

From: Spratley, Asia T. - Finance
Subject: Payment Allocation Letters
Date: Wednesday, August 31, 2022 8:23:20 AM

Good Morning John,

Please take some time between now and Friday, by 12:00 PM to compare the payment allocation letter data to a current category 55 detailed receivable report starting with July. Please save a copy of the report for yourself instead of adding it to the original. With the audit going on I don't want any changes made to the original.

When running the detailed receivables report please do not include credit balances. You will need to complete a pivot table to get the total amount due on each prop ID. Please complete a vlookup against the prop id to see how many accounts no longer have a balance due. If you need any assistance please let me know. I will be out of the office on Thursday and Friday but you can call me if you need to.

The files are located [here](#). The files you will be working with are the excel files that have "Payment Letters" in the title.

Please let me know if you have any questions.

Thank you,

Asia Spratley

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