

## Recalculating Trial Balance

1. **Backup your data file.** Do not skip this step! For detailed instructions, see the “Backing Up your Data File” section in the “Data Security” Chapter of the user manual.
2. From the main menu, select File>Data Utilities (The password is LETMEIN).
3. Select the “Advanced” tab (The password is advanced).
4. Beneath the *Recalc Trial Balance* option, click on *Select Property* and find the necessary property. If you are recalculating all properties, select *All Properties*.

**DO TURN ON THE BOX TO CLEAR PRIOR YEAR BALANCES**

Click the **Process** button for *Recalc Trial Balance*.

5. Answer **Yes** to verify your intent.
6. Click on **Return to Tenant Pro**.
7. Check to make sure that any previous discrepancies are now correct.