

AR Account Activity Report

Last Modified on 09/25/2023 12:52 pm EDT

Pathway: [Reports](#) > [Standard Reports](#) > [Account](#) > [AR Account Activity](#)

The AR Account Activity report provides a detailed transaction history for all sites associated to an account.

PARAMETER	VALUE
Account ID *	
Limit to Open *	

RUN REPORT **RUN AS EXCEL**

Permissions

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

Report Parameters

Parameter	Value
Account ID	Filters the report to the account that matches the Account ID entered.
Limit To Open	Limits the report to only return the open AR activity for the account.

Run The Report

1. Enter the **Account ID** the report is for.
2. Select whether to **Limit to Open** AR Activity or all AR Activity
3. Select '**Run Report**' or '**Run as Excel**.'
 - *Run Report*: results of the generated report will display in a new window tab.
 - *Run as Excel*: results will be exported to Excel for the user to open and view.

Understand The Report

AR Account Activity

Account ID: 22502, Limit to Open: No

22502 BETTER TOWER SERVICES			Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	Total
			0.00	0.00	0.00	0.00	0.00	0.00
All Items								
Date	Type	Reference	Location	Site Name	Amount	Applied	Balance	Running Balance
9/16/22	Payment	52172286_679951	22502002	BETTER TOWER SERVICES	-545.85	545.85	0.00	0.00
7/5/22	Declined		22502001	BETTER TOWER SERVICES	0.00	0.00	0.00	545.85
7/5/22	Invoice	543184	22502001	BETTER TOWER SERVICES	10.00	-10.00	0.00	545.85
6/30/22	Invoice	543109			535.85	-535.85	0.00	535.85
5/27/22	Payment	47465226_528109			-545.85	545.85	0.00	0.00
5/27/22	Declined	47440409	22502001	BETTER TOWER SERVICES	0.00	0.00	0.00	545.85
5/2/22	Declined		22502001	BETTER TOWER SERVICES	0.00	0.00	0.00	545.85
5/2/22	Invoice	407676	22502001	BETTER TOWER SERVICES	10.00	-10.00	0.00	545.85
4/30/22	Invoice	407599			535.85	-535.85	0.00	535.85
1/17/22	Payment	42474740_944366	22502001	BETTER TOWER SERVICES	-535.85	535.85	0.00	0.00
1/17/22	Declined	42471279			0.00	0.00	0.00	535.85
12/31/21	Invoice	292388			535.85	-535.85	0.00	535.85
Total							\$ 0.00	

Column	Description
Date	Displays the date of the transaction.
Type	Displays the type of transaction recorded for the site.
Reference	Displays 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	Displays the balance for the invoice.
Running Balance	Displays the unpaid balance amount for all sites under the account.