



This document provides instructions for reconciling Miscellaneous Billing (MB) to Accounts Receivable (A/R) in the General Ledger (GL) each month. It involves running specific reports to ensure the A/R matches the outstanding amounts in MB. Key steps include:

1. **Running MB Aged Receivable Reports:** Generate the MB Aged Receivable by Customer and Revenue Date report with specific settings and export it to Excel.
2. **Reconciling Individual A/R Accounts:** Run reports #10688 and #10686 to reconcile individual A/R accounts, ensuring totals match the Monthly Trial Balance.
3. **Reconciliation of Both A/R Accounts:** Run report #10688 with specific settings to reconcile both A/R accounts together, verifying the grand total matches the GL Monthly Trial Balance.

If the reports do not balance, the document provides steps to troubleshoot and resolve discrepancies⁴.

Contents

1	Reconcile MB to Accounts Receivable in the General Ledger	2
2	Misc Billing Aged Receivable by Customer and Revenue Date	2
2.1	Reconcile Individual Accounts Receivable.....	3
2.1.1	# 10688 Report	3
2.1.2	# 10686 Customer Pre-Paid List	4
2.2	Reconcile Both A/R Accounts Together.....	5
3	GL Monthly Trial Balance Report	6
3.1	Individual Account Reconciliation	7
3.2	Reconciliation of Both Accounts Receivable Lines	7
4	What if the Reports Do Not Balance?	8



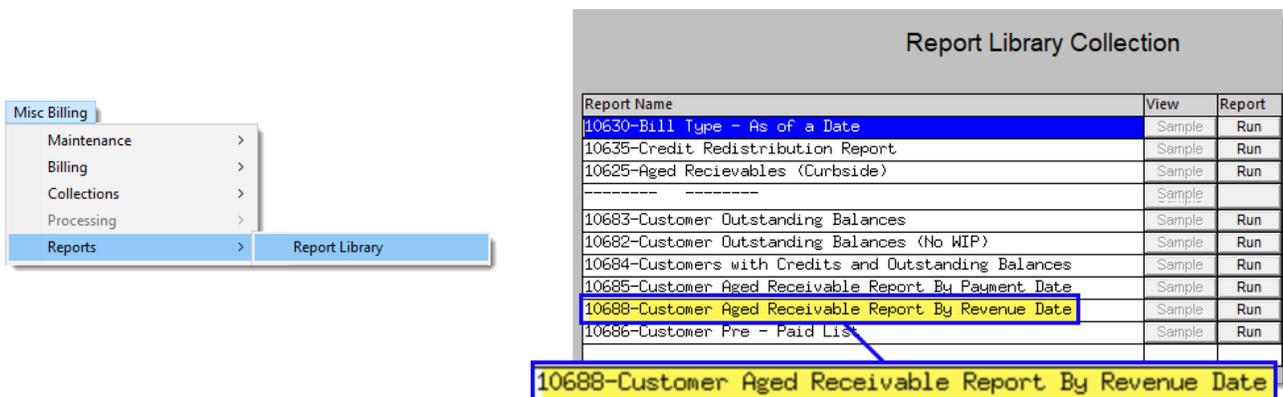
1 Reconcile MB to Accounts Receivable in the General Ledger

Use this process each month to perform the Monthly Miscellaneous Billing Reconciliation to the General Ledger. This will ensure the Accounts receivable matches what is reported as outstanding in Miscellaneous Billing. [See below for steps to take if the reports do not balance.](#)

2 Misc Billing Aged Receivable by Customer and Revenue Date

Begin by running this report, which will provide the numbers from Miscellaneous Billing.

Misc Billing ▶ Reports ▶ Report Library ▶ MB Aged Receivable by Customer and Revenue Date



This prompt will appear. This explains what the fields on the prompt mean:

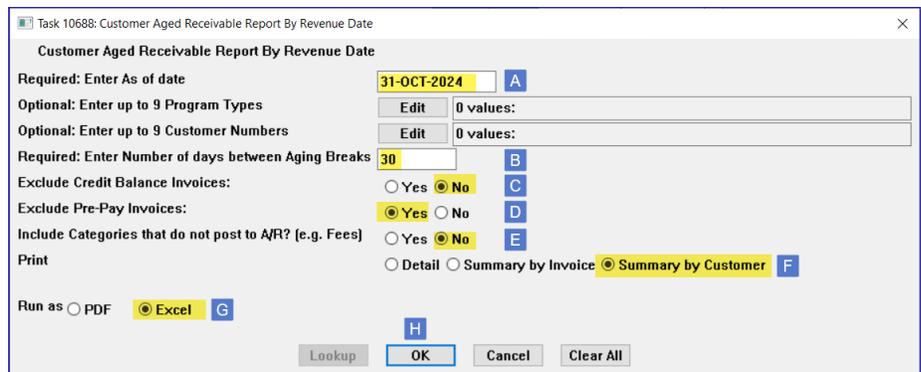
A Enter the Ending date of the month to reconcile

B 30 is used frequently

C Set the “**Exclude Credit Balance Invoices**” to **No**; (they must be included to balance to the General Ledger)

D Set “**Exclude Pre-Payment Invoices**” to **Yes**; (this will exclude all prepaid invoices)

E Always set “**Include Categories that do not post to A/R (e.g., Fees)**” to **No** (to exclude all **RESALE** and **LEASE** fees)



F Print the Report either as **Summary by Invoice** or **Summary by Customer** (the Detail report will be very long and can be run if more information is needed after running the Summary report)

G Run to **Excel**[®]

H Click **OK** to run the report



2.1 Reconcile Individual Accounts Receivable

The example shown is for reconciling just the Residence Account Receivable (01-000-1000-1100-000). Run both reports as shown below.

2.1.1 # 10688 Report

- Enter **Month End Date** (this example used **31-Jan-2024**)
- Set **Exclude Credit Balance** to **No**
- Set **Exclude Pre-Pay Invoices** to **Yes**
- Set **Include Categories that do not post to A/R** to **No**
- Select **Summary by Invoice** or by **Customer**, by Customer is shown
- Run Report to **Excel**[®]

The report will look like this:

The Grand total of this Report should match the Total of the A/R Residence account on the [Monthly Trial Balance](#).

Look at the line balance on the [Monthly Trial Balance](#), marked with an **A**.

Customer	Name	Under 31 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total
984A	GEORGE & LORRAINE GOODWIN	5.00	0.00	0.00	0.00	5.00
984B	CATHERINE & MARYANN MCCLOSKEY	844.00	0.00	0.00	0.00	844.00
986B	TUSA C/O ANTOINETTE RACANELLI	450.00	0.00	78.00	57.49	585.49
98A	JOHN & MARIE BARANSKI	758.00	0.00	0.00	0.00	758.00
993A	JAY MARKS	0.00	0.00	0.00	522.46	522.46
996B	WILLIAM F. & PATRICIA CONVERY	35.00	0.00	0.00	0.00	35.00
997A	ALBERT & AUDREY KRAPP	0.00	0.00	50.00	0.00	50.00
99A	JILL MICHEL	57.49	0.00	0.00	0.00	57.49
Grand Total		60,322.95	1,903.19	21,036.88	67,292.68	150,555.70

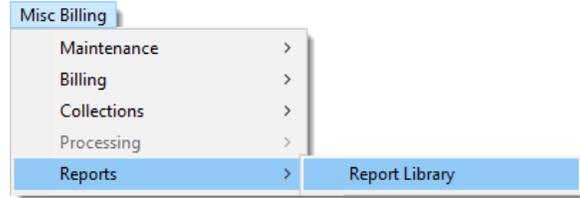
Figure 1 Customer Aged Receivables Report w/ Credit Balances & Excludes Prepaid matches the [Monthly TB A/R](#)



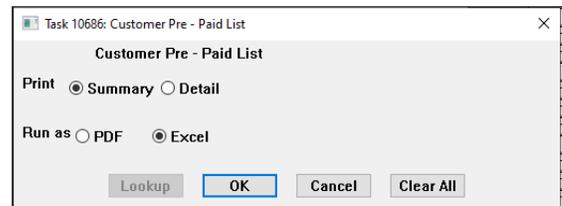
2.1.2 # 10686 Customer Pre-Paid List

This report should match the Accounts Receivable Pre Payment account line on the [Monthly Trial Balance](#) report. To run the report from the menu, select:

Misc Billing ▶ **Reports** ▶ **Report Library**



Report Name	View	Report
10630-Bill Type - As of a Date	Sample	Run
10635-Credit Redistribution Report	Sample	Run
10625-Aged Receivables (Curbside)	Sample	Run
-----	Sample	
10683-Customer Outstanding Balances	Sample	Run
10682-Customer Outstanding Balances (No WIP)	Sample	Run
10684-Customers with Credits and Outstanding Balances	Sample	Run
10685-Customer Aged Receivable Report By Payment Date	Sample	Run
10688-Customer Aged Receivable Report By Revenue Date	Sample	Run
10686-Customer Pre - Paid List	Sample	Run



Run the report in Summary to Excel®.

Notice that the Grand Total of this Report should match the Total of the Accounts Receivable Pre Payment account (01-000-2000-2303-000) shown in the [Monthly Trial Balance Report](#).

Cust#	Invoice#	Description	Trx-Date	Check#	Check-Description	Charges	Adjust/Refund	Payments	Balance
139 943A	015946-00	Pay Cust# 943A Bill# 015946-00 Check 2345-JAN FEB	03-Jan-2024	2345	JAN FEB	0.00	0.00	723.00	-723.00
140 945A	015952-00	Pay Cust# 945A Bill# 015952-00 Check 000886867-NS FEB	10-Jan-2024	000886867	NS FEB	0.00	0.00	683.00	-683.00
141 955A	015976-00	Pay Cust# 955A Bill# 015976-00 Check 5762-FEB	10-Jan-2024	5762	FEB	0.00	0.00	723.00	-723.00
142 973A	016018-00	Pay Cust# 973A Bill# 016018-00 Check 3872-feb	30-Jan-2024	3872	feb	0.00	0.00	586.00	-586.00
143 975B	016023-00	Pay Cust# 975B Bill# 016023-00 Check 9146-NS - JAN +LF + 5.00	23-Jan-2024	9146	NS - JAN +LF + 5.00	0.00	0.00	5.00	-5.00
144 986A	016046-00	Pay Cust# 986A Bill# 016046-00 Check 2363-feb	29-Jan-2024	2363	feb	0.00	0.00	692.00	-692.00
145 988B	016053-00	Pay Cust# 988B Bill# 016053-00 Check 2142-feb	29-Jan-2024	2142	feb	0.00	0.00	723.00	-723.00
146 993B	016069-00	APPLY CK # 1365 - JAN	04-Jan-2024			0.00	0.00	613.00	-613.00
147 998A	016080-00	Pay Cust# 998A Bill# 016080-00 Check 0014262408-feb	30-Jan-2024	0014262408	feb	0.00	0.00	809.00	-809.00
Pre-Pay Total						0.00	0.00	127,619.36	-127,619.36

Figure 2 Customer Prepaid list balance should match the Accounts Receivable line on the [Monthly Trial Balance](#)



2.2 Reconcile Both A/R Accounts Together

To do the reconciliation for **both** Accounts Receivable lines, run the report this way:

- Run Report #10688 – Aged Receivable by Revenue Date
- Enter Month End Date
- Set Exclude Credit Balance to No
- Set Exclude Pre-Pay Invoices to No
- Set Include Categories that do not post to A/R (e.g., Fees) to No
- Select the Summary report
- Run Report to Excel®

The Grand Total of this Report should match the Grand Total of the [General Ledger Monthly Trial Balance](#) Report.

	A	B	C	D	E	F	G
1	Customer	Name	Under 31 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total
443	984B	CATHERINE & MARYANN MCCLOSKEY	844.00	0.00	0.00	0.00	844.00
444	986A	ALGIRD & SHIRLEY BRAZAUSKAS	-692.00	0.00	0.00	0.00	-692.00
445	986B	TUSA C/O ANTOINETTE RACANELLI	450.00	0.00	78.00	57.49	585.49
446	988B	MILNER FAMILY REV. TRUST	-723.00	0.00	0.00	0.00	-723.00
447	98A	JOHN & MARIE BARANSKI	758.00	0.00	0.00	0.00	758.00
448	993A	JAY MARKS	0.00	0.00	0.00	522.46	522.46
449	993B	JAMES RAPP	-613.00	0.00	0.00	0.00	-613.00
450	996B	WILLIAM F. & PATRICIA CONVERY	35.00	0.00	0.00	0.00	35.00
451	997A	ALBERT & AUDREY KRAPP	0.00	0.00	50.00	0.00	50.00
452	998A	WILLIAM J & JOYCE M SKOWRONSKI	-809.00	0.00	0.00	0.00	-809.00
453	99A	JILL MICHEL	57.49	0.00	0.00	0.00	57.49
454		Grand Total	-68,468.41	1,903.19	21,036.88	68,464.68	22,936.34
455							
456							
457		Selection Legend:					
458							
459		As of Date: 01312024					
460		# Days between breaks: 30					
461		Exclude Credit Balance Invoices: N					
462		Exclude Pre-Paid Program: N					
463		Print Report as: Summary by Customer					

Figure 3 Aged Receivable report Including Credit Balance and Pre-Paid – Grand Total = [Monthly T/B](#) Prepaid account

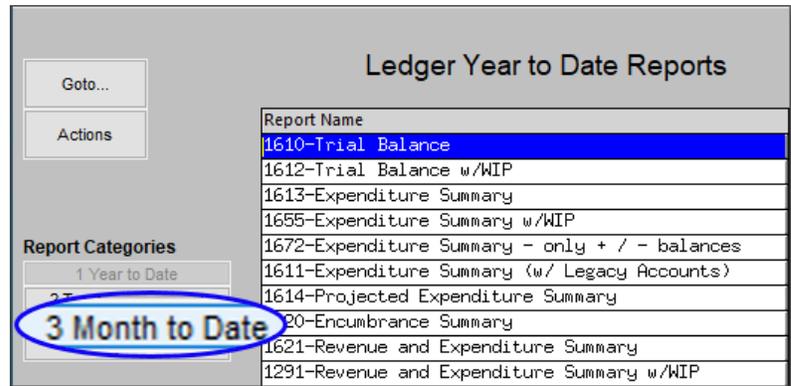
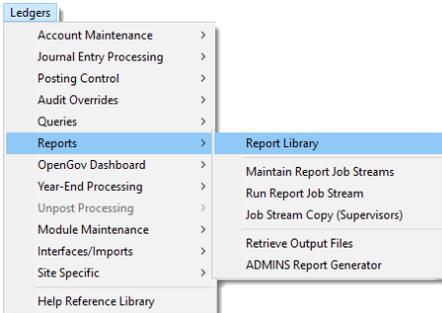


3 GL Monthly Trial Balance Report

Run the GL Monthly Trial Balance Report to verify balances for the Account Receivable Accounts. There are two accounts for Misc Billing:

01-000-1000-1100-000
01-000-2000-2303-000

Accounts Receivable – Residents
Accounts Receivable – Pre Payments



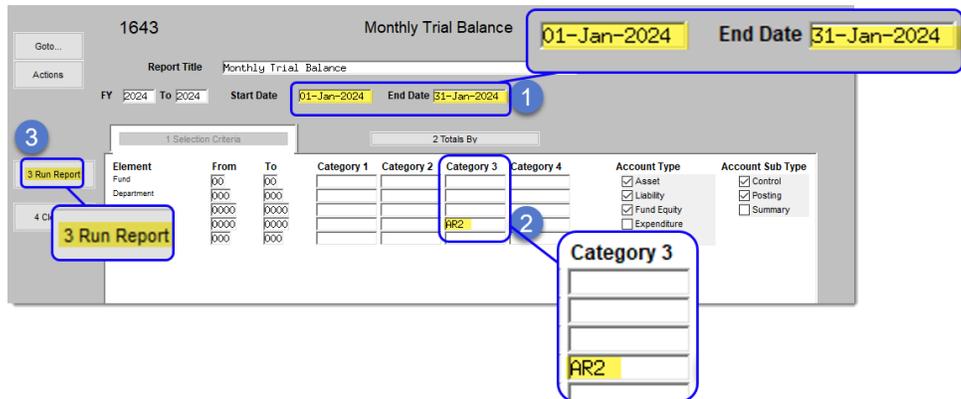
Click the **3 Month to Date** button on left side of screen

Click **Run** next to Report 1643- Monthly Trial Balance.



1. Make sure the start and ending **dates** of the month are set – this example is for January of 2024.

2. Set the **Category 3 Object code to AR2** (this selects only the 2 Account Receivable accounts needed for reconciliation).

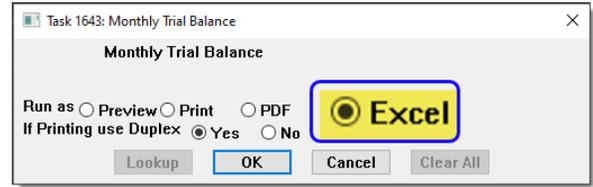


3. Click **3 Run Report**.

Figure 4 Settings for running the Monthly Trial Balance Report for Accounts Receivable lines



Select Excel Output on the prompt and click on



The report will have two lines of information. The totals will correlate to the reports from Miscellaneous Billing.

- A. Should match report 10688 when pre-pay has been excluded.
- B. Should match report 10686 report.
- C. Should match report 10688 when pre-pay has NOT been excluded.

Account and Description	Best Balance	Pri. Balance	Curr. Debits	Curr. Credits	End Balance	Fund
01-000-1000-1100-000 ACCOUNTS RECEIVABLE - RESIDENTS	114,515.15	123,157.83	1,817,954.60	1,789,866.73	150,555.70	01
01-000-2000-2303-000 ACCOUNTS RECEIVABLE - PREPAID PAYMENTS ON ACCO	-22,770.52	-75,243.48	39,927.00	92,302.88	-127,619.36	01
*** Grand Total ***	91,744.63	47,914.35	1,856,991.60	1,881,969.61	22,936.34	2
Total Number of Accounts:						2

Figure 5 Monthly Trial Balance showing the Accounts Receivable lines for Residents and the Prepaid Payments

3.1 Individual Account Reconciliation

- A Total of A/R Residents account line should match MB Report 10688 Aged Report by Revenue Date with [Pre-Payments Excluded set to Yes](#) (\$150,555.70).
- B Total of A/R Pre Payments should match MB Report 10686 Pre-Paid List shown in [Figure 2](#) (\$127,619.36).

3.2 Reconciliation of Both Accounts Receivable Lines

- C Total of both A/R accounts should match MB Report 10688 Aged Report by Revenue Date with Pre-Payments NOT excluded shown in [Figure 3](#) (\$22,936.34).

The Grand Total of the Total column number should match the [General Ledger Monthly Trial Balance](#) Grand Total. Make sure the **as of date** on the Report is the last day of the month being checked and that **Exclude Credit Balances** is set to No.



4 What if the Reports Do Not Balance?

If there is a difference, ask Regina (*in the Finance office*) to check the following:

1. Are there any in-progress MB batches that have not yet been posted to the General Ledger?
(*All MB batches should be posted before running the reconciliation.*)
2. Have any journals been entered into the A/R accounts in that month that could cause a difference?
3. Have any other transaction types been posted to the A/R accounts that are not for Miscellaneous Billing? (*e.g., Accounts Payable*).
4. When running report **#10688 Customer Aged Receivable – By Revenue Date** be sure to set the ***Include Categories that do not post to A/R (e.g., Fees)*** radio button to **Ⓒ No**.

If there is still a difference after those items have been checked please contact support@admins.com.



If Pre-Pay Invoices are ***excluded*** the

10688 Customer Aged Receivable – By Revenue Date Report **Grand Total**
should match the:

A/R Residence Account (01-000-1000-1100-000) from the **Monthly Trial Balance** report.