

AR Audit by Branch

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

The AR Audit by Branch Report is used to balance the Accounts Receivable account to the General Ledger.

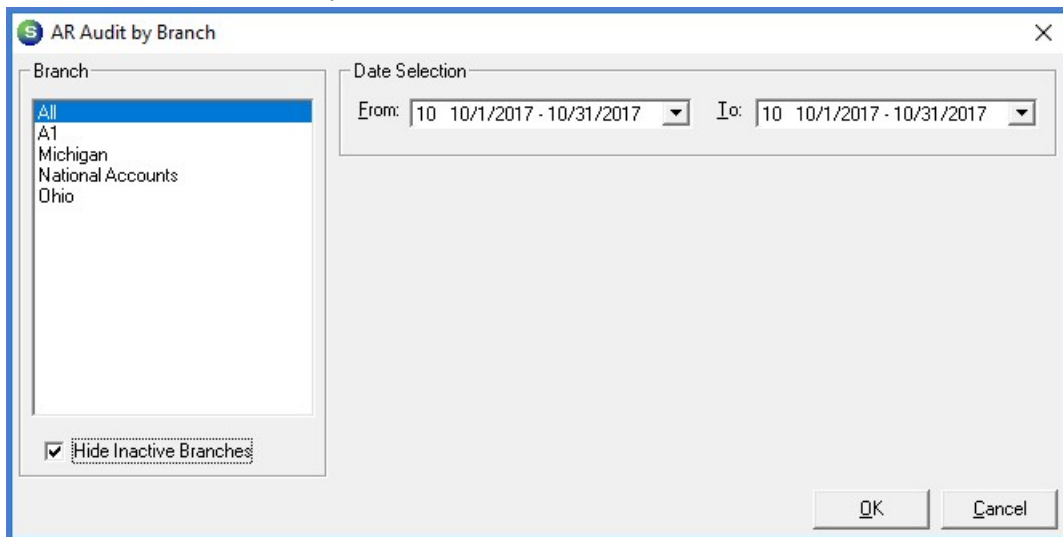
Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

· *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

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.



The screenshot shows a software window titled "AR Audit by Branch" with a close button (X) in the top right corner. The window is divided into two main sections: "Branch" and "Date Selection".

The "Branch" section on the left contains a list box with the following items: "All", "A1", "Michigan", "National Accounts", and "Ohio". The "All" item is currently selected and highlighted in blue. Below the list box is a checkbox labeled "Hide Inactive Branches", which is checked.

The "Date Selection" section on the right contains two date range dropdown menus. The first is labeled "From:" and the second is labeled "To:". Both dropdown menus are currently set to "10 10/1/2017 - 10/31/2017".

At the bottom right of the window, there are two buttons: "OK" and "Cancel".