

About the Report

This report shows journal entry activity by requisition number, account receivable invoice number, or journal entry number as it relates to account receivable and/or liability setup and clearing.

This report page breaks on account type.

Purpose

The purpose of this report is to reconcile the liability and receivable accounts to ensure that amounts accrued during year end closing are cleared appropriately in the following year.

Who Should Use

Accounting users that want to see the setup of receivables and liabilities and their current status.

Where to Find

This report is available from the Finance, Reports, Ledger activity.

Report Options

Request options:

- ▶ Closing year – Enter the fiscal year for which the liabilities or receivables were setup.
- ▶ Department – Enter a department to limit the report to just the documents tied to that department.
- ▶ Location – Enter a location to limit the report to just the documents tied to that location (Ordering Site in reqs).
- ▶ A/R or A/P – Use the lookup to limit the report to receivables or liabilities. (Defaults to both.) (Please see the special considerations about object selection.)
- ▶ Requisition number – Specify a Req # to see only transactions for that requisition.

- ▶ Invoice number – Specify an Invoice # to see only transactions for that invoice.
- ▶ Cleared items – Change this to No to limit the report to only items that have not been cleared. (Defaults to Yes, list all transactions, including those where the liability or receivable has been cleared.)
- ▶ Unposted JE – Change to Yes to include journals that are not posted on the report. (Defaults to No.)
- ▶ Account selection – Enter one or more component values to filter the report on only transactions with those components.

Sort options:

- ▶ Offset, reference number – Sorted by offset object, then reference number (requisition number, invoice number and JE link Id)

Special Considerations

If account selection is specified, only those accrual journal entries that have expense/revenue detail matching the selection criteria will be included in the report.

The offset objects the report uses are defined in the Ledger tab of the Organization record. Each fiscal year must be set to a different object code. For example, the current year could be 9511 and the prior year could be 9510.

Journal entries that do not reference a requisition or invoice and only have an offset account and a cash account will be excluded from the report.

The description comes from the AR Invoice/Vendor Req comment. If the comment is blank, the report will use the comment from the latest JE that is found for this reference number.

If the offset account is expired, an asterisk will show next to the amount.

Report Source

The Crystal Reports source file is Ledger02a. The XML view is Ledger02. The data source is stored procedure spRptLedger02.

There was no corresponding Escape Classic report.

Ledger02a

Receivables/Liabilities Activity

Closing Year 2009								
Effective	Reference Number	Description	JE Number	2009 Setup	2010 Cash Paid	2010 Cleared to Expense	Remaining Balance	
				9509	9110		9500	
		01. 7240. 0. 5830. 00. 5750. 3600. 000. 45. 000. 00			1,203.00			
07/10/2009	VR09-00343	Dawson Oil Company - Gas, diesel and bus parts for	EX10-00032	8,200.53	8,200.53-	.00	.00	
		01. 7230. 0. 4345. 00. 0000. 3600. 000. 45. 000. 00		511.69				
		01. 7230. 0. 4350. 00. 0000. 3600. 000. 45. 000. 00		7,688.84				
07/17/2009	VR09-00347	Minert & Associates - Random drug and alcohol testing for	EX10-00295	690.00	230.00-	.00	460.00	
		01. 7230. 0. 5800. 00. 0000. 3600. 000. 45. 000. 00		690.00				
07/17/2009	VR09-00365	Odyssey Learning Cen - Open PO for Non Public School	EX10-00287	3,177.75	3,177.75-	.00	.00	
		01. 6500. 0. 5100. 00. 5750. 1180. 000. 15. 000. 00		3,177.75				
07/10/2009	VR09-00366	Guiding Hands Inc. - Open PO for Non-Public School	EX10-00021	7,678.45	7,678.45-	.00	.00	
		01. 6500. 0. 5100. 00. 5750. 1180. 000. 15. 000. 00		7,678.45				
07/10/2009	VR09-00376	Home Depot - TRSP-maintenance supplies for shop and	EX10-00019	28.61	28.61-	.00	.00	
		01. 7230. 0. 4300. 00. 0000. 3600. 000. 45. 000. 00		28.61				
07/17/2009	VR09-00380	Ray Morgan Company - District wide Maintenance Agrmt for	EX10-00279	8,981.12	8,981.12-	.00	.00	
		01. 0000. 0. 5640. 00. 0000. 7300. 000. 30. 000. 00		1,032.09				
		01. 0001. 0. 5640. 00. 0000. 2700. 105. 60. 000. 00		112.21				
		01. 0001. 0. 5640. 00. 0000. 2700. 110. 69. 000. 00		9.46				
		01. 0001. 0. 5640. 00. 0000. 2700. 115. 72. 000. 00		577.54				
		01. 0001. 0. 5640. 00. 0000. 2700. 120. 75. 000. 00		661.70				
		01. 0001. 0. 5640. 00. 0000. 2700. 130. 81. 000. 00		509.57				
		01. 0001. 0. 5640. 00. 0000. 2700. 135. 93. 000. 00		119.09				
		01. 0001. 0. 5640. 00. 0000. 2700. 140. 99. 000. 00		862.46				
		01. 0001. 0. 5640. 00. 0000. 2700. 145. 80. 000. 00		567.43				
		01. 0001. 0. 5640. 00. 0000. 2700. 150. 96. 000. 00		494.80				
		01. 0001. 0. 5640. 00. 0000. 2700. 205. 87. 000. 00		546.52				
		01. 0001. 0. 5640. 00. 0000. 2700. 210. 90. 000. 00		286.75				
		01. 0001. 0. 5640. 00. 0000. 2700. 310. 84. 000. 00		1,819.90				
		01. 0001. 0. 5640. 00. 0000. 2700. 320. 85. 000. 00		1,234.26				
		01. 7230. 0. 5640. 00. 0000. 3600. 000. 45. 000. 00		82.19				
		01. 8150. 0. 5640. 00. 0000. 8110. 000. 40. 000. 00		42.40				
		13. 5310. 0. 5640. 00. 0000. 3700. 000. 50. 000. 00		22.75				

Selection Grouped by Org, Fund - Sorted by Offset Object, Ref#, Filtered by (Org = 18, Closing Year = 2009, A/R or A/P? = B, Cleared Items? = Y, Unposted) ESCAPE ONLINE
 JE? = N) Page 94 of 100

