Customer Current Balances Report

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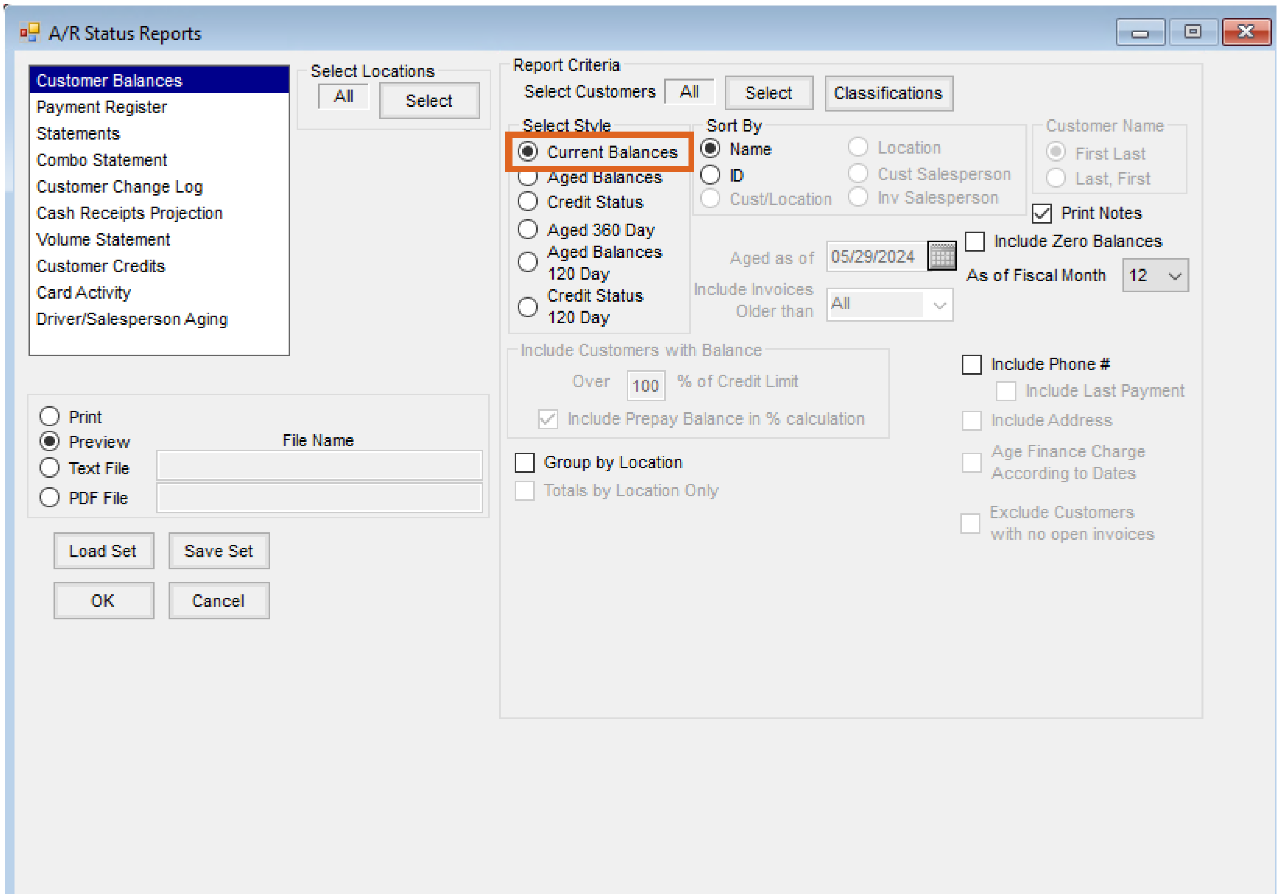
The *Current Balances* style of Customer Balances reports at *Accounting Reports / Accounts Receivable / A/R Status / Customer Balances* provides a snapshot of the Customer's *Regular*, *Prepay*, *Unapplied Cash (UAC)*, and *Overall* balances as of a specified *Fiscal Month.*



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.*