

Utility

- [Duplicate Entry Fix](#)

Duplicate Entry Fix

Fixing out of balance entry

General Ledger Module > Analysis > Account Analysis

In the Account drop down menu, look for Accounts Receivable

Take your date back to the first of the previous month

Change Doc Type to Invoices

Click Search

General Ledger Mo...



Configuration +

Activity +

Analysis -

Account Analysis

Detail of T-Accounts

Journal History

Cash Book History

Bank Recon History

Document Management

Account Analysis

Search View Related Transactions Print Grid Export Print

Account: 1-1600/646 - Accounts Receivable - BS

Order By: Date

Date From: 2024-10-30

Date To: 2025-01-30

Branch: All

Description:

Source Reference:

Line Reference:

Doc Type: All

Job No:

Project:

Debit Amount:

Credit Amount:

Debit: 0.00 Credit: 0.00 Balance

Page 0 of 0 Remove Paging: Update Cost Allocations

#	Date	Week	Account Code	Account Name	Debit	Credit	Source Reference	Line Reference
---	------	------	--------------	--------------	-------	--------	------------------	----------------

Export your search to excel

Account Analysis

Search View Related Transactions Print Grid Export Print

Account: 1-1600/646 - Accounts Receivable - BS

Order By: Date

Date From: 2024-10-01

Date To: 2025-01-30

Branch: All

Description:

Source Reference:

Line Reference:

Doc Type: Invoice

Job No:

Project:

Debit Amount:

Credit Amount:

Freeze the top row

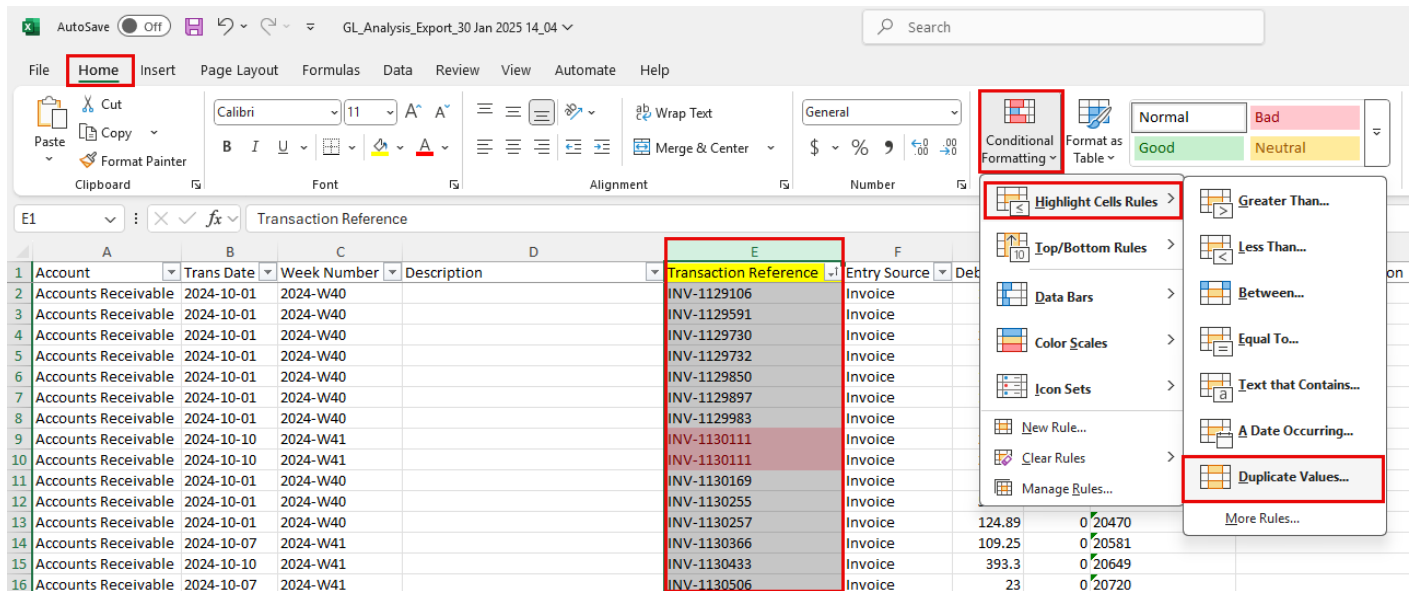
Add filters

Sort the "Transactions Reference" Column A-Z

Highlight the "Transactions Reference" Column

Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values

Click Ok



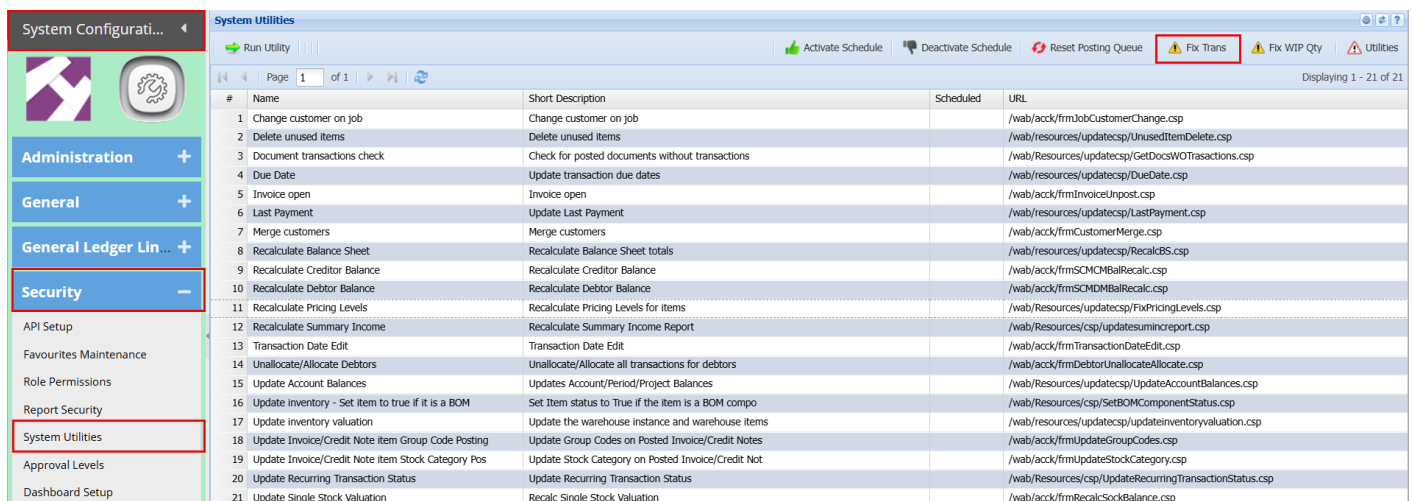
This will now highlight the duplicated in light red with Dark red writing

Scroll through the spreadsheet and make note of the duplicate Transactions.

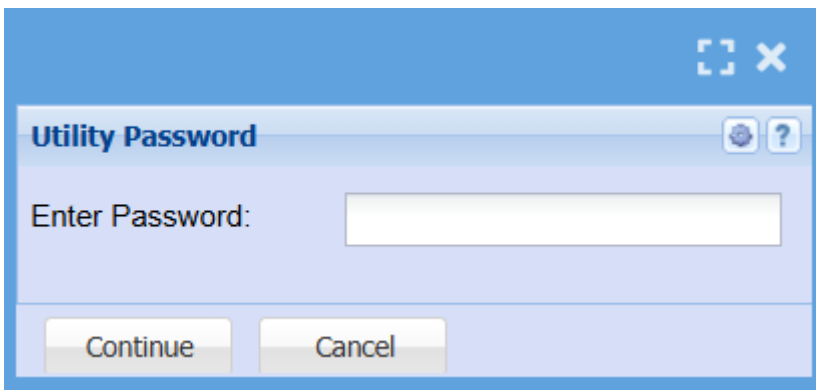
Go back into the system

System Configuration Module > Security > System Utilities

Click Fix Trans at the top right



Add Password



Utility Password

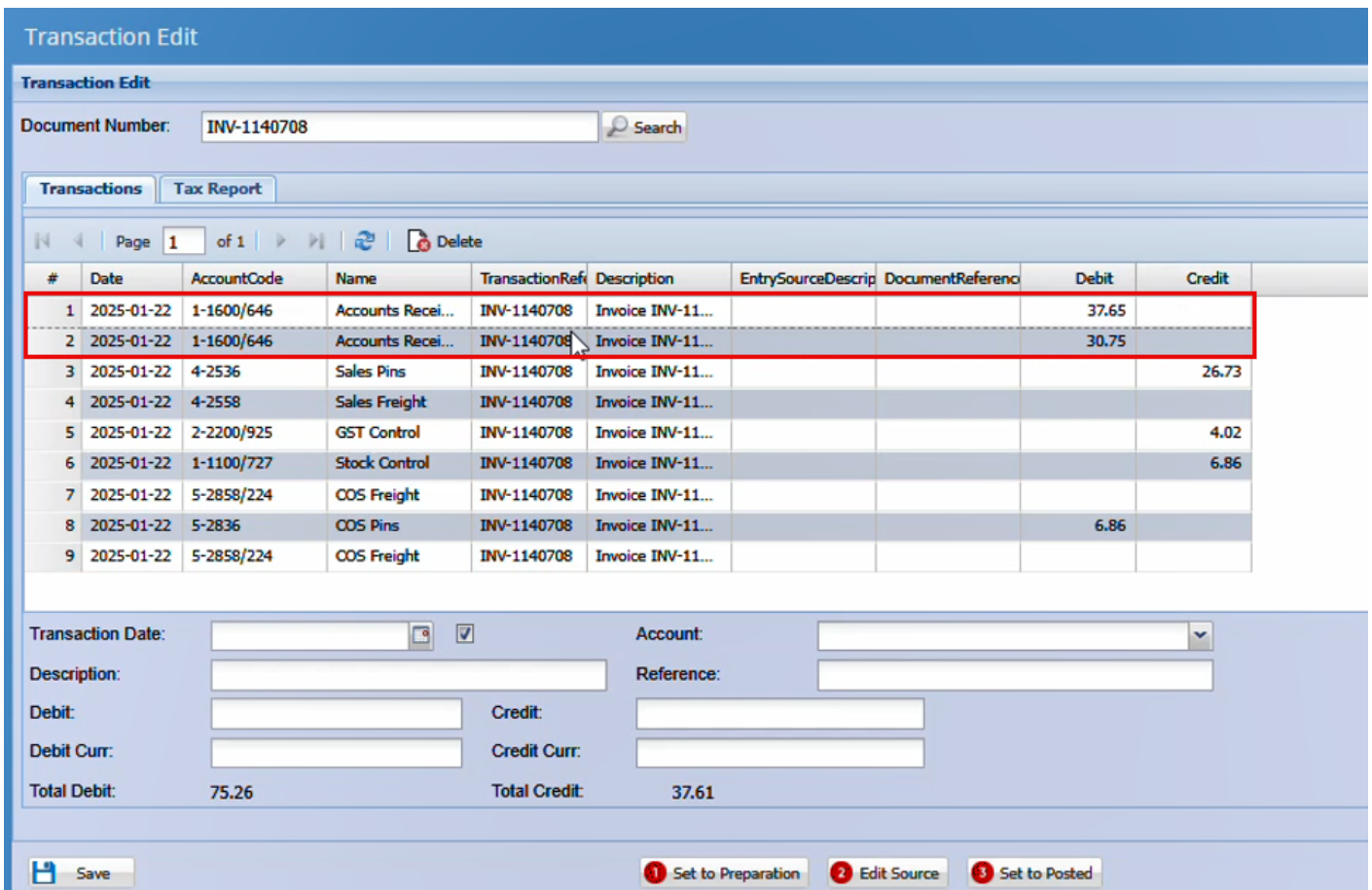
Enter Password:

Continue Cancel

From your spreadsheet copy and paste one of the duplicate invoice numbers into the Document number box and click search.

You will see two accounts receivable lines at the top.

Do not sort the columns



Transaction Edit

Document Number: Search

Transactions Tax Report

Page 1 of 1

#	Date	AccountCode	Name	TransactionRef	Description	EntrySourceDescrip	DocumentReferenc	Debit	Credit
1	2025-01-22	1-1600/646	Accounts Recei...	INV-1140708	Invoice INV-11...			37.65	
2	2025-01-22	1-1600/646	Accounts Recei...	INV-1140708	Invoice INV-11...			30.75	
3	2025-01-22	4-2536	Sales Pins	INV-1140708	Invoice INV-11...				26.73
4	2025-01-22	4-2558	Sales Freight	INV-1140708	Invoice INV-11...				
5	2025-01-22	2-2200/925	GST Control	INV-1140708	Invoice INV-11...				4.02
6	2025-01-22	1-1100/727	Stock Control	INV-1140708	Invoice INV-11...				6.86
7	2025-01-22	5-2858/224	COS Freight	INV-1140708	Invoice INV-11...				
8	2025-01-22	5-2836	COS Pins	INV-1140708	Invoice INV-11...			6.86	
9	2025-01-22	5-2858/224	COS Freight	INV-1140708	Invoice INV-11...				

Transaction Date: ☒ Account:

Description: Reference:

Debit: Credit:

Debit Curr: Credit Curr:

Total Debit: 75.26 Total Credit: 37.61

Save 1 Set to Preparation 2 Edit Source 3 Set to Posted

Click on and highlight the first line and click Delete.

Repeat this with all the duplicate transaction that were highlighted in your spreadsheet.

Transaction Edit

Transaction Edit

Document Number: INV-1140708 Search

Close

Transactions Tax Report

Page 1 of 1 Delete

Displaying 1 - 9 of 9

#	Date	AccountCode	Name	TransactionRef	Description	EntrySourceDescrip	DocumentReferenc	Debit	Credit
1	2025-01-22	1-1600/646	Accounts Recei...	INV-1140708	Invoice INV-11...			37.65	
2	2025-01-22	1-1600/646	Accounts Recei...	INV-1140708	Invoice INV-11...			30.75	
3	2025-01-22	4-2536	Sales Pins	INV-1140708	Invoice INV-11...				26.73
4	2025-01-22	4-2558	Sales Freight	INV-1140708	Invoice INV-11...				
5	2025-01-22	2-2200/925	GST Control	INV-1140708	Invoice INV-11...				4.02
6	2025-01-22	1-1100/727	Stock Control	INV-1140708	Invoice INV-11...				6.86
7	2025-01-22	5-2858/224	COS Freight	INV-1140708	Invoice INV-11...				
8	2025-01-22	5-2836	COS Pins	INV-1140708	Invoice INV-11...			6.86	
9	2025-01-22	5-2858/224	COS Freight	INV-1140708	Invoice INV-11...				

Transaction Date: 2025-01-22 Account: 1-1600/646

Description: Reference:

Debit: 37.65 Credit: 0

Debit Curr: 37.65 Credit Curr: 0

Total Debit: 75.26 Total Credit: 37.61

Save 1 Set to Preparation 2 Edit Source 3 Set to Posted 0 Zero All

Recalculating your Balance sheets

System Configuration Module > Security > System Utilities

Run the below utilities:

Double click on each line and click "Yes"

1. Recalculate Summary Income
2. Update Account Balances
3. Recalculate Balance Sheet
4. Recalculate Debtor Balance

System Configurati...



Administration +

General +

General Ledger Lin... +

Security -

API Setup

Favourites Maintenance

Role Permissions

Report Security

System Utilities

Approval Levels

Dashboard Setup

System Utilities

Run Utility

Page 1 of 1

#	Name	Short Description
1	Change customer on job	Change customer on job
2	Delete unused items	Delete unused items
3	Document transactions check	Check for posted documents without transactions
4	Due Date	Update transaction due dates
5	Invoice open	Invoice open
6	Last Payment	Update Last Payment
7	Merge customers	Merge customers
8	Recalculate Balance Sheet	Recalculate Balance Sheet totals
9	Recalculate Creditor Balance	Recalculate Creditor Balance
10	Recalculate Debtor Balance	Recalculate Debtor Balance
11	Recalculate Pricing Levels	Recalculate Pricing Levels for items
12	Recalculate Summary Income	Recalculate Summary Income Report
13	Transaction Date Edit	Transaction Date Edit
14	Unallocate/Allocate Debtors	Unallocate/Allocate all transactions for debtors
15	Update Account Balances	Updates Account/Period/Project Balances
16	Update inventory - Set item to true if it is a BOM	Set Item status to True if the item is a BOM compo
17	Update inventory valuation	Update the warehouse instance and warehouse items
18	Update Invoice/Credit Note item Group Code Posting	Update Group Codes on Posted Invoice/Credit Notes
19	Update Invoice/Credit Note item Stock Category Pos	Update Stock Category on Posted Invoice/Credit Not
20	Update Recurring Transaction Status	Update Recurring Transaction Status
21	Update Single Stock Valuation	Recalc Single Stock Valuation

Balance Check

General Ledger Module > Reports> Financial Performance

General Ledger Mo...



Configuration +

Activity +

Analysis +

Reports -

Financial Performance (Profit

Trial Balance

Financial Position

Audit Trail

Report List

Dashboard Display

Statement of Financial Position (Balance Sheet)

Search Export Print

Financial Year: FY 2025 Financial Period: March 2025

Account Level: Level 2 Expand Retained / Net Income On Print Out:

Financial Position of: Mainland Fasteners as at 2025-01-28

Assets:

Non Current Assets:

Fixed Assets:

Investments:

Other Assets:

Current Assets:

Total Equity and Liabilities:

Equity:

Members Contribution/Share Capital:

Retained Income (Last Year):

Net Income (Current Year):

Liabilities:

Long Term Liabilities:

Current Liabilities: