

Accounts Receivable - Daily Balancing

Last Modified on 02/23/2026 2:28 pm EST

Department Summary

- Run the Department Summary report by going to the *Month End* menu for the month to date using Department 0 as the starting department number (in case there was a posting error).
 - If the Department number was not entered in the Division file, payments will post to Department 0.

The screenshot shows a configuration window for the Department Summary report. It features three main sections: 'Run By', 'Report', and 'Report Type'. Below these are input fields for 'Division', 'Journal Date', and 'Department Number', along with radio buttons for output format and a 'Print' button.

Run By

- Division
- Posting Div

Report

- Driver
- Department

Report Type

- Summary
- Detail

Division ABC PROPANE COMPANY

to

Journal Date to

Department Number to

Ascii

Video

Printer

Use Default Printer

Print Cancel

Department Analysis

- Run the Department Analysis report by going to the *Month End* menu using the same parameters as the Department Summary.

Department Analysis Reports

1 By Division
 2 By Posting Division
 3 By Location

Report Type

Summary
 Detail

Division ABC PROPANE COMPANY
 to
 Date to
 Department Number to

Excel
 Video
 Printer

 

Compare the Department Summary and Department Analysis to make sure they match by subtracting the *Sales Tax* column from the *Total* column. The remaining value should match the overall *Amount* column on the Department Analysis Report.

Example: \$163,212.63 - \$102,222.66 = \$61,389.97

01/30/25 16:59

Energy-Track

Page 3

Department Summary Report

		Division	1			to	9999		
		Journal Date	01/01/24	to	01/31/24	Department Number	0	to	999999
Dept	Qty Parts		Taxable Sales	Sales Tax	Non-Ta:Sales		Payments		Total
1008	LP COMMERCIAL NO TAX	0.00	25,694.50	0.00	0.00	47,551.15	0.00		47,551.15
1010	LP PLATFORM SALES--FOREST C	2.00	12,657.20	41,438.50	2,900.65	0.01	0.00		44,339.16
1011	LP PLATFORM SALES--MARION	0.00	1,379.49	4,362.29	294.49	0.00	0.00		4,656.78
1012	LP NO SALE--TRANSFER TO MAF	0.00	1,432.80	0.00	0.00	0.00	0.00		0.00
1013	LP METER TEST / CALIBRATION	0.00	6.00	0.00	0.00	0.00	0.00		0.00
1020	INSTALLATION PARTS	1,832.50	0.00	6,922.30	479.76	0.00	0.00		7,402.06
1021	APPLIANCE & SERVICE PARTS	12.00	0.00	875.95	60.21	0.00	0.00		936.16
1022	CYLINDERS & CYLINDER PARTS	3.00	0.00	68.00	4.72	0.00	0.00		72.72
1023	TANK PARTS & EQUIPMENT	30.00	0.00	2,412.32	165.47	0.00	0.00		2,577.79
Final		3,926.85	599,290.89	1,483,758.64	102,222.66	134,233.24	-1,556,601.91		163,612.63

**Energy-Track
Department Analysis**

Division 1 [REDACTED] to 1 [REDACTED]
 Date 01/01/24 to 01/31/24
 Department Number 0 to 999999

Dept#	Description	GL#	Amount	Tax	Qty Parts	Gallons
1011	LP PLATFORM SALES-MARION	0.0000	\$4,362.29	\$294.49	0.00	1,379.49
1012	LP NO SALE-TRANSFER TO M /	0.0000	\$0.00	\$0.00	0.00	1,432.80
1013	LP METER TEST / CALIBRATION	0.0000	\$0.00	\$0.00	0.00	6.00
1020	INSTALLATION PARTS	0.0000	\$6,922.30	\$479.76	1,832.50	0.00
1021	APPLIANCE & SERVICE PARTS	0.0000	\$875.95	\$60.21	12.00	0.00
1022	CYLINDERS & CYLINDER PARTS	0.0000	\$68.00	\$4.72	3.00	0.00
1023	TANK PARTS & EQUIPMENT	0.0000	\$2,412.32	\$165.47	30.00	0.00
Report Totals			\$61,389.97	\$102,222.66	3,926.85	599,290.89