

# A/R Reconciliation

PWR155.RPT

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## Overview

### *Purpose of the Report*

The A/R Reconciliation is used to verify the opening balance plus the A/R activity within the current period (if PTD) or year (if YTD) equals the closing balance thus eliminating the need to manually reconcile. This report can also be used to get an overview of the activity performed PTD or YTD. Note: Because this report is used to determine the activity that occurred in the period or year, it is a point in time, period based report.

### *When to Produce the Report*

At a minimum you should produce the PTD report before the period end and the YTD report before the year end. Additionally you may want to run the PTD report right after a period end and the YTD report right after a year end to verify the opening balances were calculated correctly during the period close.

### *Permissions Required to Access the Report*

An employee must have 'Administration' checked in the Employee's Permissions to be able to produce this report.

### *Comparing Reports*

Because the A/R Reconciliation is a period based report, it may not match date based reports such as A/R Ledger, Complete Ledger, or Billing Realization. Because the A/R Reconciliation reflects what happened during the period or year (point in time), it may not match other period based reports that reflect the current state of the data such as Period Comparison or General Ledger.

## Sort Options Available

You can determine the order and which subtotals appear on the report by choosing one or more of the following fields:

- Client-Engagement
- Client ID
- Client Engagement
- Billing Engagement
- Client Name
- Partner
- Manager
- Biller
- Billing Reviewer
- Accountant
- Group
- Office
- NAICS Code
- Entity
- Client Type1
- Client Type2
- Client Type1 1
- Client Type1 2
- Client Type1 3
- Client Type1 4
- Client Type1 5
- Client Type2 1
- Client Type2 2
- Client Type2 3
- Client Type2 4
- Client Type2 5

### **Select Options Available**

You can determine which clients will appear on the report by entering a range or a list in one or more of the following fields:

- Client ID
- Client Engagement
- Billing Engagement
- Partner
- Manager
- Biller
- Billing Reviewer
- Accountant
- Group
- Office
- NAICS Code
- Entity
- Client Type1
- Client Type2

## **Format Options**

### ***Presentation Options***

You can choose which report to print:

- PTD A/R Reconciliation - includes opening balance, A/R activity, and closing balance for the current period.
- YTD A/R Reconciliation - includes opening balance, A/R activity, and closing balance for the current year.
- PTD and YTD A/R Reconciliation - includes opening balance, A/R activity, and closing balance for the current period and the current year.

# Report Layout

Employee: (1)

Page: 1

**Billam and Smyle**  
**PTD and YTD A/R Reconciliation**  
 For the Period Ending August 31, 1997

	Opening A/R	Invoices	Payments	Tax	Finance Chg.	Adjustments	Closing A/R
(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9) (10) (11)
	(12)	(13)	(14)	(15)	(16)	(17)	(18) (19) (20)

- (1) Calculated field: Employee ID of Employee producing the report
- (2) Calculated field: The sort field selected at report runtime
- (3) Calculated field: The sum of the OpeningCurrentARBalance from the Client record.
- (4) Calculated field: The sum of the FinalBillAmt field in AR records with Type 'I', Status 'P', and PeriodNum equal to the current period.
- (5) Calculated field: The sum of the Amount field in CASH records with Type 'P', Status 'P', and PeriodNum equal to the current period.
- (6) Calculated field: The sum of the Tax1, Tax2, and Tax3 fields in AR records with Type 'I', Status 'P', and PeriodNum equal to the current period. Plus the sum of the Amount field of CASH transactions with Type 'A', Status 'P', SubType not equal to 'S' and PeriodNum equal to the current period.
- (7) Calculated field: The sum of the FinalBillAmt field in AR records with Type 'F', Status 'P', and PeriodNum equal to the current period.
- (8) Calculated field: The sum of the Amount field of CASH transactions with Type 'A', Status 'P', SubType 'S' and PeriodNum equal to the current period plus the ARCurrentCorrection from the Client record if the CorrectionPeriodDate is in the current period.
- (9) Calculated field: Prints a '#' if the ARCurrentCorrection is included in the Adjustments column.
- (10) Calculated field: The sum of the current period Opening A/R, Invoices, Payments, Tax, Finance Chg., Adjustments columns.
- (11) Calculated field: Prints an '\*' if the Closing A/R is not equal to the sum of the ARBalance from the Client record less any future dated A/R activity.
- (12) Calculated field: The sum of the OpeningYTDARBalance from the Client record.
- (13) Calculated field: The sum of the FinalBillAmt field in AR records with Type 'I', Status 'P', and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (14) Calculated field: The sum of the Amount field in CASH records with Type 'P', Status 'P', and PeriodNum is greater than last year's period end number and less than or equal to the current period number. Plus the sum of the Amount field of CASH transactions with Type 'A', Status 'P', SubType not equal to 'S' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (15) Calculated field: The sum of the Tax1, Tax2, and Tax3 fields in AR records with Type 'I', Status 'P', and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (16) Calculated field: The sum of the FinalBillAmt field in AR records with Type 'F', Status 'P', and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (17) Calculated field: The sum of the Amount field in CASH records with Type 'A', Status 'P', SubType 'S', and PeriodNum is greater than last year's period end number and less than or equal to the current period number plus the ARYTDCorrection from the Client record if the CorrectionPeriodDate is greater than last year's period end number and less than or equal to the current period number.
- (18) Calculated field: Prints a '#' if the ARYTDCorrection is included in the Adjustments column.
- (19) Calculated field: The sum of the current year Opening A/R, Invoices, Payments, Tax, Finance Chg., Adjustments columns.
- (20) Calculated field: Prints an '\*' if the Closing A/R is not equal to the sum of the ARBalance from the Client record less any future dated A/R activity.

## Glossary

A/R activity - consists of Invoices, Tax, Finance Charges, Payments, and Adjustments.

Current state report - a report that reflects the data as it is now, without regard to what happened during the period or year. See also Point in time report.

Date based report - a report that filters transactions or accumulates amounts based on the date of the transaction rather than when the transaction was posted. For example, if a transaction dated in

January was not posted until after January had been closed, a date based report would report as if the transaction was entered in January. See also Period based report.

Future dated A/R activity - any A/R activity with a PeriodNum greater than the current period.

Future dated WIP activity - any WIP activity with a PeriodNum or BilledPeriodNum greater than the current period.

Period based report - a report that filters transactions or accumulates amounts based on when the transaction was posted rather than the date of the transaction. For example, if a transaction dated in January was not posted until after January had been closed and the current period was February, a period based report would report as if the transaction was entered in February. See also Date based report.

Point in time report - a report that reflects the data as it was posted during a period of time, without regard to the current state of the data. For example, the PTD WIP Reconciliation shows how much time was posted to an account during the current period, not how much is left in the account when the report is printed. See also Current state report.

PTD - Period-to-date.

WIP activity - consists of Time, Expenses, Billings, MarkUps, MarkDowns, and Transfers in WIP.

YTD - Year-to-date.