

AR Account Activity Report

Last Modified on 05/20/2026 1:14 pm PDT

Pathway: Reports > Standard Reports > Account > AR Account Activity

The AR Account Activity report provides a detailed transaction history for all sites associated with an account. Each transaction entry includes key information to allow for a quick assessment of account activity. Additionally, an AR aging summary is featured at the top of the report, offering a snapshot of overall account health.

AR ACCOUNT ACTIVITY REPORTS > STANDARD REPORTS > ACCOUNT

SAVED TEMPLATE: NEW UPDATE SAVE AS RUN REPORT RUN AS EXCEL

PARAMETER	VALUE
Account ID *	41902
Limit to Open *	No

AR Account Activity Page 1 of 1

Account ID: 41902, Limit to Open: No

41902	Example Account 6	Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	Total
		5479.30	780.81	788.07	766.29	18680.62	26495.09

All Items

Date	Type	Reference	Location	Site Name	Amount	Applied	Balance	Running Balance
12/2/26	Invoice	954970	41902001	Example Site 1	814.04	0.00	814.04	26,495.09
11/2/26	Invoice	954955	41902001	Example Site 1	1,413.49	0.00	1,413.49	25,681.05
10/1/26	Invoice	950585	41902001	Example Site 1	106.75	0.00	106.75	24,267.56
9/1/26	Invoice	949257	41902001	Example Site 1	788.07	0.00	788.07	24,160.81
8/1/26	Invoice	949243	41902001	Example Site 1	788.07	0.00	788.07	23,372.74
7/1/26	Invoice	949226	41902001	Example Site 1	780.81	0.00	780.81	22,584.67
6/1/26	Invoice	949210	41902001	Example Site 1	788.07	0.00	788.07	21,803.86
5/1/26	Invoice	949194	41902001	Example Site 1	780.81	0.00	780.81	21,015.79
4/1/26	Invoice	949178	41902001	Example Site 1	788.07	0.00	788.07	20,234.98
3/1/26	Invoice	949149	41902001	Example Site 1	766.29	0.00	766.29	19,446.91
2/1/26	Invoice	949133	41902001	Example Site 1	817.32	0.00	817.32	18,680.62
1/1/26	Invoice	948117	41902001	Example Site 1	13,790.76	0.00	13,790.76	17,863.30
7/31/24	Invoice	901065	41902001	Example Site 1	1,186.06	0.00	1,186.06	4,072.54
6/11/24	Credit Memo	883844			-14.92	14.92	0.00	2,886.48
6/11/24	Credit Memo	884157			-314.59	314.59	0.00	2,901.40
5/30/24	Invoice	900160	41902001	Example Site 1	2,095.03	0.00	2,095.03	3,215.99
5/1/24	Invoice	903634	41902001	Example Site 1	593.03	0.00	593.03	1,120.96
4/5/24	Payment Reversal	1234			500.00	0.00	0.00	527.93
4/5/24	Payment	1234			-500.00	0.00	0.00	27.93
10/1/23	Invoice	884157			314.59	-314.59	0.00	527.93
9/14/23	Invoice	883844			105.74	-14.92	90.82	213.34
8/10/23	Reversed Invoice	883843			0.00	0.00	0.00	107.60
8/10/23	Invoice	883842			107.60	0.00	107.60	107.60
Total							\$ 26,495.09	

Katie Raterink - 05/20/2026 3:07 PM

Report Parameters

Parameters are the specific criteria required to run a report, ensuring the system pulls only the specific data you need for your analysis.

AR ACCOUNT ACTIVITY REPORTS > STANDARD REPORTS > ACCOUNT

SAVED TEMPLATE: NEW UPDATE SAVE AS RUN REPORT RUN AS EXCEL

PARAMETER	VALUE
Account ID *	
Limit to Open *	

Parameter	Value
Account ID <i>Required</i>	Filters the report to the account that matches the Account ID entered.
Limit To Open <i>Required</i>	Select 'Yes' to limit the report to only return the open AR activity for the account.

Run the Report

Follow these simple steps to run the AR Account Activity report for a given account.

- Enter the required report parameters:
 - The **Account ID** of the account the report is for.
 - Select whether to **Limit to Open AR Activity** or all AR Activity.
- Choose preferred output method by clicking one of the buttons:
 - Run Report:** Displays the results immediately in a new browser tab.
 - Run as Excel:** Exports the report directly into an Excel file for offline viewing and analysis.
- Create a **Saved Template** for faster use later.
 - After all parameters are set, click on the **Save As** button at the top of the screen.
 - Enter a **Name** for the template and click **Save**.
 - The option to make the template available to other users is provided by checking the **Public Access** check box. Otherwise, if left unchecked, the report is only available to the user account it was created under.

Understand the Report

Below is a sample report followed by a detailed breakdown of the data in the report.

41902		Example Account 6		Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	Total
				5479.30	780.81	788.07	766.29	18680.62	26495.09
All Items									
Date	Type	Reference	Location	Site Name	Amount	Applied	Balance	Running Balance	
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4/5/24	Payment Reversal	1234			500.00	0.00	0.00	527.93	
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9/14/23	Invoice	883844			105.74	-14.92	90.82	213.34	
8/10/23	Reversed Invoice	883843			0.00	0.00	0.00	107.60	
8/10/23	Invoice	883842			107.60	0.00	107.60	107.60	
							Total	\$ 26,495.09	

Header / Footer

The header of the report displays the selected parameter values and the **Account Name** linked to the Account ID. There is also this information:

Additional Header Info	Description
Current Balance	The current balance for this account.
Aging Balances	The balances for each aging bucket: 1-30 days, 31-60 days, 61-90 days, and Over 90 days
Total Due	The total due for this account.

Page numbers are also located at the top of every page. For audit purposes, the bottom of each page includes the name of the user who generated the report and a precise generation timestamp.

Report Body

The data in the report is a straight list of the following information for the selected account.

Column	Description
Date	The date of the transaction.
Type	The type of transaction recorded for the site.
Reference	A (payment) reference or invoice number for the transaction.
Location	The site ID the transaction is associated with.
Site Name	The name of the site associated with the transaction.
Amount	The amount of the transaction.
Applied	The amount of the transaction that was applied toward the balance.
Balance	The balance for the invoice. The bottom line balance (Total) is displayed after the last invoice.
Running Balance	The unpaid balance amount for all sites under the account.

Permissions

Permission ID	Permission Name
154	Standard AR / Report
155	Standard Account / Report

