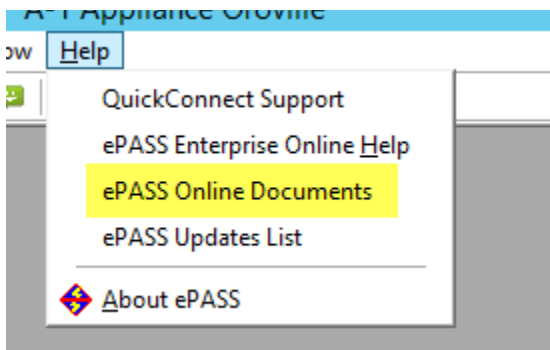


Tying AR / AP to the GL

These are the reports you are looking for **Accounts Receivable:**

Go to Help – ePASS Online Documents



Scroll down to Accounts Receivable section – there are 2 reports.

1. Historical Aged Trial Balance for True AR should match back to your AR GL control account
2. Historical Aged Trial Balance for Deposits Only should match back to your Customer Deposit Liability GL account

ACCOUNTS RECEIVABLE

Historical Aged Trial Balance for True AR

This excel version of a report will allow you to run an Aged Trial Balance report for True AR for a date in the past.

Historical Aged Trial Balance for Deposits Only

This excel version of a report will allow you to run an Aged Trial Balance report for Deposits Only for a date in the past.

These are examples on why AR can sometimes have a variance:

Question: AR subsidiary/Customer Deposits Sub does not stay tied to the GL accounts. In total, they tie but the customer deposits are off from the GL and the AR is off from the GL.

Answer: It will most likely be payment transfers when they split an invoice which is creating the out of balance. It will later on work its way out but you can JE between the two accounts for now if desired.

As long as they balance/tie overall it is Ok.

Question: Payment transfers? How would those effect it?

Answer: When a payment transfer is done, on the original invoice (that one side of it) goes to customer deposits because that invoice remains open, but the transfer onto the split invoice when it will be finished will write to the AR

– so true that they for a moment in time both are in customer deposits BUT the finishing of one without the other will throw this off.

Therefore, you can make a JE each month to keep balanced or some clients will wait because this is happening regularly and they know where the variance is coming from, then they only JE it at YE.

Note: You can also do a tracking of true AR to GL control and AR Deposits to GL Deposit Liability - whether you track weekly, or monthly your variance should always be the same – see attached file.

For Accounts Payable

AP-15 - AP Aged Payables Report: This will show the closing balance of your AP. The total on this report should balance to your AP Control account in the GL.