

Aging Report

Last Modified on 05/20/2026 2:18 pm PDT

Pathway: Reports > Standard Reports > AR > Aging

The Accounts Receivable (AR) Aging report provides a clear and organized overview of outstanding customer invoices to help monitor payment trends. This report displays account balances as of a selected period, filtered by division, bill group, balance type (All, AR,AP), and account class. It includes key account information such as account ID, status, and name, along with balances distributed across aging buckets.

The screenshot shows the 'AGING' report configuration interface. At the top, there are buttons for 'NEW', 'UPDATE', 'SAVE AS', 'RUN REPORT', and 'RUN AS EXCEL'. Below these is a table for parameters:

PARAMETER	VALUE
As of Period *	Jun 2023
Balance Type *	AR
Division	-- HOUSTON
Bill Group	HOU-MANUAL INVOICES
Account Class	COMMERCIAL

A red arrow points from the 'RUN REPORT' button to the report output below. The report is titled 'Aging' and includes the following summary information: As of Period: Jun 2023, Balance Type: AR, Division: -- HOUSTON, Bill Group: HOU-MANUAL INVOICES, Account Class: COMMERCIAL. The report is on Page 1 of 1.

ACCOUNT#	NAME	STATUS	CURRENT	1 - 30	31 - 60	61 - 90	91 - 120	OVER 120	TOTAL
HOUSTON									
43694	Frontier Waste Solutions	Active	-312.23	0.00	0.00	0.00	0.00	0.00	-312.23
43890	CITY OF PEARLAND	Active	0.00	0.00	0.00	0.00	0.00	-4.50	-4.50
48909	Manual charge PO number test	Active	0.00	0.00	0.00	0.00	0.00	10.83	10.83
			-\$ 312.23	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.33	-\$ 305.90
Grand Total			-\$ 312.23	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.33	-\$ 305.90

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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.

The screenshot shows the 'AGING' report configuration interface with the 'As of Period' parameter highlighted in yellow. The parameters are:

PARAMETER	VALUE
As of Period *	May 2026
Balance Type *	
Division	
Bill Group	
Account Class	

Parameter	Description
As Of Period <i>Required</i>	Filters to a specific month and year.

Balance Type <i>Required</i>	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 the Report

Follow these simple steps to run the 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:
 - o Division
 - o Bill Group
 - o Account Class
4. Select **Run Report** or **Run as Excel**.
 - o *Run Report*: results of the generated report will display in a new window tab.
 - o *Run as Excel*: results will be exported to Excel for the user to open and view.
5. Create a **Saved Template** for faster use later.
 - o After all parameters are set, click on the **Save As** button at the top of the screen.
 - o Enter a **Name** for the template and click **Save**.
 - o 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.

Aging										Page 1 of 1
As of Period: Jun 2023, Balance Type: AR, Division: -- HOUSTON, Bill Group: HOU-MANUAL INVOICES, Account Class: COMMERCIAL										
ACCOUNT#	NAME	STATUS	CURRENT	1 - 30	31 - 60	61 - 90	91 - 120	OVER 120	TOTAL	
HOUSTON										
43694	Frontier Waste Solutions	Active	-312.23	0.00	0.00	0.00	0.00	0.00	-312.23	
43890	CITY OF PEARLAND	Active	0.00	0.00	0.00	0.00	0.00	-4.50	-4.50	
48909	Manual charge PO number test	Active	0.00	0.00	0.00	0.00	0.00	10.83	10.83	
			- \$ 312.23	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.33	- \$ 305.90	
Grand Total			- \$ 312.23	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.33	- \$ 305.90	

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Header / Footer

The header of the report displays the selected parameter values. 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 by division.

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.
<i>Aging Buckets:</i> 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.
Grand Total	The totals calculated for each of the Current, Aging Bucket and the Total columns.

Permissions

Permission ID	Permission Name
134	Reports Main Menu
154	Standard/AR Reports