

# Customer Aged Balances Report

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The *Aged Balances* style of Customer Balances reports at *Accounting Reports / Accounts Receivable / A/R Status / Customer Balance* will default in the *Aging Configuration* selection based on the aging configuration preference set on the *A/R* tab at *Accounting / Setup / Preferences*. Invoices will be aged on the report based on the *Aged as of* date selected.

The screenshot shows the 'A/R Status Reports' dialog box. The 'Aging Configuration' section is highlighted with a red box. It contains the following options:

- By Invoice Date
- By Invoice Due Date
- Include invoices due prior to 01/15/2024

Other visible options in the dialog include:

- Select Style:**  Aged Balances
- Sort By:**  Name
- Aged as of:** 03/01/2024
- Include Invoices Older than:** All
- Include Customers with Balance:** Over 100% of Credit Limit,  Include Prepay Balance in % calculation
- Customer Name:**  First Last

## By Invoice Due Date

If *By Invoice Due Date* is selected for the *Aging Configuration*, there are two options on the report to determine what Invoices/balances will be displayed.

## Include Invoices Older Than

- **All** – The report will display information based on all the open Invoices as well as Customers who have no open Invoices but have only Prepay and/or Unapplied Cash balances.
- **Any option other than All** – The report will display information based on that selection but will not display those customers who have no open Invoices and only have Prepay and/or Unapplied Cash balances.

Aged as of 03/01/2024

Include Invoices Older than All

th Balance

% of Credit Limit

Balance in % calcu

All

-30

0

30

60

9999

### Include Invoices Due Prior To

- The report will display information based on open invoices due prior to the date selected.
    - The date will default to the furthest open due date.
- Note:** This includes Customers who have no open Invoices but have only Prepay and/or Unapplied Cash balances.

Group by Location

Totals by Location Only

Aging Configuration

By Invoice Date

By Invoice Due Date

Include invoices due prior to 01/15/2024

### By Invoice Date

If the *Aging Configuration* is set to *By Invoice Date*, the *Include Invoices Older Than* selection will be available.

- All** – The report will display information based on all the open invoices as well as customers that have no open invoices but have only prepay and/or unapplied cash balances.
- Any option other than All** – The report will display information based on that selection but will not display those Customers who have no open Invoices and only have Prepay and/or Unapplied Cash balances.

Aged 360 Day

Aged Balances 120 Day

Credit Status 120 Day

Aged as of 03/01/2024

Include Invoices Older than All

Include Customers with Balance

Over 100 % of Credit Limit

Include Prepay Balance in % calcu

Group by Location

Totals by Location Only

Aging Configuration

By Invoice Date

By Invoice Due Date

Include invoices due prior to 01/15/2024

All

-30

0

30

60

9999