

## CASH CLEARING ACCOUNT POSTING WITHOUT CASH RECEIPTING

### Utility Payments

Utility Payments entered directly in UB will create the following Utility Management (Billing) cash transactions. Transactions are normally updated monthly.

General ledger CR Journal Entries will create the following cash transactions. Entries are created on a by deposit basis.

#### Utility Billing (UM Journal)

Utility Cash Clearing  
Customer Accounts Receivable  
Customer Accounts Receivable  
Customer Accounts Receivable

DR	CR
xxxx.xx	
	xxxx.xx
	xxxx.xx
	xxxx.xx

#### General Ledger (CR Journal)

Cash In Checking  
Utility Cash Clearing

DR	CR
xxxx.xx	
	xxxx.xx

Utility Cash Clearing will always have a zero (0) balance at month end, if it doesn't either one of the above updates have probably not been completed, or UB payment adjustments have been entered that do not affect cash.

## CASH CLEARING ACCOUNT POSTING WITH CASH RECEIPTING

### Utility Payments

Utility Payments entered directly in UB will create the following Utility Management (Billing) cash transactions. Transactions are normally updated monthly.

Cash Receipting CR Journal Entries will create the following cash transactions. Entries are created on a by deposit basis.

#### Utility Billing (UM Journal)

Utility Cash Clearing  
Customer Accounts Receivable  
Customer Accounts Receivable  
Customer Accounts Receivable

DR	CR
xxxx.xx	
	xxxx.xx
	xxxx.xx
	xxxx.xx

#### Cash Receipting (CR Journal)

Cash In Checking  
Utility Cash Clearing

DR	CR
xxxx.xx	
	xxxx.xx

Payments show allocations to cash, not billings.

Utility Cash Clearing will always have a zero (0) balance at month end, if it doesn't either one of the above updates have probably not been completed, or UB payment adjustments have been entered that do not affect cash.

## ***What do you do when Utility Cash Clearing does not balance?***

If you have a *Debit* balance in Utility Cash Clearing you have more receipts updated from Utility Billing than Cash Receipting. If you have a *Credit* balance in Utility Cash Clearing you have more receipts updated from Cash Receipting than Utility Billing.

### ***If you are using Cash Receipting:***

Run the Un-Posted Receipts and the Un-Updated Payments reports for the month. If these reports have no transactions, great!

Run a Transaction Register with totals for the month.

### ***From Utility Billing:***

Run the Transaction Summary report for the month. If your Transaction Summary has any Payment Adjustment transactions, this is a huge flag! Payment Adjustments post to the General Ledger the same as a payment does. Did you mean to do this transaction as a Billing Adjustment instead of a Payment Adjustment?

**The Transaction Register totals by Day should equal the Transaction Summary by Day. If a day is off between the two reports, print the detail registers for these days. This will help you find where the difference is between the two reports.**

**If there are no differences between these reports, run Miscellaneous | General Ledger Update from both Cash Receipting and Utility Billing. Possibly some transactions did not get updated to the General Ledger.**

### ***From General Ledger:***

Run the Detail Ledger for the Utility Cash Clearing Account  
Print the CR and UM journals for the month

**If your Utility Cash Clearing is still out of balance delete the CR and UM Journals and re-update from Cash Receipting and Utility Billing. It is wise to back up your data before deleting journals!**

***If you are NOT using Cash Receipting:***

*From General Ledger:*

Run the Detail Ledger for the Utility Cash Clearing Account  
Print the CR and UM journals for the month

*From Utility Billing:*

Run the Transaction Summary report for the month. If your Transaction Summary has any Payment Adjustment transactions, this is a huge flag! Payment Adjustments post to the General Ledger the same as a payment does. Did you mean to do this transaction as a Billing Adjustment instead of a Payment Adjustment?

**From the CR journal verify the daily Credit to the Utility Cash Clearing Account is the same as the daily receipt amount from the Transaction Summary Journal. If there are no differences between these reports, run Miscellaneous | General Ledger Update from Utility Billing. Possibly some transactions did not get updated to the General Ledger.**

**If your Utility Cash Clearing account is still out of balance delete the UM Journal and re-update from Utility Billing. It is wise to back up your data before deleting journals!**