

# DIOCESE OF BUFFALO INTERNAL AUDIT NEWSLETTER

PDS Ledger Test Fix – Income Source and Vendor Totals

June 2024

## Internal Audit Contact Information

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for more Newsletters and other  
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### [Internal Audit Website](#)

Please contact the DOB Audit  
team if you have any questions.

(716) 847-5572



## OVERVIEW

Program and data files can develop discrepancies as a result of improper system shutdown, operating system failure, hard drive failure, computer virus infection, network failure or other computer complications.

Running the Fix Data Discrepancies will verify that your program does not contain any discrepancies that will interfere with normal operations. The Fix Data Discrepancies test will automatically fix most errors present in the program.

There are two errors that require the system user to adjust or alter totals, and they are the Income Source and Vendor Totals.

**Warning:** This process can repair some small problems with the data. If severe discrepancies exist, you can restore data from a recent backup. If this happens, however, all information entered since the last backup is lost. **Parishes must contact Computer Services for any severe fix issues prior to attempting a restore.**

## Procedure

- On the File menu click Test/Fix > Fix Data Discrepancies.
- If the “Index out of date” error displays, or you are out of balance, select the Reindex Tables Option.
- To remove empty space in the data tables, or if you are out of balance, select the Pack Tables option.
- Click Fix Data.
- After the process is finished, a summary report displays. Review the report for anything you need to be aware of.
- For major issues, contact Computer Services or Internal Audit immediately to resolve issues before they become more problematic.
- The process for resolving the Totals Not Matching Errors is similar for both the Vendor and Income Source.

## OUT OF BALANCE WARNING

If you have an out of balance warning on your balance sheet and the Test Fix Procedure does not resolve the issue: Immediately contact the Computer Services or Internal Audit Department for further troubleshooting. Do not continue operations in PDS Ledger until the Out of Balance Warning is resolved.

## SUMMARY REPORT DETAILS

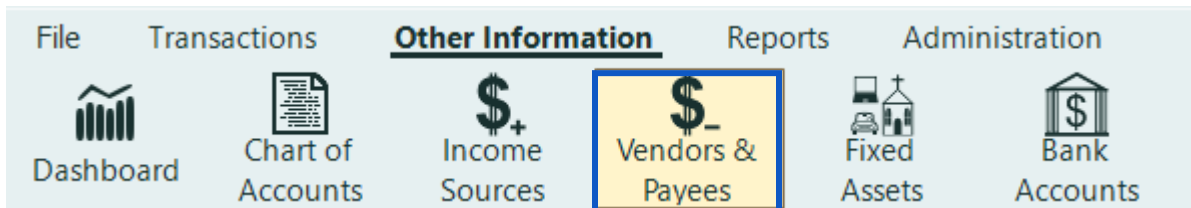
As noted above, there are two errors that will appear on the Summary Report Details that require user attention.

Vendor: Business Card Current Fiscal YTD Total does not match the total from transactions.  
Current Fiscal YTD Total: \$575.00  
Total from Transactions: \$0.00  
Please review this vendor to determine if the discrepancy needs to be corrected.

Income Source: Family Fundraiser - Summer Sweepstakes Current Calendar YTD Total does not match the total from transactions.  
Current Calendar YTD Total: \$36,275.33  
Total from Transactions: \$35,257.00  
Please review this income source to determine if the discrepancy needs to be corrected.

## Vendor Totals Not Matching

- ✓ On the Other Information Menu select Vendors & Payees



- ✓ Select Search on the Dashboard Menu, search for vendor

The screenshot shows a search form with the following fields: Vendor Name (highlighted with a blue box), Mailing Name, ID Number, Abbreviation, Contact Name, and Contact Phone. At the bottom are 'Lookup/OK' and 'Cancel' buttons.

- ✓ On the appropriate Vendors & Payees screen, select Alter Totals

The screenshot shows the 'Vendors & Payees' screen for 'Business Card'. It includes fields for Vendor Name, ID Number, Abbreviation, Account Number, Vendor Since, Terms, Web Page, and Remarks. There is also a 'Date Changed' field showing 05/10/2024 and an 'Add Documents' button. On the right, there are sections for 'Last Check Paid' (Check #: 1390, Date: 08/25/2022, Amount: \$282.98) and 'Next Invoice Due'. At the bottom, there is a 'Totals' section with 'Outstanding Invoices', 'Fiscal YTD Payments: \$575.00', and 'Calendar YTD Payments: \$2,278.68'. The 'Alter Totals' button is highlighted with a blue box.

- ✓ Review the Fiscal YTD Payments and Calendar YTD Payments, select the “Copy ‘Total From Transactions’ to ‘Current Total’”.

Alter Totals for Business Card

The Calendar YTD and Fiscal YTD can include values from transactions that are no longer in the system. In this dialog box, you can alter those totals as needed.

**Fiscal YTD Payments**

Total From Transactions: \$0.00  
 Current Total: \$575.00

**Calendar YTD Payments**

Total From Transactions: \$2,278.68  
 Current Total: \$2,278.68

**Other Federal**

Income Tax Withheld:   
 Section 409A Deferrals:   
 Section 409A Income:

**State**

Income:   
 Tax Withheld:







**Current Total Breakdown**

Rents:   
 Royalties:   
 Other Income:   
 Fishing Boat Proceeds:   
 Medical and Health Care Payments:   
 Nonemployee Comp.: \$2,278.68  
 Substitute Payments in lieu of Dividends or Interest:   
 Crop Insurance Proceeds:   
 Excess Golden Parachute:   
 Gross Proceeds Paid to an Attorney:

## Income Source Totals Do Not Match

- ✓ On the Other Information Menu select Income Sources

File    Transactions    **Other Information**    Reports    Administration

 Dashboard   
  Chart of Accounts   
  **Income Sources**   
  Vendors & Payees   
  Fixed Assets   
  Bank Accounts

- ✓ Select Search on the Dashboard Menu, search for Income Source

Source Name:

ID Number:

Abbreviation:

Contact Name:

Contact Phone:

- ✓ On the appropriate Income Source Screen, select Alter Totals

**Income Sources:**

Source Name: Family Fundraiser - Summer Sweepstakes  Inactive

ID Number:  Abbreviation: Family Fun

Account Number:

Since:

Web Page:

Remarks:

Date Changed: 05/10/2024

**Last Payment Received:**  
 Reference: 586-1  
 Date: 08/17/2022  
 Amount: \$35,257.00

**Next Payment Due:**  
 Reference:  
 Date:  
 Amount:

**Totals:**  
 Outstanding Receivables:  
 Fiscal YTD Payments: \$0.00  
 Calendar YTD Payments: \$36,275.33

Address:

2nd line:

City/State:  Zip/Postal:

Contact:

Position:

Notes:

E-Mail:   Unlisted Email

Phones:

Phone Number	Description	Unl.
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- ✓ Review the Fiscal YTD Payments and Calendar YTD Payments, select the "Copy 'Total From Transactions' to 'Current Total'" and then Save.

Alter Totals for Family Fundraiser - Summer Sweepstakes

The Calendar YTD and Fiscal YTD can include values from transactions that are no longer in the system. In this dialog box, you can alter those totals as needed.

**Fiscal YTD Payments**

Total From Transactions: \$0.00

Current Total:

**Calendar YTD Payments**

Total From Transactions: \$35,257.00

Current Total:

Repeat the steps as necessary if more than one income source/vendor totals are not totaled correctly. Rerun the Fix Data Discrepancies to ensure all errors are clear.