

# AR Analysis

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**Pathway:** [Reports](#) > [Analysis](#) > [AR Analysis](#)

The Accounts Receivable (AR) Analysis report offers a comprehensive examination of the Division's AR activity for a designated fiscal year.

The screenshot shows the AR Analysis report interface. At the top, there is a blue header with 'AR ANALYSIS' on the left and 'REPORTS > ANALYSIS > AR ANALYSIS' on the right. Below the header, there is a form with several fields: 'TYPE' is a dropdown menu set to 'AR Analysis'; 'YEAR' is a dropdown menu set to '2023'; 'DIVISION' is a dropdown menu set to 'All'. To the right of these fields is a green 'LOAD' button. Further right is a search bar with a magnifying glass icon and a close button. Below the search bar, there are tabs for each month: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC, and a 'TOTAL' tab. The main content area below the tabs is currently blank.

## Permissions

Permission ID	Permission Name
134	Reports Main Menu
348	AR Analysis Reports

## Parameters

Parameter	Description
Type	Identifies the type of AR Analysis report that will be used. Currently, the only selection option is 'AR Analysis.'
Year	Specifies the year for which all Accounts Receivable (AR) activities within a division will be returned.
Division	Identifies the division for which all Accounts Receivable (AR) activities are associated to.

## Run The Report

1. Select the **Type** of report.
2. Select the **Year** the report will pull data from.
3. Select the **Division** you would like to review the AR activity on.
4. Select '**Run Report**' or '**Run as Excel**.'
  - *Run Report*: results of the generated report will display in a new window tab.
  - *Run as Excel*: results will be exported to Excel for the user to open and view.

## Understand The Report

AR ANALYSIS													REPORTS > ANALYSIS > AR ANALYSIS	
TYPE	AR Analysis													
YEAR	DIVISION													
2022	HOUSTON												LOAD	Search
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	
Beginning balance	1,268,798.00	1,003,236.46	1,075,248.33	978,970.80	938,676.40	898,924.35	1,009,310.50	1,086,414.33	985,424.86	996,779.91	1,043,828.82	581,137.60		
Manual Charges	615,372.30	599,262.47	598,025.22	613,145.84	606,769.21	641,918.26	605,280.62	608,694.59	603,963.61	635,356.24	8,166.48	0.00	6,135,954.84	
Work order charges	128,358.40	137,721.00	139,954.40	144,772.49	164,067.75	163,892.70	138,543.20	164,226.75	167,965.37	173,912.71	94,466.26	0.00	1,617,881.03	
Recurring services	346,256.18	352,928.60	362,276.16	359,787.80	368,355.36	374,505.82	375,762.01	379,146.74	390,093.15	408,853.82	401,005.03	0.00	4,118,970.67	
Surcharges	12.12	257.19	459.18	645.66	1,126.50	4,275.47	3,712.77	4,203.53	5,609.50	4,444.70	4,703.38	0.00	29,450.00	
Surcharges- Non Revenue	61,891.30	62,650.68	64,604.92	64,425.17	65,807.10	64,485.35	62,774.08	65,680.73	65,165.50	68,949.78	61,066.87	0.00	707,501.48	
Taxes	29,174.54	31,357.32	32,022.44	31,752.44	33,950.96	35,057.67	33,323.80	34,834.02	34,527.26	35,561.18	31,112.90	0.00	362,674.53	
Payments	-1,428,337.19	-1,110,550.26	-1,295,565.34	-1,250,068.16	-1,277,581.86	-1,174,871.61	-1,142,157.94	-1,355,714.19	-1,234,993.99	-1,279,880.50	-1,063,415.51	-1,686.15	13,614,822.70	
Adjustments	-25,868.63	-3,036.18	-6,002.40	-6,853.54	-2,247.07	-300.54	-923.32	-2,061.64	-13,634.21	-1,154.19	34.76	0.00	-62,046.96	
Payment reversals	7,579.44	1,421.05	7,947.89	2,097.90	0.00	1,423.03	788.61	0.00	425.76	1,005.17	168.61	0.00	22,857.46	
<b>Total</b>	<b>1,003,236.46</b>	<b>1,075,248.33</b>	<b>978,970.80</b>	<b>938,676.40</b>	<b>898,924.35</b>	<b>1,009,310.50</b>	<b>1,086,414.33</b>	<b>985,424.86</b>	<b>1,004,546.81</b>	<b>1,043,828.82</b>	<b>581,137.60</b>	<b>579,451.45</b>		

Column	Description
Jan - Dec	Organizes the sums associated with each Accounts Receivable (AR) transaction by month. The ending total for each month is the Beginning Balance for the next month.
Beginning Balance	Displays the beginning balance for each month that AR activity flows from.
Manual Changes	Displays the sum of all manual charges for each month.
Work Order Charges	Displays the sum of all work order charges for each month.
Recurring Services	Displays the sum of all charges for recurring services.
Surcharges	Displays the sum of all surcharges for each month.
Surcharges Non Revenue	Displays the sum off all surcharges that are excluded from revenue, such as city/county surcharges.
Taxes	Displays the sum of all taxes for services rendered.
Payments	Displays sum of all payments collected for each month.
Adjustments	Displays the sum of all invoice adjustments for each month.
Payment Reversals	Displays the sum of all payment reversals for each month.
Total	Displays the SUM of the Beginning Balance, Manual Charges, Work Order Charges, Recurring Services, Surcharges, Surcharges - Non Revenue, Taxes and Payment Reversals <b>MINUS</b> Payments and Adjustments.