

End of Month Balancing Worksheet

- Run the **Historical Aging Report** for the Previous Close and get the Total Due.
- Run the **Invoice Journal Summary** for the Close Month and get the Total Collected. As a check, it should equal the AR Transactions by Date Report (ID – IC) for the same dates.
- Run the **AR Transactions by Date Report** for Close Month for each transaction type.
- Total the Amount column and the Ending Balance should equal the **Historical Aging Report** for the Close Month.

Total	Amount
STARTING BALANCE Historic Aging Report: Total Due	
Invoice Journal Summary - Total Collected	
AR Transactions - Transactions by Date Report:	
• PC	
• FC	
• DM	
• CM	
• DC	
• RC	
• IA	
• TA	
• XD	
• XC	
ENDING BALANCE Historic Aging Report: Total Due	

End of Week Balancing

Follows same procedure as the End of Month Balancing, using the correct weekly date range for the previous / current close.