AR Customer Statements - Fixing Tiny Rounding Error Balances (after Importing)

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Prerequisites

- **Access to the accounting software** with AR and GL modules enabled.
- **Administrative privileges** to modify financial data.
- **Existing imported invoices and credits** with minor rounding discrepancies.
- Optional: Ability to export and edit reports in spreadsheet software (e.g., Excel).

Navigate to the AR Force Balance Tool

Begin by accessing the **Settings** menu in 1place. From there, select the **AR and GL** section. Locate the option labeled *AR force balance from date to date*. This tool is specifically designed to address small discrepancies due to rounding errors in imported financial data.

Set the Date Range for Adjustment

Choose the appropriate date range for which you want to correct rounding errors. For comprehensive cleanup, set the **start date** as far back as possible (e.g., *01/01/2000*) and the **end date** to the end of the most recent closed month. This ensures all historic minor discrepancies are included.

Define the Dollar Range to Target Small Balances

Specify the dollar amount range that the tool should target for adjustment. To catch minor rounding issues, set a range such as **from -$9.99 to $9.99**. This will include all balances within this window, both positive and negative, ensuring that only insignificant discrepancies are adjusted.

- You can adjust the lower and upper limits as needed based on your organization's policy.
- Ensure the range is wide enough to capture all minor errors but not so wide as to affect significant balances.

Export and Review Current Balances

Before running the tool, export the current AR aging summary or customer statements. This provides a backup and allows you to compare results after the adjustment. Use the export function in the AR aging summary, setting the same date range as in the tool. Open the exported file in your preferred spreadsheet application and sort or filter to review all small balances.

Run the Force Balance Process

Return to the AR force balance tool and click **Proceed** to start the adjustment process. The tool will automatically identify and correct all balances within your specified range. Note that in this version, you may not see a confirmation pop-up at the end, but the process will still complete and update the records.

Verify Adjustments and Confirm Success

After the process completes, revisit your AR aging summary or customer statements. Refresh the data and compare it with your exported backup. You should observe that all minor balances previously within the targeted range have been cleared or corrected. If any unexpected discrepancies remain, review the credit/debit filters and re-run the process as needed.

- **Tip:** Take a screenshot or save the updated report for documentation.

Verification

Successful completion is indicated by the absence of tiny balances (pennies or a few cents) in your AR reports. If your software version includes pop-up status notifications, review them for any issues detected during processing. For future runs, look for new features such as detailed completion messages or additional reporting options.