

Customer Current Balances Report

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The *Current Balances* style of Customer Balances reports at *Accounting Reports / Accounts Receivable / A/R Status / Customer Balances* provides a snapshot of the Customer's *Regular, Prepay, Unapplied Cash (UAC)*, and *Overall* balances as of a specified *Fiscal Month*.

The screenshot shows the 'A/R Status Reports' dialog box. On the left, a list of report styles is shown, with 'Customer Balances' selected. In the 'Report Criteria' section, the 'Select Style' dropdown is set to 'Current Balances', which is highlighted with a red box. Other options include 'Aged Balances', 'Credit Status', 'Aged 360 Day', 'Aged Balances 120 Day', and 'Credit Status 120 Day'. The 'Sort By' section has 'Name' selected. The 'Aged as of' date is 05/29/2024, and the 'As of Fiscal Month' is 12. The 'Include Customers with Balance' section has 'Over 100 % of Credit Limit' and 'Include Prepay Balance in % calculation' checked. The 'Print Notes' checkbox is checked, and 'Include Zero Balances' is unchecked. The 'Include Phone #' section has 'Include Last Payment', 'Include Address', 'Age Finance Charge According to Dates', and 'Exclude Customers with no open invoices' unchecked. The 'Group by Location' and 'Totals by Location Only' checkboxes are also unchecked. At the bottom, there are buttons for 'Print', 'Preview', 'Text File', and 'PDF File', along with 'Load Set', 'Save Set', 'OK', and 'Cancel' buttons.

Select *Current Balances* in the *Select Style* section.

- **Select Locations** – The Location selection refers to the Location assigned to the Customer in the *Customer File*. By default, the Customer Balances report defaults to *All* Locations. To choose specific Locations, use the **Select** button.
- **Select Customers** – The report defaults to *All* Customers. To choose specific Customers, use the **Select** button.
- **Classifications** – Customers can be selected by Classifications. Information regarding Classifications can be found [here](#).
- **Sort By** – Select to display results by *Name* or *ID*.
- **Print Notes** – Check to include Notes added in the *Credit* tab of the Customer file.
- **Include Zero Balances** – Select to include Customer Accounts that have a zero balance.

- **As of Fiscal Month** – View balances as of the Fiscal Month selected from the drop-down.
- **Include Phone #** – Select to include Customer phone numbers on the report.
- **Group by Location** – Select to group results by *Location*.