

Aging Report

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The Accounts Receivable (AR) Aging report is to provide a clear and organized overview of outstanding customer invoices. This report categorizes receivables based on the length of time they have remained unpaid.

PARAMETER	VALUE
As of Period *	Aug 2023
Balance Type *	
Division	
Bill Group	
Account Class	

Required Permissions

The Aging report requires the following user permissions:

Permission ID	Permission Name
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Report Parameters

Parameter	Value
As Of Period	Filters to a specific month and year.
Balance Type	Filters the report to only return results matching the selected balance type. Options include: All, AR (Accounts Receivable) and AP (Accounts Payable).
Division	Filters the report to only return results for accounts in the selected Division.
Bill Group	Filters the report to only return results for accounts in the selected Bill Group.
Account Class	Filters the report to only return results for accounts in the selected Account Class.

Run A Report

1. Select the **As Of Period** the report applies to.
2. Enter a **Balance Type** being collected for the report.
3. Optional filters to apply:
 - Division
 - Bill Group
 - Account Class
4. 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

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As of Period: Jun 2023, Balance Type: All, Division: HOUSTON										
ACCOUNT#	NAME	STATUS	CURRENT	1 - 30	31 - 60	61 - 90	91 - 120	OVER 120	TOTAL	
HOUSTON										
43177	INDUSTRIAL & MARINE SERVICE CO	Credit Hold	-30.00	0.00	0.00	0.00	0.00	379.31	349.31	
43179	SHADOW CREEK CENTER LLC	Credit Hold	0.00	0.00	0.00	0.00	0.00	259.67	259.67	
43180	WINDOW COVERING SERVICE	Credit Hold	0.00	0.00	0.00	0.00	0.00	130.38	130.38	
43181	LAW OFFICE	Credit Hold	-0.81	0.00	0.00	0.00	0.00	26.19	25.38	
43188	TRAYLOR MECHANICAL	Credit Hold	-149.30	0.00	0.00	0.00	0.00	288.63	139.33	
43190	PEARLAND HOME ASSOCIATION	Credit Hold	0.00	0.00	0.00	0.00	0.00	735.80	735.80	
43191	PEARLAND SENIOR VILLAGE	Credit Hold	0.00	0.00	0.00	0.00	0.00	631.33	631.33	
43197	AFFILIATED SPARTAN INSURANCE	Credit Hold	0.00	0.00	0.00	0.00	0.00	402.04	402.04	
43201	ELLIS AUTOMOTIVE	Credit Hold	0.00	0.00	0.00	0.00	0.00	178.76	178.76	
43208	GRIFFIN, BILLY	Credit Hold	0.00	0.00	0.00	0.00	0.00	152.25	152.25	
43217	LAKES AT COUNTRY PLACE CLUBHSE	Credit Hold	0.00	0.00	0.00	0.00	0.00	272.58	272.58	
43224	PIPE & TUBE SUPPLIES	Credit Hold	0.00	0.00	0.00	0.00	0.00	108.82	108.82	
43228	Texas Children's Pavilion for Women	Credit Hold	0.00	0.00	0.00	0.00	0.00	173.29	173.29	
43229	SILVERLAKE SHOPPING CENTER	Credit Hold	0.00	0.00	0.00	0.00	0.00	2,313.66	2,313.66	
43239	ZT Wealth / Moody Rambin	Credit Hold	0.00	0.00	0.00	0.00	0.00	1,156.82	1,156.82	
43242	SHADOW CREEK RANCH MAINT ASSOC	Credit Hold	0.00	0.00	0.00	0.00	0.00	1,029.92	1,029.92	
43249	MIKE TRACTOR MOWING	Credit Hold	0.00	0.00	0.00	0.00	0.00	385.68	385.68	
43251	TERRY GRAY	Credit Hold	0.00	0.00	0.00	0.00	0.00	385.68	385.68	
43254	ECO LAB	Credit Hold	-283.11	0.00	0.00	0.00	0.00	167.62	-115.49	
43259	SALVATION ARMY	Credit Hold	0.00	0.00	0.00	0.00	0.00	485.78	485.78	
43260	SUNWEST FLUIDS	Credit Hold	0.00	0.00	0.00	0.00	0.00	315.67	315.67	
43278	INTERNATIONAL PAINT & BODY	Credit Hold	0.00	0.00	0.00	0.00	0.00	315.67	315.67	
43291	PAGE OPPORTUNITY CENTERS INC	Credit Hold	0.00	0.00	0.00	0.00	0.00	260.76	260.76	
43293	KIDDIE ACADEMY OF PEARLANDWES	Credit Hold	0.00	0.00	0.00	0.00	0.00	286.22	286.22	

Isabel Navarro - 08/24/2023 5:40 AM

Column	Description
Account #	The account ID associated with the aging balance.
Name	The name of the account associated with the aging balance.
Status	The current status of the account.
Current	Displays the total deposit balance available.
Aging Buckets: 1 - 30; 31 - 60; 61- 90; 91 - 120; Over 120	AR aging buckets categorize an account's outstanding balances by time period.
Total	Displays the total balance amount across all aging buckets <u>less</u> the current amount.