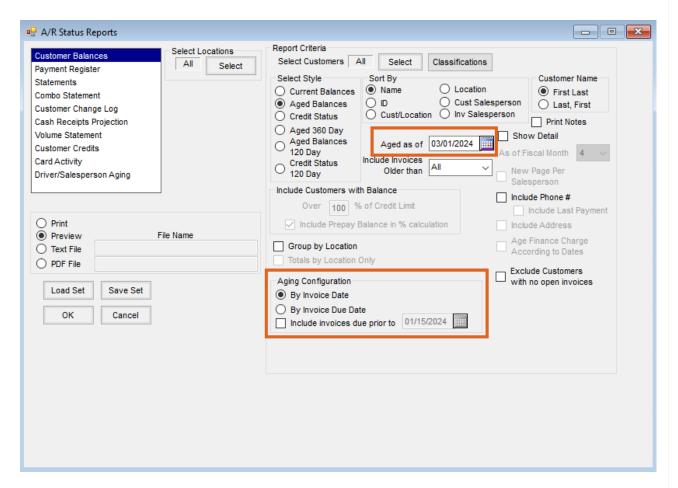# Customer Aged Balances Report

Last Modified on 03/01/2024 9:08 am CST

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.
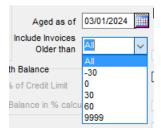

Setup

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.
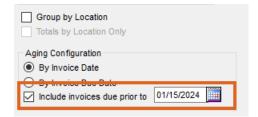
Include Invoices Older Than

- **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.

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.

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.