

Practice Name: _____

Transaction Posting Date: _____

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DAILY BALANCING

Enter totals from ledger posted items:

User	Charges	Payments	Debit Adjustments	Credit Adjustments	Net Daily Activity
	-		+	-	=
	-		+	-	=
	-		+	-	=
	-		+	-	=
	-		+	-	=
Total					

Match totals to daily transaction register:

Beginning A/R <small>previous day's ending A/R</small>	Net Daily Activity	Ending A/R
	+/-	=

Compensate if Transactions were deleted out of the balancing range:

Ending A/R	Transactions deleted out of the balancing range	Corrected Ending A/R
	+/-	=

Ending A/R From Ageing Summary Only Report

Match these A/R totals to verify Daily Balancing