Accounts Receivable Reconciliation

1. Accounts Receivable Calculation & EOM check list

2. Ensure Invoices less Credits match EOM Invoices less Credits

   a. In Aspire, view List A.3 Invoiced Last Month

   b. In Aspire, view List A.4 Credit Memos Last Month

   c. Fill in the total Invoiced $ amount & Credit $ amount in EOM check list
   d. In Aspire, go to EOM, Revenue Tab
   e. Fill in the total Invoiced $ amount & Credit $ amount in EOM check list

3. Ensure Deposits in Aspire match Deposits in Accounting System

   a. In Aspire, view List A. Deposits Last Month

   b. In Accounting System to show deposits

   c. Fill in the total Deposits in Aspire & Total Deposits in Accounting in EOM check list
   d. In Aspire, view A6. Payments Last Month
   e. Fill in the total Payments in Aspire EOM check list
   f. Review the Deposit dates on List 6 with Payments date

1. Accounts Receivable Calculation

Accounts Receivable calculation is simply shown as below:

Beginning Balance	$	255,393.84	Prior month end A/R Aging in Aspire
Plus: Invoiced	+	387.031.93	A3
Less: Credits	-	2,463.94	A4
Less: Deposits	-	297,199.49	A5
Ending Balance	$	342,762.34	Current month end A/R Aging in Aspire
Ending Balance	$	351,712.06	Current month end A/R in Accounting
Difference	$	8,949.72	Ending Balances do not match by this amount

Below is the Accounts Receivable portion of the EOM check list. If everything on this list is filled and reconciled, the only difference between the A/R balances in Aspire and the Accounting System would be the difference between Deposits and Payments.

Validate Invoiced Total		Obtain Invoiced last month $ amount less Credits last month from Invoicing Icon . Compare that total to EOM Revenue tab Invoices less Credits. Make sure totals are the same.	Monthly
	A3	Invoiced Last Month *(Invoicing Icon/Invoices-'Invoiced Last Month')*	$0.00
	A4	Less Credits *(Invoicing Icon/Payments-'Credits Last Month')*	$0.00
		Total Equals	$0.00
		EOM Invoices *(Reports Icon/Standard Reports/End of Month-Debit column for A/R-Invoices to Sales Tax)*	$0.00
		EOM Credits *(Reports Icon/Standard Reports/End of Month-Debit column for A/R-Invoices to Sales Tax)*	$0.00
		Total Equals - Should be same as above	$0.00
		Difference *(If there is a difference, are any Invoices in pending status?)*	$0.00
Validate Deposits		Obtain Deposits last month from Invoicing Icon. Compare that to Deposits sent to accounting system for the month. Make sure totals are the same.	Monthly
	A5	Deposits in Aspire *(Invoicing Icon/Deposits-'Deposits Last Month')*	$0.00
		Deposits in Accounting System *for 'Aspire System' Customer*	$0.00
		Deposit Difference *(This should be -0-. If not, review both systems for differences & fix)*	$0.00
	A6	Payments in Aspire *(Invoicing Icon/Payments - 'Payments Last Month))*	$0.00
		Difference between Deposits in Aspire & Payments in Aspire**	$0.00
		*(**If there is a difference between Aspire Payment & deposit date A/R Aging will not match)*	
		(Make any differences are just month differences between payments & deposits)	

2. Ensure Invoices less Credits match EOM Invoices less Credits

2a – In Aspire, view List A3. Invoiced Last Month (Go to Invoicing Icon, Invoices).

2b – In Aspire, view List A4. Credit Memos Last Month (Go to Invoicing Icon, Payments).

2c –Fill in the total Invoiced $ amount (a) and total Credit $ amount (b) in the EOM check list as shown below.

Validate Invoiced Total	List	Obtain Invoiced last month $ amount less Credits last month from Invoicing Icon . Compare that total to EOM Revenue tab Invoices less Credits. Make sure totals are the same.	Monthly
	A3	**Invoiced Last Month** *(Invoicing Icon/Invoices-'Invoiced Last Month')*	*$387,031.93*
	A4	***Less Credits*** *(Invoicing Icon/Payments-'Credits Last Month')*	*$ -2,463.94*
		Total Equals	**$384,567.99**
		EOM Invoices *(Reports Icon/Standard Reports/End of Month-Debit column for A/R-Invoices to Sales Tax)*	*$381,031.87*
		EOM Credits *(Reports Icon/Standard Reports/End of Month-Debit column for A/R-Invoices to Sales Tax)*	*$ -2,463.94*
		Total Equals - Should be same as above	**$384,567.99**
		Invoice/Credits Difference *(If there is a difference, are any Invoices in pending status?)*	***$0.00***

2d –In Aspire, go to End of Month, Revenue Tab. Date for the month reviewing.

Note: Sales tax portion of a Credit Memo will lower the sales tax payable $ amount on the EOM. That portion of credit will not be included in the credit column of the credit memos.

2e – Fill in the total Invoiced $ amount (c) and total Credit $ amount (d) in the EOM check list as shown below.

Validate Invoiced Total	List	Obtain Invoiced last month $ amount less Credits last month from Invoicing Icon. Compare that total to EOM Revenue tab Invoices less Credits. Make sure totals are the same.	Monthly
	A3	**Invoiced Last Month** *(Invoicing Icon/Invoices-'Invoiced Last Month')*	*$387,031.93*
	A4	**Less Credits** *(Invoicing Icon/Payments-'Credits Last Month')*	*$ -2,463.94*
		Total Equals	**$384,567.99**
		EOM Invoices *(Reports Icon/Standard Reports/End of Month-Debit column for A/R-Invoices to Sales Tax)*	*$381,031.87* — c
		EOM Credits *(Reports Icon/Standard Reports/End of Month-Debit column for A/R-Invoices to Sales Tax)*	*$ -2,463.94* — d
		Total Equals - Should be same as above	**$384,567.99**
		Invoice/Credits Difference *(If there is a difference, are any Invoices in pending status?)*	*$0.00*

3. Ensure Deposits in Aspire match Deposits in Accounting System

3a – In Aspire, view List A5. Deposits Last Month (Go to Invoicing Icon, Deposits).
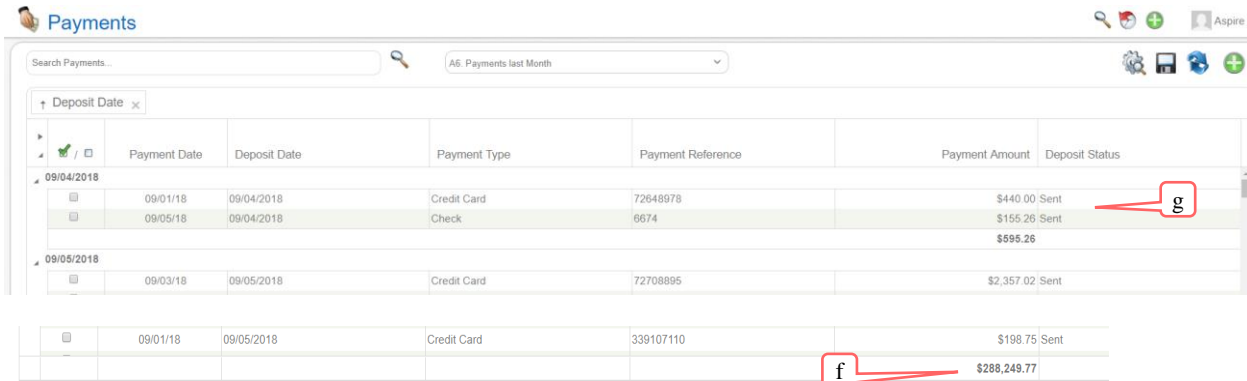

3b – In Accounting System, go to a list that will show deposits last month (or month viewing) to see total deposits in the accounting system.

3c – Fill in the total Deposits in Aspire (e) and total Deposits from accounting system (f) in the EOM check list as shown below.

Validate Deposits	Lists	Obtain Deposits last month from Invoicing Icon. Compare that to Deposits sent to accounting system for the month. Make sure totals are the same.	Monthly
	A5	**Deposits in Aspire** *(Invoicing Icon/Deposits-'Deposits Last Month')*	*$297,199.49* e
		Deposits in Accounting System *for 'Aspire System' Customer*	$288,249.77 f
		Deposit Difference *(This should be -0-. If not, review both systems for differences & fix)*	$ 8,949.72
	A6	**Payments in Aspire** *(Invoicing Icon/Payments - 'Payments Last Month))*	$288,249.72
		Difference between Deposits in Aspire & Payments in Aspire** *(**If there is a difference between Aspire Payment & deposit date A/R Aging will not match)* *(Make sure any differences are just month differences between payments & deposits)*	$8,949.72

3d – In Aspire, view List A6. Payments Last Month (Go to Invoicing Icon, Payments).

Make sure on this list, all the payments were sent to Accounting – (g). If not, this can also cause a discrepancy between A/R Aging in both systems.

3e – Fill in the total Payments in Aspire (g) in the EOM check list as shown below.

Validate Deposits	Lists	Obtain Deposits last month from Invoicing Icon. Compare that to Deposits sent to accounting system for the month. Make sure totals are the same.	Monthly
	A5	**Deposits in Aspire** *(Invoicing Icon/Deposits-'Deposits Last Month')*	*$297,199.49*
		Deposits in Accounting System *for 'Aspire System' Customer*	*$288,249.77*
		Deposit Difference *(This should be -0-. If not, review both systems for differences & fix)*	*$ 8,949.72*
	A6	**Payments in Aspire** *(Invoicing Icon/Payments - 'Payments Last Month))*	*$288,249.72* g
		Difference between Deposits in Aspire & Payments in Aspire**	*$8,949.72*
		(**If there is a difference between Aspire Payment & deposit date A/R Aging will not match)	
		(Make sure any differences are just month differences between payments & deposits)	

3f - Review the Deposits dates on List A6 with Payments date Last Month.

This list is grouped by deposit date. It also shows the payment date. Aspire will deduct from A/R based on the payment date. The accounting system will deduct from A/R based on the deposit date. If these 2 dates are in different months, that would cause the A/R aging to not be the same in both systems.

If the spreadsheets above are filled out correctly:

    Validate Invoiced spreadsheet – Difference is $0
    Validate Deposits spreadsheet – Difference is $0
    Difference between Deposits in Aspire & Payments in Aspire** = $ 8,949.72

** This difference should be the only discrepancy between Aspire A/R Aging & Accounting A/R Aging.

If that's not the difference:

- o   Go to the most recent A/R reconciliation that did reconcile.
- o   Follow the process above for the month after the one that reconciled.
- o   Make sure all payments have been deposited & sent to accounting.
- o   Make sure all invoices have an email status of sent.