What to Check if not Balanced - Daily Balancing

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If the Department Summary and Analysis do not match:

1. Check the void journals to ensure items were voided with the correct date.
2. Check the sales and payment journals to see if the journal date and history items are within the same month.
3. Compare each department total on the Department Summary to the Department Analysis to see which department is off. Then, narrow it down by running the reports with different date ranges. Now that it is known which department and date is causing the problem, run the reports to detail to locate which journal is the issue.

If the Age Analysis does not balance:

1. Make sure the report has been run for all Cycle Codes.
2. Check the Division for which the Age Analysis was processed.
3. Check the date for which the Age Analysis was run.