

## Update General Ledger

Last Modified on 04/19/2022 9:34 am EDT

### **Path:** Tools > Update General Ledger

Menu option Update General Ledger does not need to be run routinely, but is a tool available to recalculate account balances if ever they are out of sync with the total actual transactions. This process will update account balances forward, backward or both from the beginning of the specified year.

If any balances were ever corrupted or are incorrect due to manual data changes, this option can be run at any time, matching up the account/object balances with the detail transactions behind them.

**Timeframe:** Specify if you want to update the account balances going forward from the specified year, backward from the specified, year or both. Usually the timeframe is forward from a specified year. Select backward only if instructed by SGA.

**Base year:** Determines the year to start when updating forward or backward.

### **Update period buckets:**

- If checked, the system will read every detailed transaction in the account history to calculate the monthly total for each account. This may take a long time to run.
- If unchecked, the detail is not accumulated, but the monthly beginning balances are adjusted based on the starting point plus/minus the existing month total. This runs very quickly.

**Caution!** *If Setup > Options > Accounts Payable > Entry tab is set to Update general ledger upon "Post", all AP, CD, or AR batches must first be posted before running the Update General Ledger. If any unposted AP or AR batches exist, the update could create an out of balance issue.*

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