

Accounts Receivable - Daily Balancing

Last Modified on 03/02/2023 10:08 am 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.

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.

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Department Summary Report

Division 1 CORPORATE to 9999
Journal Date 02/01/12 to 02/28/12 Department Number 0 to 999999

Dept	Qty Parts	Journal Date	Taxable Sales	Sales Tax	Non-Taxable	Payments	Total	
4650	REGULATORY FEE/FUEL SURCHARC	1,511.00	0.00	7,481.28	617.28	47.35	0.00	8,145.91
7550	CUSTOMER F		0	0.00	-1,358.40	0.00	0.00	-1,358.40
7999	WR		0	0.00	-39.24	0.00	0.00	-39.24
8125	EXC		0	0.00	1,300.00	0.00	0.00	1,300.00
9000	LAE		4	0.58	367.96	0.00	0.00	377.88
9050	COI		0	0.00	12,009.00	0.00	0.00	12,009.00
9075	COI		4	418.09	0.00	0.00	0.00	5,485.73
999994	REF	7.00	0.00	0.00	0.00	2,680.61	0.00	2,680.61
999995	TRANSFERS	2.00	0.00	0.00	0.00	953.99	0.00	953.99
Final		3,202.40	359,294.42	13,981.89	1,151.54	909,305.61	-1,037,819.03	-113,379.99

Add Taxable Sales, Non-Taxable Sales, and Payments. Together, these amounts should match the Department Analysis Report.
 $\$13,981.89 + \$909,305.61 + (\$1,038,819.03) = (\$114,531.53)$

Department Analysis

Division 1 CORPORATE to 9999
 Date 02/01/12 to 02/28/12
 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	GOVT 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		(39.24)	\$0.00	0.00
8125	EXCAVATION FEES		\$1,300.00	\$0.00	0.00
9000	LABOR		\$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			(114,531.53)	\$1,151.54	359,294.42

Matches the totals of the 3 columns on the department summary

