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A/R Reconciliation Reports

Table of Contents

A/R Reconciliation Reports

The **A/R Reconciliation Reports** option will allow you to generate reports based upon report type and flag settings that will give you different views of the customers that have past due balances.

To access the **A/R Reconciliation Reports**, you can do the following:
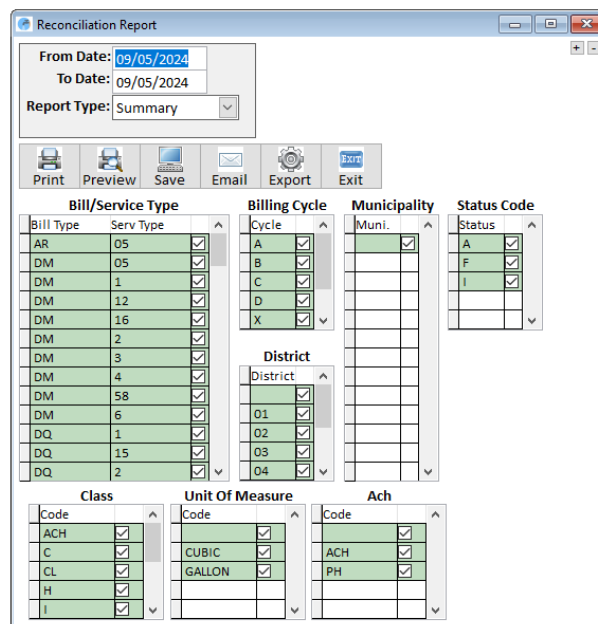
1. Select **Report** from the Menu Toolbar
2. Select **Accounts Receivable** from the drop-down menu
3. Select **A/R Reconciliation Reports** from the sub-menu
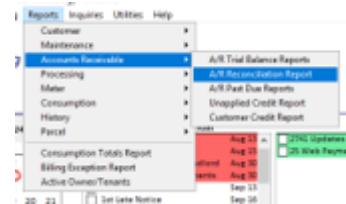
You can also enter the A/R Reconciliation Report by selecting the **Reconciliation Icon** from the Landing Page.

When the **AR Reconciliation Reports** window is displayed, you will be able to select two report types (Summary and By Bill Type) and set the flags in the lower portion of the report window to view specific information as it is related to the services, cycle, etc. that you want to view.

Report Type

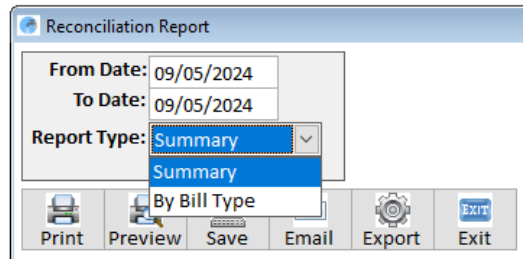The **Report Type** will allow you to view or print the reports in either **Summary** format, or **By Bill Type**.

From Date

The **From Date** will allow you to enter a specific date to view in the Reconciliation Report information. It will automatically default to today's date.

To Date

The **To Date** will allow you to enter a specific date to view in the Reconciliation Report information. It will automatically default to today's date.

Change Labels

If you would like to print labels for the customers who are past due, you can check the Past Due Labels checkbox and labels will be printed with the report. The **Ellipse** button will allow you to maintain the label program that is used when labels are printed.
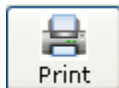
Print the Report

To print the report, you will need to click on the **Print** button. This will then display the printer window to select where to print the report.

To View Report

You can click on the **Preview** button. If you want to print a report, return to the **Reconciliation Report** window, and select **the Print** button. Click on the **OK** button and the printer window will be displayed from which to print the report.
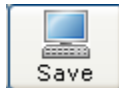
To Close the Print Preview

To close the **Print Preview Window,** you can either click on the **Escape** key on your keyboard

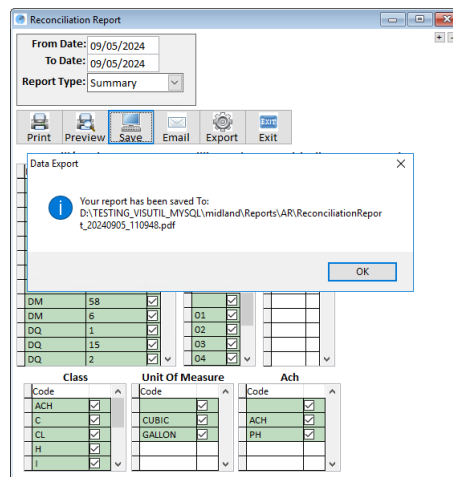or click on the **Back** icon on the **Print Preview Toolbar.**

Back Icon

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 Report

You will be able to email the report by clicking 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 can 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 an email will be sent along with the report when the **Send** button is clicked.
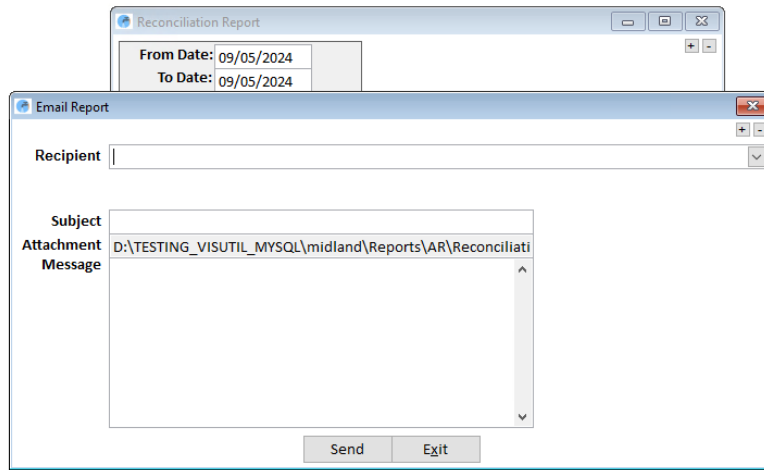
Export the Report

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. 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.
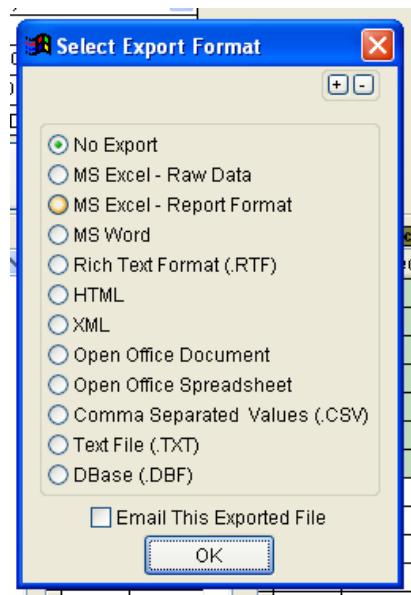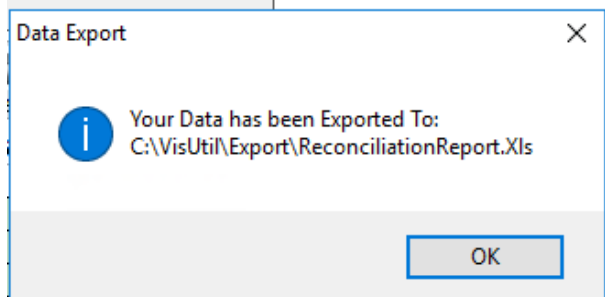
Exit

You can return the VUB desktop by clicking on the **Exit** button.

AR Reconciliation Report – Summary View

This view gives you the total balances by process for the period selected.

Diversified Technology - Midland
Accounts Receivable Reconciliation Report
From 08/01/2024   To 08/31/2024   Page   1

Run Date 09/05/2024
Run Time 15:17:16

Beginning Balance	$272,210.16
Billings	$1,787.66
Penalties	$0.00
Interest	$0.00
Adjustments	$5,639.40
Less Receipts	$0.00
Less Discounts	$0.00
Ending Balance	$279,637.22

AR Reconciliation Report – By Bill Type View

This view gives you the total balances by **Bill Type** for the period selected.

Run Date 09/05/2024
Run Time 15:30:40

Diversified Technology - Midland
Accounts Receivable Reconciliation Report
From 08/01/2024   To 08/31/2024   Page   1

Bill Type	Description	Beginning Balance	Billings	Penalties	Interest	Adjustments	Receipts	Discounts	Ending Balance
DM	WATER DOWNTOWN MO - CF	44,594.48	814.57	0.00	0.00	805.00	0.00	0.00	46,214.05
FM	FIRE METER	975.44	0.00	0.00	0.00	0.00	0.00	0.00	975.44
GA	WATER IN GALLONS	57,927.85	0.00	0.00	0.00	0.00	0.00	0.00	57,927.85
NG	NATIONAL GYPSUM	23,394.24	0.00	0.00	0.00	0.00	0.00	0.00	23,394.24
SG	SEWAGE IN GALLONS	1,535.35	0.00	0.00	0.00	0.00	0.00	0.00	1,535.35
SH	SEWAGE MIDLAND HEIGHTS	18,049.67	0.00	0.00	0.00	1,953.47	0.00	0.00	20,003.14
SI	SEWAGE INDUSTRIAL MO	7,720.53	0.00	0.00	0.00	0.00	0.00	0.00	7,720.53
SM	SEWAGE DOWNTOWN MO - CF	17,940.88	973.09	0.00	0.00	894.97	0.00	0.00	19,808.94
SS	SEWAGE INDUSTRY BOROUGH	80,921.95	0.00	0.00	0.00	0.00	0.00	0.00	80,921.95
WH	WATER MIDLAND HEIGHTS MO	18,351.84	0.00	0.00	0.00	1,985.96	0.00	0.00	20,337.80
WI	WATER INDUSTRIAL MO	660.00	0.00	0.00	0.00	0.00	0.00	0.00	660.00
WO	WATER OHIOVILLE MO	137.93	0.00	0.00	0.00	0.00	0.00	0.00	137.93
		272,210.16	1,787.66	0.00	0.00	5,639.40	0.00	0.00	279,637.22