

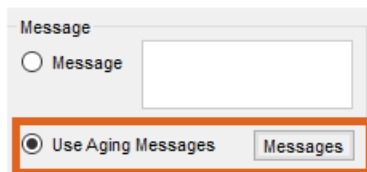
Statement Aging Messages

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The *Use Aging Messages* option is available on Balance Forward, Open Item, and Combo Statements. User-defined aging messages can be set for the aging periods, *Current*, *1-30*, *31-60*, and *Over 60*.

Aging Messages are available in the *Report Criteria* section at *Accounting Reports / Accounts Receivable / A/R Status Reports / Statements or Combo Statement*.

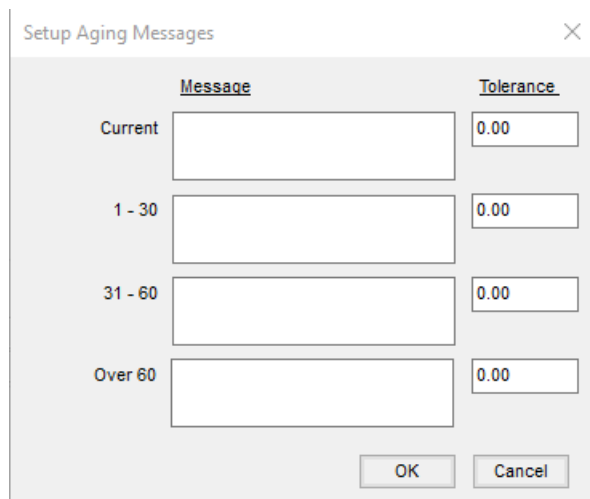
Choose the *Use Aging Messages* option and select the **Messages** button.



A screenshot of a software window titled "Message". It contains a radio button labeled "Message" which is unselected. Below it is a text input field. At the bottom, there is a radio button labeled "Use Aging Messages" which is selected, and a button labeled "Messages". A red rectangular box highlights the "Use Aging Messages" radio button and the "Messages" button.

Enter a *Message* for each aging period.

Optionally, a *Tolerance* may be set for each aging period. Enter the dollar amount of the tolerance as a decimal with no dollar sign. Negative *Tolerance* amounts are allowed.



A screenshot of a dialog box titled "Setup Aging Messages" with a close button (X) in the top right corner. The dialog contains a table with two columns: "Message" and "Tolerance". There are four rows corresponding to aging periods: "Current", "1 - 30", "31 - 60", and "Over 60". Each row has a text input field for the message and a text input field for the tolerance, all containing "0.00". At the bottom of the dialog are "OK" and "Cancel" buttons.

	<u>Message</u>	<u>Tolerance</u>
Current	<input type="text"/>	<input type="text" value="0.00"/>
1 - 30	<input type="text"/>	<input type="text" value="0.00"/>
31 - 60	<input type="text"/>	<input type="text" value="0.00"/>
Over 60	<input type="text"/>	<input type="text" value="0.00"/>

If the total amount of the Customer's aged balance for that aging period exceeds the *Tolerance* amount entered, and *Use Aging Messages* is selected on the Report Criteria window, the aging message prints on the statement. If the tolerance is exceeded on multiple aging periods, only the aging message for the oldest aging period prints.