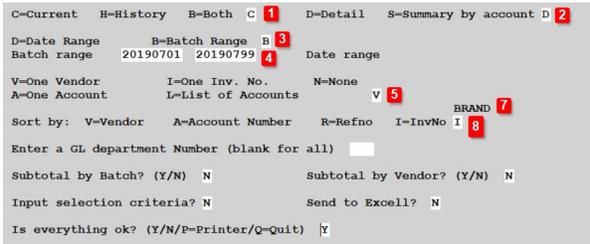# EFT Out of Balance

When you create a Vendor EFT, you realize that your EFT total does not match the funds that your fuel vendor drafted. This may be caused by :

1. The amount of the AP invoice in Petro-Data is different from amount on EFT.
2. The AP invoice in Petro-Data shows a zero balance.
3. The invoice in Petro-Data has a difference of a few pennies from the EFT. This is normally due to a rounding difference. There is no need to look for only a few pennies. Add line MISC line to your EFT and enter the pennies to make your EFT match.

Research Invoice Differences (problem 1 & 2 above).

AP, Reports, AP Distribution Report	
| 1. Select the period for Current or History.<br>2. Choose 'D' for a detail report.<br>3. Choose to search by date or batch numbers.<br>4. Enter the date or batch range.<br>5. Select 'V' to search for one vendor.<br>6. Enter the Vendor name.  Select 'Y' to accept this vendor.<br>7. The vendor you selected will display on this page.<br>8. Choose 'I' to sort by Invoice number. | ```
C=Current   H=History   B=Both  C 1      D=Detail   S=Summary by account D 2

D=Date Range      B=Batch Range  B 3
Batch range    20190701  20190799 4   Date range

V=One Vendor        I=One Inv. No.     N=None
A=One Account          L=List of Accounts        V 5
                                              BRAND 7
Sort by:  V=Vendor    A=Account Number    R=Refno   I=InvNo I 8

Enter a GL department Number (blank for all)

Subtotal by Batch? (Y/N)  N            Subtotal by Vendor? (Y/N)  N

Input selection criteria? N            Send to Excell?  N

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
``` |

Find the invoice in the Distribution report. Compare the amounts from Petro-Data to the vendor invoice.

In many cases, the discount is incorrect or missing. You can fix this in the EFT Entry screen. The procedure is described below.

If the vendor billed you a rate per gallon that is very different from your invoice, check the rack amounts in Petro-Data to the vendor web site.

If your rack price is wrong, you will need to correct the BOL. There are different procedures to correct a current month BOL vs a prior month BOL.

If you rack price is correct, contact your vendor and ask them to correct the invoice and their EFT.

```
Time: 13:19:50                    AP Distribution Report 10/11/2019                    1
                                  Batch Range: 20190701 to 20190799

G.L. Acc   Account Description          Date       Batch    Vendor  Invoice  Reference    Amount
10200-100  Cash in Bank - Jobber        07/14/2019 20190714 BRAND   3365650  CK 714    -10000.00
13100-100  Inventory - Jobber           07/01/2019 20190701 BRAND   19070101 TEST       11000.00
13110-100  Inventory - Fuel             07/01/2019 20190701 BRAND   19070101 FUEL       19000.00
13110-100  Inventory - Fuel             07/15/2019 20190715 BRAND   19071501 FUEL        9412.50
20500-100  Accounts Payable - Jobber    07/01/2019 20190714 BRAND   JIM1               -10000.00
20500-100  Accounts Payable - Jobber    07/25/2019 20190725 BRAND   JIM      J7          -200.00
20500-100  Accounts Payable - Jobber    12/17/1998 20190725 BRAND   RECURR03 RENT        -100.00
20500-100  Accounts Payable - Jobber    01/17/1999 20190725 BRAND   RECURR04 RENT        -100.00
20500-100  Accounts Payable - Jobber    02/17/1999 20190725 BRAND   RECURR05 RENT        -100.00
20500-100  Accounts Payable - Jobber    03/17/1999 20190725 BRAND   RECURR06 RENT        -100.00
20500-100  Accounts Payable - Jobber    04/17/1999 20190725 BRAND   RECURR07 RENT        -100.00
20500-100  Accounts Payable - Jobber    05/17/1999 20190725 BRAND   RECURR08 RENT        -100.00
20500-100  Accounts Payable - Jobber    06/17/1999 20190725 BRAND   RECURR09 RENT        -100.00
20500-100  Accounts Payable - Jobber    07/17/1999 20190725 BRAND   RECURR10 RENT        -100.00
20500-100  Accounts Payable - Jobber    07/15/2019 2019072E BRAND   INCENT1             5000.00
20500-100  Accounts Payable - Jobber    07/14/2019 20190714 BRAND   190429   FUEL      -23029.50
20500-100  Accounts Payable - Jobber    07/01/2019 20190701 BRAND   190701A  FUEL      -23020.00
20500-100  Accounts Payable - Jobber    07/09/2019 20190709 BRAND   190709             -10000.00
20500-100  Accounts Payable - Jobber    07/09/2019 20190709 BRAND   190709C             10000.00
20500-100  Accounts Payable - Jobber    07/14/2019 20190714 BRAND   3365650  CK 714     10000.00
20750-100  Pending Accounts Payable     07/14/2019 20190714 BRAND   190429   FUEL       22820.00
20750-100  Pending Accounts Payable     07/01/2019 20190701 BRAND   190701A  FUEL       23020.00
20750-100  Pending Accounts Payable     07/01/2019 20190701 BRAND   19070101 FUEL      -23020.00
```

Correct Discounts or Adjust EFT for very Small Amounts	
AP, EFTs, New EFT Entry	
First select any invoices and credit cards that match your vendor's EFT. To enter an amount to balance the EFT, the following: 1. Click Add Line 2. Enter type 'M' for Miscellaneous. 3. Enter a unique reference number. 4. Enter a description for the transaction. 5. Enter the amount needed to balance the EFT. 6. Select the Purchase Discount GL Account number. Click OK. Make sure the EFT is in balance with the bank transaction and the field 'ADD' is zero. PrePost and Update the EFT.	