



Diversified Technology
P.O. Box 949
Bloomsburg, PA 17815
Support Line: 800-537-8903 ext. 1
Support@DiversifiedTechnology.com

A/R Trial Balance Reports



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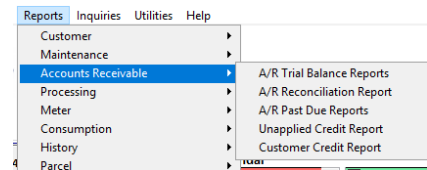
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A/R Trial Balance Reports

The **A/R Trial Balance Reports** option will allow you to generate various reports based on report type and flag settings that will give you different views of the Accounts Receivable information.

To access the **A/R Trial Balance Reports**, you can do the following:

1. Select **Report** from the Menu Toolbar
2. Select **Accounts Receivable** from the drop-down menu
3. Select **A/R Trial Balance Reports** from the sub-menu

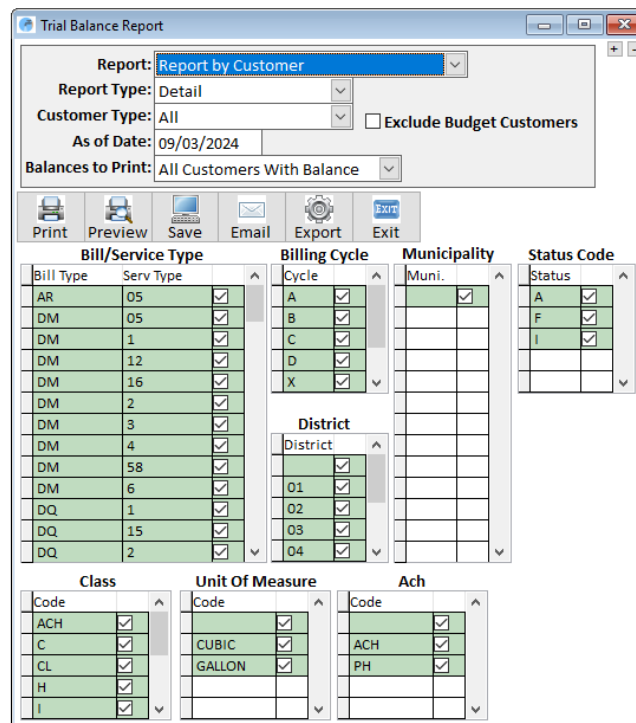


You can also enter by selecting the **Trial Balance** option from the Landing Page



[Trial Balance](#)

When the **Trial Balance Reports** window is displayed, you will be able to select various report types and set the flags in the lower portion of the report window to view specific information as it is related to the accounts receivable.



Trial Balance Report

Report: **Report by Customer**

Report Type: **Detail**

Customer Type: **All** ☐ Exclude Budget Customers

As of Date: **09/03/2024**

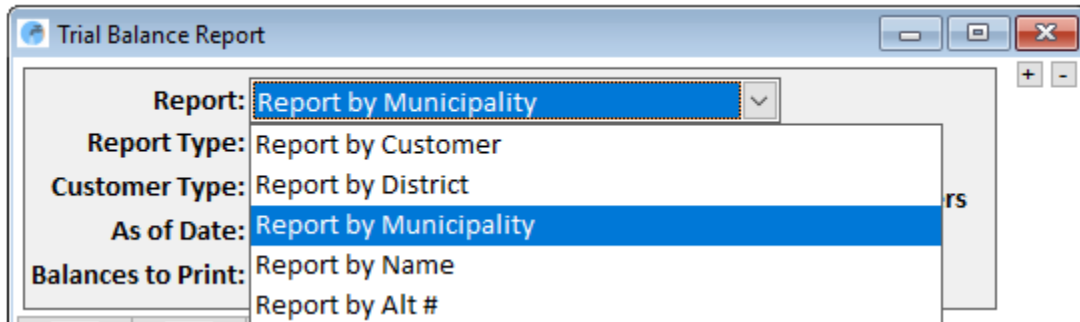
Balances to Print: **All Customers With Balance**

Print Preview Save Email Export Exit

Bill/Service Type		Billing Cycle	Municipality	Status Code
Bill Type	Serv Type	Cycle	Muni.	Status
AR	05	A		A
DM	05	B		F
DM	1	C		I
DM	12	D		
DM	16	X		
DM	2			
DM	3			
DM	4			
DM	58			
DM	6			
DQ	1			
DQ	15			
DQ	2			

District

Class	Unit Of Measure	Ach
Code	Code	Code
ACH	CUBIC	ACH
C	GALLON	PH
CL		
H		
I		



You will be able to select different reports by clicking on the down arrow after the **Report Display Name**. These reports can also be refined by selecting a **Report Type**, **Customer Type**, and a **Date**.

Report Type

The **Report Type** will allow you to view or print the reports in either **Detail** format, **Summary** format or both **Detail & Summary**.

Customer Type

With the **Customer Type**, you will be able to view the Accounts Receivable information for **All Customers**, **Customer/Tenant**, or **Customer/Owner**.

As of Date

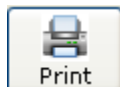
The **As of Date** will allow you to enter a specific date to view the Accounts Receivable information.

Balances to Print

This drop-down will allow you to select how you want the data to be presented – All Customers With Balance; All Customers; Only Positive; Only Negative.

Print

The **Print** icon will bring up the Windows print box to choose where you want the report to print.



Print the Report

To print the report, you will need to click on the **Print** button. This will bring up the Windows print box to choose where you want the report to print.

Print Preview

The **Print Preview** icon will allow you to view the report before printing.



To View Report

You can click on the **Preview** button. If you want to print a report, return to the **Trial Balance** report window, and uncheck the **Print Preview** check box. Click on the **OK** button and the printer window will be displayed from which to print the report.

To Close the Print Preview

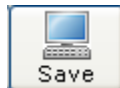
To close the **Print Preview Window**, you can either click on the **Escape** key on your keyboard or click on the **Back** icon on the **Print Preview Toolbar**.



Back Icon

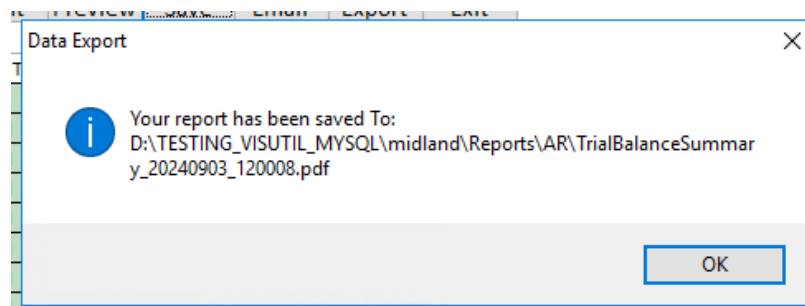
Save

The **Save** icon will allow you to save the report before printing it to a designated file in the billing system.



To Save the Report

You will be able to save the report by clicking on the **Save** button. A **Create PDF Report** message window will be displayed indicating where the report was saved and the name of the report. You should write this information down so that you can locate the report using Windows Explorer.



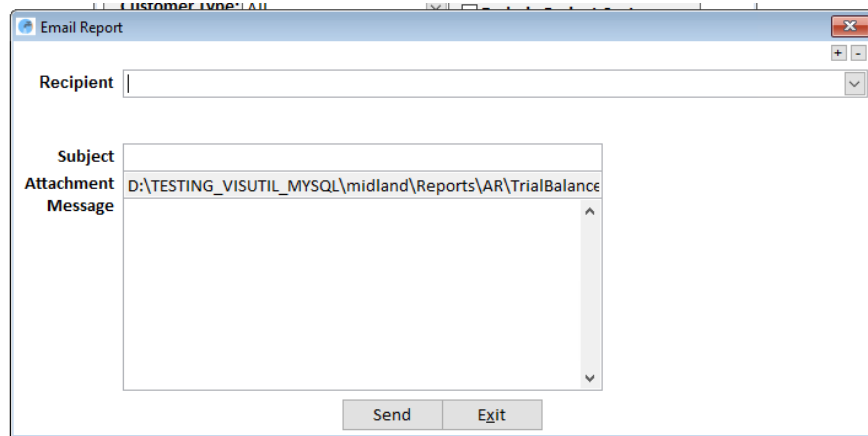
Email

The **Email** icon will allow you to email the report to yourself or anyone else.



Email the Report

You will be able to email the report by clicking the on the **Email** button. Prior to emailing the report, you will need an email account. Please call Diversified Technology to set up this email account. Then you will need to enter the recipients into the **Email Address Maintenance** option.



When the Email button is clicked, the **Email Report** window will be displayed. You will be able to select the **Recipient**, add a **Subject** and **Message**, then email will be sent along with the report when the **Send** button is clicked.

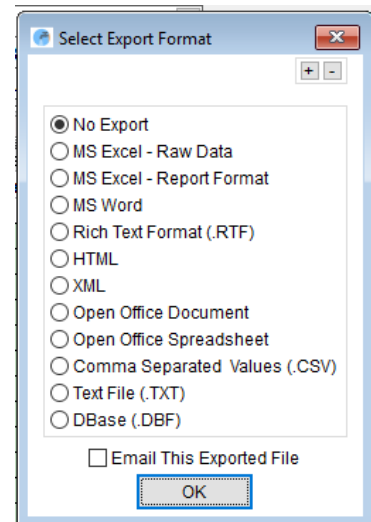
Export

You will be able to export the report to various external programs, such as Excel, Word, etc. It is best to select MS Excel – Raw Data.



Export the Report

You will be able to export the report to various formats for sharing with other members of your staff or management. The **Select Export Format** window will be displayed. It is best to select MSEXcel – Raw Data. You will be able to select a format type and then click on the **Ok** button. Also, you can click on the **Email This Exported File** check box and you will be able to email this exported report as needed.





Exit

You can return the billing system landing page by clicking on the **Exit** button.

Detail & Summary Report by Customer

The **Accounts Receivable Trial Balance by Customer** Report will be sorted by Customer Account and will contain basic customer information and account balances, as well as aging information. When you select **Detail & Summary** Report Type, you will generate two reports: one with detailed information and one with summary information.

Accounts Receivable Trial Balance by Customer – Detail View Report

Run Date 09/03/2024

Run Time 12:06:01

As of Date 09/03/2024

Diversified Technology - Midland

Accounts Receivable Trial Balance

By Municipality & Customer

Page 1

Municipality:

Customer #	Name	Bill/Serv. Type		Total Due	Current	Over 15	Over 30	Over 45	Over 60	Penalty/ Interest
1000-01	MIDLAND SEWAGE PLANT	DQ	2	330.00	0.00	0.00	0.00	0.00	330.00	0.00
1001-01	NORFOLK SOUTHERN, MAIL	DQ	58	18.91	0.00	0.00	0.00	0.00	18.91	0.00
1001-01	NORFOLK SOUTHERN, MAIL	SG	58	22.60	0.00	0.00	0.00	0.00	22.60	0.00
				41.51	0.00	0.00	0.00	0.00	41.51	0.00
1005-01	JOHN SAMBOL, JR.	DQ	58	18.22	0.00	0.00	0.00	0.00	18.22	2.47
1005-01	JOHN SAMBOL, JR.	GA	G58	555.78	0.00	0.00	0.00	0.00	555.78	84.29
1005-01	JOHN SAMBOL, JR.	SG	G58	844.74	0.00	0.00	0.00	0.00	844.74	76.92
1005-01	JOHN SAMBOL, JR.	SG	58	21.76	0.00	0.00	0.00	0.00	21.76	2.94
				1240.50	0.00	0.00	0.00	0.00	1240.50	146.62
1006-06	MIDLAND BEAVER PA LLC	GA	G58	50.08	0.00	0.00	0.00	0.00	50.08	0.00
1006-06	MIDLAND BEAVER PA LLC	SG	G58	59.80	0.00	0.00	0.00	0.00	59.80	0.00
				109.88	0.00	0.00	0.00	0.00	109.88	0.00

Accounts Receivable Trial Balance – Summary View Report

Diversified Technology - Midland

Accounts Receivable Trial Balance Summary

Totals by Municipality

Run Date 09/03/2024

Run Time 12:07:11

As of Date 09/03/2024

Page 1

Municipality:

Bill/Service Type	Description	Total Due	Current	Over 15	Over 30	Over 45	Over 60	Penalty/Interest
DM 05	1 1/2" METER	-189.33	-559.46	0.00	196.25	0.00	173.88	17.37
DM 1	1" METER	22115.44	0.00	0.00	6460.18	0.00	15655.26	533.29
DM 2	2" METER	2234.32	814.57	0.00	1042.50	0.00	377.25	-3.84
DM 3	3" METER	12759.07	-14.83	35.00	770.00	0.00	11968.90	84.70
DM 4	4" METER	3492.05	0.00	0.00	1655.00	0.00	1837.05	182.05
DM 6	6" METER	5802.50	0.00	0.00	5802.50	0.00	0.00	0.00
Totals for Bill type DM		46214.05	240.28	35.00	15926.43	0.00	30012.34	813.57
DQ 1	1" METER	57.22	-284.94	0.00	0.00	0.00	342.16	-5.54
DQ 15	1 1/2" METER	196.25	0.00	0.00	0.00	0.00	196.25	0.00
DQ 2	2" METER	1320.00	0.00	0.00	0.00	0.00	1320.00	0.00
DQ 34	3/4" METER	131.60	-41.24	0.00	0.00	0.00	172.84	29.82
DQ 58	5/8" METER	82962.67	-2355.71	0.00	0.00	0.00	85318.38	2562.50
Totals for Bill type DQ		84667.74	-2681.89	0.00	0.00	0.00	87349.63	2586.78
FH M	MIDLAND FIRE HYDRANTS	659624.75	0.00	0.00	0.00	0.00	659624.75	0.00