

# AR History Overview

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The AR History screen displays an account's balance for services they have received. In addition, AR History is used to manage the account's payment methods, post a payment and generate an invoice for.

The screenshot shows the AR History screen for 'Example Account 4'. At the top, account details include address (521 COUNTY ROAD 6481, DAYTON, TX 77535-4468), terms (Net 20), and invoice delivery (Printed). A summary table shows balances for different aging buckets: CURRENT (-50.00), 1-30 (0.00), 31-60 (0.00), 61-90 (0.00), 91-120 (0.00), 120+ (109.03), and TOTAL (59.03). A 'PENDING' section shows a balance of 60947 for 'Adjustment-Commercial' by 'Aliena Somers'. Below this is the 'AR HISTORY' table with columns for DATE, DUE DATE, PERIOD, SITE ID, TYPE, REFERENCE NO, AMOUNT, APPLIED AMOUNT, and BALANCE. Transactions include payments and invoices.

CURRENT	1-30	31-60	61-90	91-120	120+	TOTAL
-50.00	0.00	0.00	0.00	0.00	109.03	59.03

  

DATE	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE
07/12/23		2023-07		Payment - Visa - Credit Card	123456_DEMO_AUTH	(29.95)	4.95	(25.00)
07/10/23		2023-07		Payment - Bank Account - eCheck	123456_DEMO_AUTH	(127.55)	102.55	(25.00)
12/15/21	01/04/22	2021-12		Invoice	271127	98.40		98.40
09/08/21	09/28/21	2021-09		Invoice	176603	92.88	(82.25)	10.63

## Permissions

The following permissions are required to view the AR History screen:

Permission ID	Permission Name
5	View Account
6	View Site
41	View AR History

## Aging Buckets

AR aging buckets categorize an account's outstanding balances by time period.

The screenshot shows a summary table for aging buckets. The table has columns for CURRENT, 1-30, 31-60, 61-90, 91-120, 120+, and TOTAL. The values are: CURRENT (0.00), 1-30 (2,095.03), 31-60 (0.00), 61-90 (0.00), 91-120 (0.00), 120+ (527.93), and TOTAL (2,622.96). Below the table, it says 'Auto Pay at Billing - Bank Account 5309'.

CURRENT	1-30	31-60	61-90	91-120	120+	TOTAL
0.00	2,095.03	0.00	0.00	0.00	527.93	2,622.96

Auto Pay at Billing - Bank Account 5309

- **Current:** Displays the total deposit balance available.
- **1-30 Days:** Displays the total balance amount for invoices 1-30 days past their due date.

- **31-60 Days:** Displays the total balance amount for invoices 31 to 60 days past their due date.
- **61- 90 Days:** Displays the total balance amount for invoices 61 to 90 days past their due date.
- **91-120 Days:** Displays the total balance amount for invoices 91-120 days past their due date.
- **120+ Days:** Displays the total balance amount for invoices more than 120 days past their due date.
- **Total:** Displays the total balance amount across all aging buckets less the current amount.
  - Example using image shown above:  $80.00 + 252.54 + 2,802.87 - 127.25 = 3,008.16$

## Export and Print

The option to print an invoice is available under the Statement drop down in the AR History tool.

**AR HISTORY**

CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS	TOTAL
0.00	2,095.03	0.00	0.00	0.00	527.93	2,622.96

Limit to open items   
 STATEMENT   
 INVOICE   
 AUTO APPLY   
 BALANCE WRITE OFF   
 WALLET (2)   
 Search

DATE ↓	DUE DATE	PERIOD	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE
05/30/24	06/09/24	2023-09	Invoice	900160	2,095.03		2,095.03
10/01/23	10/11/23	2023-08	Invoice	884157	314.59		314.59
09/14/23	09/24/23	2023-09	Invoice	883844	105.74		105.74
08/10/23	08/20/23	2023-08					

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QA

Dayton

**CORPUS**  
 PO BOX 260310-D  
 Dayton, OH 45134  
 Phone [REDACTED]  
 DAY\_Div@navusoft.com

**Example Account 6**  
 1234 Navu Way  
 Corpus Christi, TX 78411

**Statement**

41902	Current	1-30 days	31-60 days	61-90 days	91-120 days	Over 120 days	Total
Example Account 6	0.00	2,095.03	0.00	0.00	0.00	527.93	2,622.96

**Limit to Open Items**

Date	Type	Reference	Location	Site Name	Amount	Applied	Balance	
5/30/24	Invoice	900160	41902001	Example Site 1	2,095.03	0.00	2,095.03	
10/1/23	Invoice	884157			314.59	0.00	314.59	
9/14/23	Invoice	883844			105.74	0.00	105.74	
8/10/23	Invoice	883842			107.60	0.00	107.60	
<b>Total</b>								2,622.96

## Invoice

Select **Invoice** to generate an invoice for the account. When the *Preview Invoice* screen displays, enter the date the customer is to be billed through in the 'Bill To Date' field. Invoices can be generated for a single site or all sites under the account.

The screenshot shows the 'AR HISTORY' screen with a table of account activity. The 'INVOICE' button is highlighted with a red box and an arrow pointing to the 'PREVIEW INVOICE' screen. The 'PREVIEW INVOICE' screen displays a form for generating an invoice, including a 'BILL TO DATE' field, an 'INVOICE DATE' field, and a table for items. The 'GENERATE INVOICE' button is located at the bottom of the preview screen.

CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS	TOTAL
0.00	0.00	0.00	0.00	0.00	527.93	527.93

DATE	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE
10/01/23	10/11/23	2023-10		Invoice	884157	314.59		314.59
09/14/23	09/24/23	2023-09		Invoice	883844	105.74		105.74
08/10/23	08/20/23	2023-08		Invoice	883842	107.60		107.60

SITE ID	START DATE	END DATE	GROSS QTY	NO CHARGE QTY	NAME	PO #	AMOUNT	SURCHARGES	TAXES	TOTAL	
							Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

## Auto Apply

Select **Auto Apply** and the system will automatically apply any credit on the account towards the balance of the oldest invoices first. Selecting Auto Apply will promptly initiate the auto apply process.

The screenshot shows the 'AR HISTORY' screen with the 'AUTO APPLY' button highlighted with a red box. The table displays account activity, including a new invoice dated 05/30/24 for 2,095.03. The total balance is 2,622.96.

CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS	TOTAL
0.00	2,095.03	0.00	0.00	0.00	527.93	2,622.96

DATE	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE
05/30/24	06/09/24	2024-05	41902001	Invoice	900160	2,095.03		2,095.03
10/01/23	10/11/23	2023-10		Invoice	884157	314.59		314.59
09/14/23	09/24/23	2023-09		Invoice	883844	105.74		105.74
08/10/23	08/20/23	2023-08		Invoice	883842	107.60		107.60

## Balance Write Off

In the event all attempts to collect payment on a past-due account are unsuccessful, the existing balance can be written off using the **Balance Write Off** tool. When a balance for an account is written off it is removed from the

Accounts Receivable ledger of the billing company.

The screenshot shows the AR HISTORY tool interface. At the top, there is a summary table with columns: CURRENT, 1-30 DAYS, 31-60 DAYS, 61-90 DAYS, 91-120 DAYS, 120+ DAYS, and TOTAL. Below this is a navigation bar with buttons: Limit to open items (checked), STATEMENT, INVOICE, AUTO APPLY, BALANCE WRITE OFF (highlighted with a red box), and WALLET (2). A table below lists invoice details with columns: DATE, DUE DATE, PERIOD, SITE ID, TYPE, REFERENCE NO, AMOUNT, APPLIED AMOUNT, and BALANCE. A dialog box titled 'BALANCE WRITE OFF' is open, containing a REASON CODE dropdown, a STATUS dropdown set to 'Bad Debt', and a large text area for a NOTE. At the bottom of the dialog, a green message reads 'This process will write off customer's AR balance. Select Ok to continue.' and an 'OK' button is present.

## Wallet

Manage customer's credit cards and bank account information for payments using the **Wallet** tool. In addition to managing payment information, this tool is also used to post payment and set up auto pay.

The screenshot shows the AR HISTORY tool interface. The summary table at the top is similar to the previous screenshot but with different values. The navigation bar now highlights 'WALLET (2)' with a red box. The 'ACCOUNT WALLET' dialog box is open, showing a table of account holder information. The table has columns: ACCOUNT HOLDER NAME, TYPE, LAST 4 DIGITS, EXPIRATION DATE, STATUS, AUTO PAY, DAY OF MONTH, AUTO PAY MAX, CREATED BY, and PROCESSOR. Two entries are visible: Miranda Thomas (Bank Account, 5309, Active, At Billing) and Carrie George (Visa, 1111, 06/29, Active, No).

## Limit to Open Items

By default, the AR History tool displays only Open Items. Deselect the **Limit to Open Items** check box to view a history of open and closed billing transactions.

AR HISTORY							?	✕
CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS	TOTAL		
0.00	2,095.03	0.00	0.00	0.00	527.93	2,622.96		
<input type="checkbox"/> Limit to open items							STATEMENT ▾	INVOICE
							AUTO APPLY	BALANCE WRITE OFF
							WALLET (2)	Search <input type="text"/>
DATE ↓	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE
05/30/24	06/09/24	2024-05	41902001	Invoice	900160	2,095.03		2,095.03
10/01/23	10/11/23	2023-10		Invoice	884157	314.59		314.59
09/14/23	09/24/23	2023-09		Invoice	883844	105.74		105.74
08/10/23	08/20/23	2023-08		Reversed Invoice	883843	0.00		107.60
08/10/23	08/20/23	2023-08		Invoice	883842	107.60		107.60

AR HISTORY							?	✕
CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS	TOTAL		
0.00	2,095.03	0.00	0.00	0.00	527.93	2,622.96		
<input checked="" type="checkbox"/> Limit to open items							STATEMENT ▾	INVOICE
							AUTO APPLY	BALANCE WRITE OFF
							WALLET (2)	Search <input type="text"/>
DATE ↓	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE
05/30/24	06/09/24	2024-05	41902001	Invoice	900160	2,095.03		2,095.03
10/01/23	10/11/23	2023-10		Invoice	884157	314.59		314.59
09/14/23	09/24/23	2023-09		Invoice	883844	105.74		105.74
08/10/23	08/20/23	2023-08		Invoice	883842	107.60		107.60

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