

# 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.

The screenshot shows the 'A/R Status Reports' dialog box. On the left, a list of report types is shown, with 'Customer Balances' selected. The 'Report Criteria' section includes options for 'Select Style' (Aged Balances is selected), 'Sort By' (Name is selected), and 'Aged as of' (03/01/2024). The 'Aging Configuration' section shows 'By Invoice Date' selected. Other options include 'Include Invoices Older than', 'Include Customers with Balance', and 'Exclude Customers with no open invoices'.

## 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.