Accounts Receivable - Daily Balancing

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.

Department Analysis

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

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

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	Payment:	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 (							
	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

Department Analysis

Division 1   to   1

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 A	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**