

# End of Periods FAQs

Last Modified on 04/15/2026 8:52 am CDT

**Q. I have logged into a prior year data set and I am not seeing any journal entries, customer or vendor activity, but when I run a trial balance my G/L accounts all have the right balances. Most of the reports I run show G/L accounts, customers, and vendors to be out of balance.**

A. In this instance, the user was logged into a payroll dataset rather than a fiscal year dataset. Fiscal year datasets begin with *FY* while Payroll datasets begin with *PY* at the *Main Menu / Log In Screen*. Try exiting out of the prior year dataset and re-entering Agvance selecting the correct *FY* dataset. Payroll datasets contain archived payroll information and only payroll data is available to be viewed.

**Q. What might cause a *Subscribe out of range* error when closing the Fiscal Month?**

A. A possible cause to a *Subscribe out of range* error when closing the Fiscal Month is a Future Journal Entry with tabs in the *Description*.

Closing the Fiscal Month with this Future Journal Entry gives the *Subscribe out of range* error and closes Agvance. Be sure to save the Error report as it may indicate the offending Future JE.

To correct this issue, the data should be restored to an image made just before the attempt to close the month was done. Edit the Future Journal Entry and remove the tabs from the *Description*, then **Save**. The Fiscal Month can then be closed.

**Q. I forgot to end the fiscal month.**

A. There are three options in this situation:

1. Void the transactions entered belonging to the new fiscal month, end the month, and re-enter the transactions. This will allow each month to contain the correct activity but is only practical if very few transactions for the new month have been entered.
2. Run the two months together into one fiscal month. Continue working and, at the next month-end, end the month twice to catch up. There will be one fiscal month containing both months' activity and one month with no activity.
3. End the Fiscal Month. This will leave some of the new month's activity in the prior Fiscal Month and allow the rest to be entered in the correct month. This option only makes sense in a few situations.

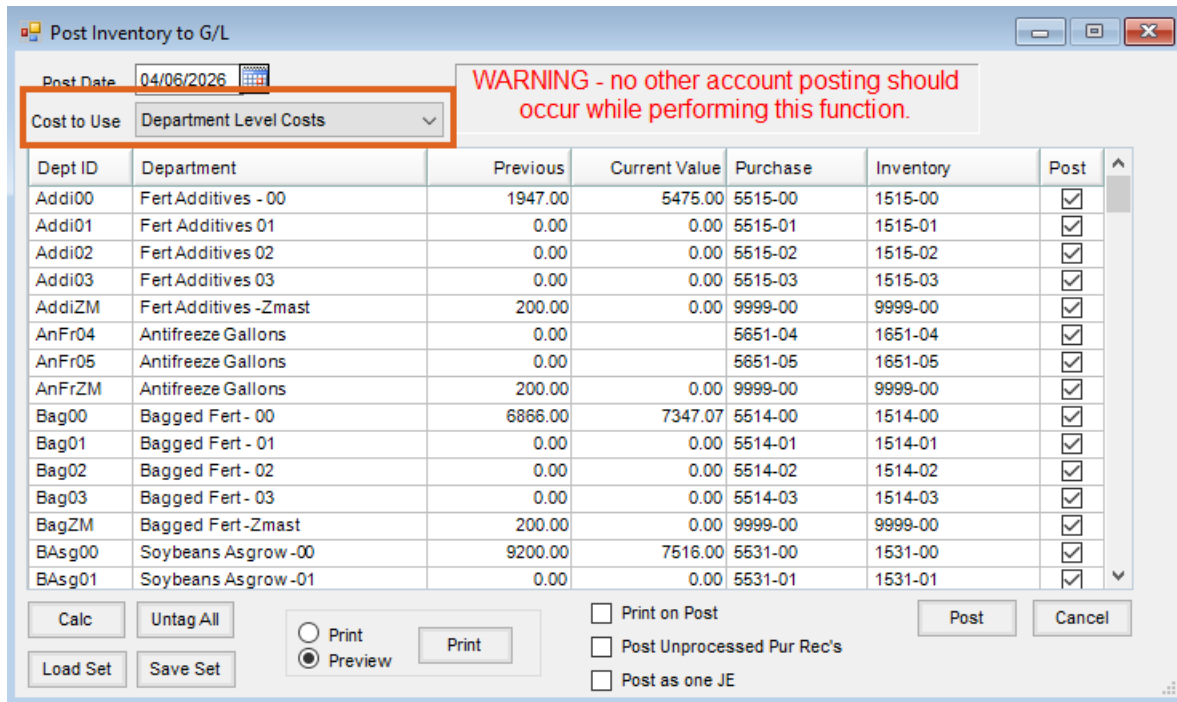
The typical solution is to run the two fiscal months together. If choosing this option, bear in mind that the months will be combined on financial statements and any other reports run by fiscal month (like Customer Statements).

**Q. My Inventory Statement and Trial Balance totals do not match.**

A. When running the Company Owned Inventory Statement and the General Ledger Trial Balance right after posting inventory to G/L, it is possible the totals on the two reports do not match.

In most cases, this discrepancy will occur when the Company Owned Inventory report is run using a different cost type (Department Level, Average, Last, or Replacement) than the cost selected on the Post Inventory to G/L function.

To make sure that these are consistent, confirm the selection of the *Cost To Use* at *Accounting / G/L / Post Inventory to GL*.



Then when running the Inventory Statements report at *Accounting / Accounting Reports/ Inventory Status*, be sure to select the same cost type.

Inventory Status Reports

**Inventory Statements**

- Inventory Detail
- Delivery Ticket Journal
- Delivered Product Analysis
- Mini Bulk Journal
- Manufactured Product Journal
- Inventory Adjustments
- Inventory Book
- Undelivered Booked Product
- Sales / Purchase Summary
- Re-Order Report
- Applied Products
- Repackaged Report
- Product Cost Audit
- Dormant Products
- Delivered Product Pricing
- Slow Moving Inventory
- Delivery Ticket Work Order
- Product Price Audit
- Product Price Audit Exception

Select Locations: All Select

Report Criteria

Sort By Product: Select Products All Select Cls

- Name
- ID

Select Style

- On Hand
- Company Owned
- Physical Inventory Worksheet
- Consolidated
- Physical Inventory Worksheet - Basic

Which Cost to Use: Dept. Setting

Department Totals Only  Print Amt on Hand

Include Zero Amount On Hand

Print Zero Amount On Hand Only  Print Negative Amount On Hand Only

Include Lot Number Detail  Print Zero Cost Items Only

Include Consignment Products  Exclude Non-Inventoried Depts.

Include Quantity Totals

File Name: File Name

- Print
- Preview
- PDF File
- Text File

Load Set Save Set

OK Cancel

**Note:** The Department Level can be viewed at *Accounting / Setup / Inventory Departments*, select **Edit** and go to the *G/L Posting* tab and the *Compute Invoice Cost* option.