at (858)724-0044.

To Fix Client Fund Balances:

1. Select **File/Backup** from the Timeslips menu bar to backup the database

NOTE: Always make a backup of your database before attempting this repair procedure and give the backup file a unique name (ex. Timeslips backup mmddyy.bku). If Data Verification finds that the data is just too bad to be fixed we must then restore from your last backup and try to fix the problem manually. Of course, if there is no recent backup, there is a risk that data could be lost forever.

2. Select **Reports/Reports** from the menu and on the Funds Transactions Tab and select **Print** button to print the "Funds with Running Balances" report from the list.

3. Select **File/Data Verification** to open the Data Verification dialog box

4. Unmark the check boxes at the top named "**Rebuild data indices**" and "**Look for Errors**"

5. In the Funds Balances Section, mark **Rebuild funds balances** check box. Select the specific client to rebuild from the drop-down list.

NOTE: Some people mark the **All Clients** option instead of selecting a specific client because they think they might as well rebuild balances for all clients in their database. We recommend, however, that you rebuild account balances only for those clients affected by an error message or billing inconsistency.

6. After running Data Verification to rebuild funds balances, we recommend you verify that the Client Funds balance was modified correctly by reviewing the client's funds balance in Billing Assistant compared to the client's balance in the Funds List (Transactions/Client Funds). Then print the "Funds with Running Balances" report again for all clients and compare this new report to the one you printed before running Data Verification. If the balances are correct, then your work is done. If the balances are still incorrect, restore the backup you made prior to running Data Verification and contact the ***Integrated Visions*** Help Desk at (858)724-0044.

If you are uncomfortable performing the above steps, one of our consultants will be available on ***Visions'*** Timeslips Help Desk at (858)724-0044 to assist you. Telephone support calls are billed at your normal hourly rate in 6-minute increments or if you are on a ***Visions*** Support Plan there is no additional charge for telephone support.

We know that some of the most useful features of any software program are often not intuitive and hope you find this Timeslips Hidden Treasure useful in your business. Please contact me with suggestions for future "Hidden Treasures" topics or if you are interested in receiving previous issues:

-Hidden Treasure #1 – Right-Click Menu options
-Hidden Treasure #2 – Time Entry Shortcuts
-Hidden Treasure #3 – Credits on Bills
-Hidden Treasure #4 – Client Hold (putting billing activity on hold)
-Hidden Treasure #5 – Unapplied Payments
-Hidden Treasure #6 – Billing Assistant
-Hidden Treasure #7 – Closing Slips
-Hidden Treasure #8 – Proof Stage: Clear or Revision?
-Hidden Treasure #9 – Deleting Temporary Files

We encourage you to forward this e-mail to friends who would find it valuable. Thank you for your interest and support.

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#1 Worldwide Timeslips Certified Consultant 2000-2001.

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