

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.

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Report Library Collection

## 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. <u>See below for steps to take if the reports do not balance.</u>

# 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

Mise Billing			Report Name	View	Report
Mise bining			10630-Bill Type - As of a Date	Sample	Run
Maintenance	· · · ·		10635-Credit Redistribution Report	Sample	Run
Billing	>		10625-Aged Recievables (Curbside)	Sample	Run
Collections	>			Sample	
Processing			10683-Customer Outstanding Balances	Sample	Run
Reports	>	Report Library	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

# 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 O Yes; (this will exclude all prepaid invoices)
- Always set "Include Categories that do not post to A/R (e.g., Fees)" to
   No (to exclude all RESALE and LEASE fees)

ite	
31-0CT-20	24 A
Edit	0 values:
Edit	0 values:
(s <mark>30</mark>	В
🔾 Yes 🧕	No C
● Yes 〇	No D
🔾 Yes 🧕	No E
⊖ Detail	O Summary by Invoice <sup>©</sup> Summary by Customer F
Н	Cancel Clear All
	te 31-OCT-20 Edit Edit 30 Yes Yes Detail H OK

10688-Customer Aged Receivable Report By Revenue Dat

F Print the Report either as O Summary by Invoice or OSummary 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 O 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 O No
- Set Exclude Pre-Pay Invoices to O
   Yes
- Set Include Categories that do not post to A/R to 
   No
- Select O Summary by Invoice or by Customer, by Customer is shown
- Run Report to O Excel<sup>®</sup>

Task 10688: Customer Aged Receivable Report By Revenue Date		×			
Customer Aged Receivable Report By Revenue Date					
Required: Enter As of date	31-OCT-20	24			
Optional: Enter up to 9 Program Types	Edit	0 values:			
Optional: Enter up to 9 Customer Numbers	Edit	0 values:			
Required: Enter Number of days between Aging Breaks	30				
Exclude Credit Balance Invoices:	🔾 Yes 🧕	No			
Exclude Pre-Pay Invoices:	<mark>● Yes</mark> ○	No			
Include Categories that do not post to A/R? (e.g. Fees)	🔾 Yes 🦲	No			
Print	🔿 Detail 🤇	O Summary by Invoice  Summary by Customer			
Run as O PDF					
Lookup	OK	Cancel Clear All			

Hie Home Insert Page Layout Formulas	ile Home Insert Page Layout Formulas Data Review View Automate Help								
$ 350  \vee   :   \times \vee f_x  $	50 $\sqrt{1} \times \sqrt{f_{\rm f}}$								
A	B	С	D	E	F	G			
Customer	Name	Under 31 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total			
4 984A	GEORGE & LORRAINE GOODWIN	5.00	0.00	0.00	0.00	5.00			
35 984B	CATHERINE & MARYANN MCCLOSKEY	844.00	0.00	0.00	0.00	844.00			
36 986B	TUSA C/O ANTOINETTE RACANELLI	450.00	0.00	78.00	57.49	585.49			
37 98A	JOHN & MARIE BARANSKI	758.00	0.00	0.00	0.00	758.00			
38 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			
0 997A	ALBERT & AUDREY KRAPF	0.00	0.00	50.00	0.00	50.00			
11 99A	JILL MICHEL	57.49	0.00	0.00	0.00	57.49			
2	Grand Total	60,322.95	1,903.19	21,036.88	67,292.68	150,555.70			
3					~ /	$\sim$			
4						_			
5 Selection Legend:				150 55	5 70				
6				100,000	0.10				
7 As of Date: 01312024									
8 # Days between breaks: 30									
8 # Days between breaks: 30 9 Exclude Credit Balance Invoices: N									
8 # Days between breaks: 30 9 Exclude Credit Balance Invoices: N 0 Exclude Pre-Paid Program: Y									
# Days between breaks: 30     Exclude Credit Balance Invoices: N     Exclude Pre-Paid Program: Y     Print Report as:	Summary by Customer								
8 # Days between breaks: 30 9 Exclude Credit Balance Invoices: N 1 Print Report as: 2	Summary by Customer								

The report will look like this:

The Grand total of this Report should match the Total of the A/R Residence account on the <u>Monthly Trial</u> <u>Balance</u>.

Look at the line balance on the <u>Monthly Trial Balance</u>, marked with an A.

Figure 1 Customer Aged Receivables Report w/ Credit Balances & Excludes Prepaid matches the <u>Monthly TB</u> <u>A/R</u>

### 2.1.2 # 10686 Customer Pre-Paid List

This report should match the Accounts Receivable Pre Payment account line on the <u>Monthly Trial Balance</u> report. To run the report from the menu, select:

Misc Billing Reports Report Library

Misc Billing			
Maintenance	>		
Billing	>		
Collections	>		
Processing	>		
Reports	>	Report Library	

Report Library Collec	tion	
Report Name	View	Report
10630-Bill Type - As of a Date	Sample	Run
10635-Credit Redistribution Report	Sample	Run
10625-Aged Recievables (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
<mark>10686-Customer Pre - Paid List</mark>	Sample	Run
10686-Customer Pre - Paid	List	

Task 10686: Customer Pre - Paid List	×
Customer Pre - Paid List	
Print	
Run as _ PDF	
Lookup OK Cancel Clear All	

#### Run the report in **O** Summary to **O**Excel<sup>®</sup>.

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 <u>Monthly Trial Balance Report</u>.

🚺 Ai	utoSave (		<b>B</b> 5.	Custom	er_Pre	Pay_10686_N	𝒫 Search					AUG	Support AS	<i>ä</i> –		×
File	File Home Insert Page Layout Formulas Data Review View Automate Help 🖓 Share 🗸															
M151	~	: ×	√ <i>f</i> x													~
A		в			С		D	E	F		G	н	1	J	к	
1 Cus	t# Invo	bice#	Description				Trx-Date	Check#	Check-Descript	ion	Charges	Adjust/Refund	Payments 1 4 1	Balance		
139 943/	A 0159	946-00	Pay Cust# 94	3A Bill# 0159	46-00 Che	ck 2345-JAN FEB	03-Jan-2024	2345	JAN FEB		0.00	0.00	723.00	-723.00		
140 945/	A 0159	952-00	Pay Cust# 94	5A Bill# 0159	52-00 Che	ck 000886867-NS FEB	10-Jan-2024	000886867	NS FEB		0.00	0.00	683.00	-683.00		
141 955/	A 0159	976-00	Pay Cust# 95	5A Bill# 0159	76-00 Che	ck 5762-FEB	10-Jan-2024	5762	FEB		0.00	0.00	723.00	-723.00		
142 973/	A 0160	018-00	Pay Cust# 97	3A Bill# 0160	18-00 Che	ck 3872-feb	30-Jan-2024	3872	feb		0.00	0.00	586.00	-586.00		
143 975	3 0160	023-001	Pay Cust# 97	5B Bill# 0160	23-00 Che	ck 9146-NS - JAN +LF + 5.0	0 23-Jan-2024	9146	NS - JAN +LF + 5	.00	0.00	0.00	5.00	-5.00		
144 986/	A 0160	046-00	Pay Cust# 98	6A Bill# 0160	46-00 Che	ck 2363-feb	29-Jan-2024	2363	feb		0.00	0.00	692.00	-692.00		
145 9888	3 0160	053-00	Pay Cust# 98	8B Bill# 0160	53-00 Che	ck 2142-feb	29-Jan-2024	2142	feb		0.00	0.00	723.00	-723.00		
146 9938	3 0160	069-00	APPLY CK #	1365 - JAN			04-Jan-2024				0.00	0.00	613.00	-613.00		
147 998/	A 0160	080-080	Pay Cust# 99	8A Bill# 0160	80-00 Che	ck 0014262408-feb	30-Jan-2024	0014262408	feb		0.00	0.00	809.00	-809.00		
148									Pre-Pay Total		0.00	0.00	127,619.36	-127,619.36	>	
149														<u> </u>		
150												107	610 2	C D		
151												-12/	,619.0			
152																
<	>	Mbc	usprepay	+					1 4		_	_	_	_	_	•
Ready	R? Acces	ssibility: L	Jnavailable									E			+	120%

Figure 2 Customer Prepaid list balance should match the Accounts Receivable line on the <u>Monthly Trial</u> <u>Balance</u>

## 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 <sup>③</sup> No
- Set Include Categories that do not post to A/R (e.g., Fees) to ⊙ No
- Select the **O** Summary report
- Run Report to O Excel<sup>®</sup>

I Task 10688: Customer Aged Receivable Report By Revenue Date		×
Customer Aged Receivable Report By Revenue Date		
Required: Enter As of date	31-0CT-202	24
Optional: Enter up to 9 Program Types	Edit	0 values:
Optional: Enter up to 9 Customer Numbers	Edit	0 values:
Required: Enter Number of days between Aging Breaks	<mark>30</mark>	
Exclude Credit Balance Invoices:	🔾 Yes 🖲	No
Exclude Pre-Pay Invoices:	🔾 Yes 🖲	No
Include Categories that do not post to A/R? (e.g. Fees)	🔾 Yes 🖲	No
Print	O Detail	Summary by Invoice <sup>®</sup> Summary by Customer
Run as O PDF		
Lookup	OK	Cancel Clear All

The Grand Total of this Report should match the Grand Total of the General Ledger Monthly Trial Balance Report.

	A	В	С	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 KRAPF	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		As of Date:	01312024			22.020			
457	Selection Legend	i: As of Date.	01012024			22,936.	94) C L		
458									
459	As of Date: 01312024								
460	# Davs between	breaks: 30 Exclu	de Credit B	talance Inv	oices: N				
461	Exclude Credit B	alance Invoices: N		alunce inv	01003.14				
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 = <u>Monthly T/B</u> 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



Goto	L	edger Year to Date Reports				
Antines	Report Name					
Actions	<mark>1610-Trial</mark>	Balance				
	1612-Trial J	Balance w/WIP				
	1613-Expend:	1613-Expenditure Summary				
	1655-Expend:	1655-Expenditure Summary w/WIP				
Report Categorie	es 1672-Expend:	1672-Expenditure Summary - only + / - balances				
1 Year to Da	ite 1611-Expend:	1611-Expenditure Summary (w/ Legacy Accounts)				
27	1614-Project	1614-Projected Expenditure Summary				
3 Month	to Date 20-Encumb	rance Summary				
- montai	1621-Revenue	e and Expenditure Summary				
	1291-Revenue	e and Expenditure Summary w/WIP				
Click the	3 Month to Date	button on left side of screen				

Click Run next to Report 1643- Monthly Trial Balance.

Ledger Month to Date Reports						
	Report Name	View	Report			
Actions	1641-Monthly Expenditure Summary	Sample	Run			
	1669-Monthly Expenditure Summary (No Roll Appropriations)	Sample	Run			
Report Categories	1643-Monthly Trial Balance	Sar Sa R	lun			
1 Year to Date	1644-Monthly Change in Cash Flow	Sample	Run			
2 Transaction History	1646-Monthly Cash Activity Report	Sample	Run			
3 Month to Date	1647-Monthly Revenue & Expenditure Statement	Sample	Run			
4 Other						

- Make sure the start and ending dates of the month are set – this example is for January of 2024.
- Set the Category 3
   Object code to AR2
   (this selects only the
   2 Account Receivable
   accounts needed for
   reconciliation).

3 Run Report

1643 <sub>Goto</sub>		Мог	nthly Trial Balanc	e 01-	Jan-2024	End Date 31-	Jan-202
Actions Report Title	Monthly Tria	01-Jan-2024	End Date 31-Jan-2024				
3 1 Selecti	ion Criteria		2 Totals By				
3 Run Report	From         To           00         00           000         000           0000         0000           0000         0000           0000         0000           0000         0000           0000         0000           0000         0000	Category 1 C	Ategory 2 RR2	Category 4	Account Type Asset Labelty Fund Eauty Expenditure	Account Sub Type Control Posing Summary	

3. Click

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

~	ADMINS Unified Community	MB 610 HV	MA Monthly Miscellaneo	us Billing Reconcili	ation
L	HVMA – Miscellaneous Billing			21 November	2024
			Task 1643: Monthly Trial Balance		×
Se	elect <b>OExcel</b> Output on the prompt and click o	0К	Monthly Trial Balance		
•			Run as O Preview O Print O PDF If Printing use Duplex	• Excel	
			Lookup OK	Cancel Clear All	

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

Lookup OK

Α.	Should match report								
	10688 when pre-pay	🛐 AutoSave Corr 🔛 🏷 v 🖓 v 😴 Gi Monthly Tit Bal 1643 MIIDDE	× Q Search			AUC Support	15 -	пх	
	has been excluded.	File Home Insert Page Layout Formulas Data Review View	noe support	Comments	년 Share ~				
		$  H8 \qquad \checkmark   :   \times \checkmark fx  $						~	
_		A	В	С	D	E	F	G 🔺	
В.	Should match report	1 Fiscal Year: 2024 for Dates from 01-Jan-2024 to 31-Jan-2024						1	
	10696 report	3 Account and Description	Beg Balance	Pri Balance	Curr Debits	Curr Credits	End Balance	Fund	
	10000 report.	4 01-000-1000-1100-000 ACCOUNTS RECEIVABLE - RESIDENTS 5 01-000-2000-2202-000 ACCOUNTS RECEIVABLE - REPEAR PAYMENTS ON ACCOUNTS RECEIVABLE - REPEAR PAYMENTS	114,515.15	123,157.83	1,817,064.60	1,789,666.73	150,555	.70101	
		6 ***_Grand_Total_***	91,744.63	47,914.35	1,856,991.60	1,881,969.61	22,936.	34	
		7 Total_Number_of_Accounts:					7	2	
C.	Should match report	Account and Description				End Balan	ice		
	10688 when pre-pay 01-000-1000-1100-000 ACCOUNTS RECEIVABLE - RESIDENTS A 150,50								
	10000 when pre-pay	01-000-2000-2303-000 ACCOUNTS RECEIVABLE -	I-000-2000-2303-000 ACCOUNTS RECEIVABLE - PREPAID PAYMENTS ON ACCOU B -127.619.36						
	has NOT been	***_Grand_Total_***				C 22,	936.34		
	excluded.								

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 **O Yes** (\$150,555.70).
- Iteration 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 **O** 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.