

# Accounts Receivable - Daily Balancing

Last Modified on 02/14/2025 4:38 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 at the top: '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 'Use Default Printer' checkbox. At the bottom are 'Print' and 'Cancel' buttons.

**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

## 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

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Department Summary Report

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
<b>Report Totals</b>			<b>\$61,389.97</b>	<b>\$102,222.66</b>	<b>3,926.85</b>	<b>599,290.89</b>