

# A/R Deposit Report - Daily Balancing

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The A/R Deposit report, found at *Main Menu / Posting Menu / AR Deposit Export*, provides the ability to view journals by date.

- The report can be exported to Excel
- Department totals are displayed by customer Division.
- The report is especially useful when posting multiple checks at one time to on posting Division and customers belong to a different Division.

POSTING MENU		
Degree Day Input	Enter Sales	RFD Menu
Void Line Item	Payments, Transfers, Refunds	AFD Menu
Daily Clear	Auto Payment Posting	Card Stop Menu
Mobile Device Posting	Invoices by Journal	Tickets not yet invoiced
Recurring Billing Menu	Process Invoices	Contract Import
Inquiry History Ticket#	Payment Journal Report	Gateway Payment Reconciliation
Balance / Budget Payment Run	AR Deposit Export	Make Portal Payment

In this example, the posting Division for this journal was 1. The report breaks out the payments for each customer Division. Division 5 displays 0 dollars because posting was a tank deposit applied to the account and therefore does not add into the total dollars.

	A	B	C	D	E	F
1	Date	Department#	Journal Number	Journal Total		
2	10/09/2017	127	750	2		
3	10/09/2017	127	754	152		
4	10/09/2017	127	755	152		
5	10/10/2017	127	756	152		
6	10/10/2017	127	757	152		
7	10/10/2017	127	758	152		
8	10/13/2017	127	760	194.75		
9	10/13/2017	127	764	152		
10	10/18/2017	127	823	1104.15		
11	10/18/2017	127	826	2		
12	10/18/2017	127	828	2299.37		
13	10/18/2017	127	829	250		
14	10/19/2017	127	836	195.5		
15	10/19/2017	127	837	250		
16	10/19/2017	127	838	250		
17	10/31/2017	127	851	5		
18	10/31/2017	127	853	3		
19	11/17/2017	127	863	200		
20	06/18/2018	127	1091	1		
21	06/20/2018	127	1092	20		
22	12/02/2016	128	559	552.25		

