AR Audit

Last Modified on 01/18/2023 5:24 pm EST

The AR Audit Report is used to balance the Accounts Receivable account to the General Ledger. This report may be generated in summary or detail. When selecting the detail option, all transaction types selected will print in detail. This may be a very long report if your company has a high volume of transaction activity.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.
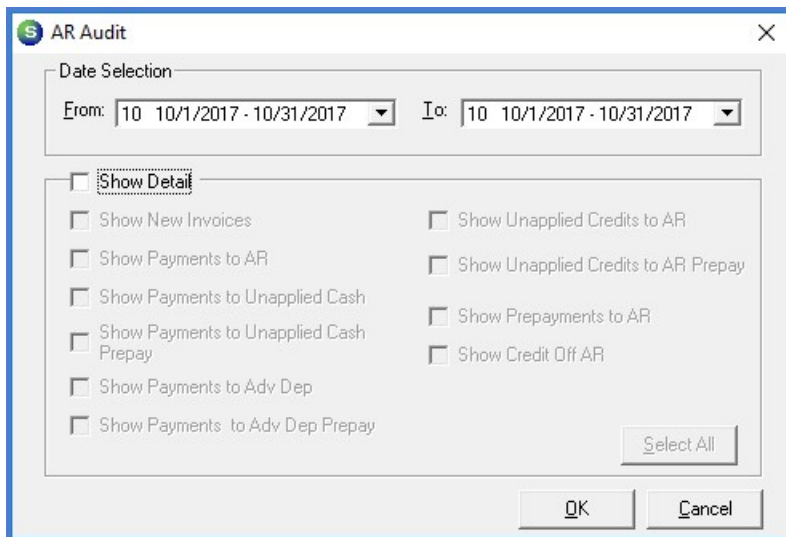
Report Selections

Date Selection - This option will default to the Current Accounting Period. If a different Accounting Period is desired, make a selection from the drop-down list.

Show Detail - Ten options are available for printing detail transaction data on this report. If no detail options are selected, the report will print in summary mode.

· *Show New Invoices*

· *Show Payments to AR*

· *Show Payments to Unapplied Cash*

· *Show Payments to Unapplied Cash Prepay*

· *Show Payments to Adv Dep (Advance Deposits)*

· *Show Payments to Adv Dep Prepay*

· *Show Unapplied Credits to AR*

· *Show Unapplied Credits to AR Prepay*

· *Show Prepayments to AR · Show Credit Off AR*