



Correct Invalid Ledgers Listings

Individual Patient Ledgers:

- 1) Do your normal backup.
- 2) From the Primary Menu select the top "Tools" option then "Support Backup", let this Complete.
- 3) Go to each patient in question, go to their Ledger screen, select the top Tools Option, then "Ledger Rebuild", then click the Red "Rebuild" button.
- 4) If the patient's balance is incorrect after the rebuild, click on their balance listed in the Lower right hand corner and use the Green button to calculate the correct balance, and then the Red button to update it.

Transaction File:

- 1) From bottom left hand side of the Primary Menu select the "Statistics" button.
- 2) Select the Green "Rebuild Transaction File", read the Yellow Note.
- 3) Click the Red "Run" button, the password is SECRET
This can run a few hours, depending if you are at the main computer and how Fast your computer and/or network is.

Defrag:

- 1) Have your hardware person run a Hard Drive Defrag on your main computer and all your work stations.