Accounts Receivable - Daily Balancing

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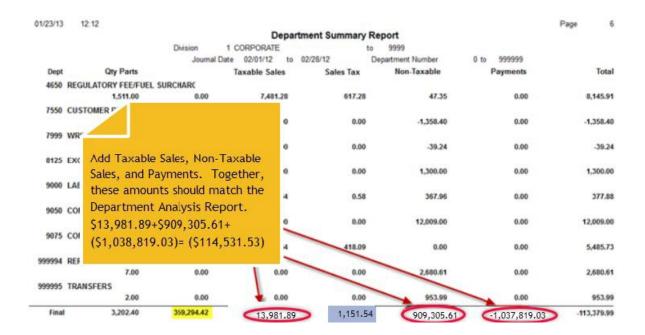
Department Summary

- 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).
 - o 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.



	'	Department Number 0 to	999999		
Dept#	Description	GL#	Amount	Tax	Gallons
4245	COM CMP PROPANE	410003.0000	\$7,473.73	\$0.00	3,586.20
4250	COMM BUILDR PROPANE	410026.0000	\$5,015.78	\$0.00	1,904.90
4255	COMM-WET LEG PROPANE	410016.0000	\$2,277.67	\$0.00	953.00
4260	FORKLIFT FILLS	410015.0000	\$298.01	\$0.00	87.80
4300	CHURCH PROPANE	410016.0000	\$9,686.06	\$0.00	3,809.90
4400	SCHOOLS PROPANE	410003.0000	\$3,729.87	\$0.00	1,542.40
4500	GOV'T OFFIC PROPANE	410016.0000	\$1,497.67	\$0.00	593.40
4550	WHOLESL PROPANE	410016.0000	\$15,020.44	\$0.00	8,991.20
4600	LPG CASH SALES	410003.0000	\$2,819.49	\$0.00	797.60
4625	BOTTLE EXCHANGE		\$270.00	\$0.00	0.00
4650	REGULATORY FEE/FUEL SURCHARGE		\$7,528.63	\$617.28	0.00
7550	CUSTOMER RELATIONS		(1,358.40)	\$0.00	0.00
7999	WRITE OFF	Matches the totals of the	(39.24)	\$0.00	0.00
8125	EXCAVATION FEES	3 columns on the	\$1,300.00	\$0.00	0.00
9000	LABOR	department summary	\$377.30	\$0.58	0.00
9050	COMPLETE RES INSTALLATION		\$12,009.00	\$0.00	0.00
9075	COMPLETE COM INSTALLATION	450016.0000	\$5,067.64	\$418.09	0.00
999994	REFUNDS	110301.0000	\$2,680.61	\$0.00	0.00
999995	TRANSFERS	110301.0000	\$953.99	\$0.00	0.00
	Report Totals			\$1,151.54	359,294.42