

Aging Details

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Pathway: Reports > Standard Reports > AR > Aging Details

The Accounts Receivable (AR) Aging Details report provides a more detailed view of outstanding customer invoices, providing additional information beyond the AR Aging Report.

AGING DETAILS REPORTS > STANDARD REPORTS > AR

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

PARAMETER	VALUE
Division *	-- HOUSTON
Period *	Dec 2025
Account ID	43184
Parent AccountId	
Account Class	COMMERCIAL
Bill Group	HOU-COMMERCIAL ARREARS

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Division: -- HOUSTON, Period: Dec 2025, Account ID: 43184, Account Class: COMMERCIAL, Bill Group: HOU-COMMERCIAL ARREARS

TYPE	INVOICE #	DATE	SITE ID	DUE DATE	CURRENT	1-30	31-60	61-90	91-120	OVER 120	TOTAL
43184 THE O'KEEFE GROUP - Active											
Invoice -	835854	11/15/2022	43184001	12/05/2022	0.00	0.00	0.00	0.00	0.00	377.88	377.88
Invoice -	835859	11/15/2022	43184006	12/05/2022	0.00	0.00	0.00	0.00	0.00	377.88	377.88
Invoice -	835855	11/15/2022	43184002	12/05/2022	0.00	0.00	0.00	0.00	0.00	310.81	310.81
Invoice -	894987	01/31/2024	43184003	02/20/2024	0.00	0.00	0.00	0.00	0.00	16,573.06	16,573.06
Invoice -	835858	11/15/2022	43184005	12/05/2022	0.00	0.00	0.00	0.00	0.00	502.81	502.81
Invoice -	835856	11/15/2022	43184003	12/05/2022	0.00	0.00	0.00	0.00	0.00	1,361.36	1,361.36
Invoice -	894989	01/31/2024	43184005	02/20/2024	0.00	0.00	0.00	0.00	0.00	6,121.22	6,121.22
Invoice -	835860	11/15/2022	43184007	12/05/2022	0.00	0.00	0.00	0.00	0.00	1,735.25	1,735.25
Invoice -	835857	11/15/2022	43184004	12/05/2022	0.00	0.00	0.00	0.00	0.00	684.08	684.08
Invoice -	894991	01/31/2024	43184007	02/20/2024	0.00	0.00	0.00	0.00	0.00	21,124.60	21,124.60
Invoice -	894988	01/31/2024	43184004	02/20/2024	0.00	0.00	0.00	0.00	0.00	8,327.90	8,327.90
Invoice -	894990	01/31/2024	43184006	02/20/2024	0.00	0.00	0.00	0.00	0.00	4,600.26	4,600.26
Invoice -	894985	01/31/2024	43184001	02/20/2024	0.00	0.00	0.00	0.00	0.00	4,600.26	4,600.26
Invoice -	894986	01/31/2024	43184002	02/20/2024	0.00	0.00	0.00	0.00	0.00	3,783.64	3,783.64
					\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,481.01	\$ 70,481.01
Grand Total					\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,481.01	\$ 70,481.01

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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.

AGING DETAILS REPORTS > STANDARD REPORTS > AR

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

PARAMETER	VALUE
Division *	-- HOUSTON
Period *	May 2026
Account ID	
Parent AccountId	
Account Class	
Bill Group	

Parameter

Description

Division <i>Required</i>	Filters the report to only return results for accounts in the selected Division.
Period <i>Required</i>	Filters the report to the selected month and year.
Account ID	Filters the account to the specific account matching the Account ID entered.
Parent Account ID	The parent account identification number for the report parameters.
Account Class	Filters the report to only return results for accounts in the selected Account Class.
Bill Group	Filters the report to only return results for accounts in the selected Bill Group.

Run the Report

Follow these simple steps to run the report.

1. Select the **Division** the report applies to.
2. Select the **Period** the report applies to.
3. Optional filters to apply:
 - o Account ID
 - o Parent Account ID
 - o Account Class
 - o Bill Group
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.

Understand The Report

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

Aging Details

	TYPE/INVOICE #	DATE	SITE ID	DUE DATE	CURRENT	1-30	31-60	61-90	91-120	OVER 120	TOTAL
45971	SIMMONS HOME DESIGN - Credit Hold										
	Invoice - 624964	08/15/2022		09/04/2022	98.80	0.00	0.00	0.00	0.00	0.00	98.80
					\$ 98.80	\$ 98.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 197.60
45978	Gulf States Protective Coatings Inc. - Active										
	Invoice - 535531	06/15/2022		07/05/2022	0.00	0.00	386.30	0.00	0.00	0.00	386.30
	Invoice - 543220	06/30/2022		07/20/2022	0.00	0.00	113.61	0.00	0.00	0.00	113.61
	Invoice - 555973	07/15/2022		08/04/2022	0.00	93.38	0.00	0.00	0.00	0.00	93.38
	Invoice - 569254	07/31/2022		08/20/2022	0.00	504.29	0.00	0.00	0.00	0.00	504.29
	Invoice - 670788	08/31/2022		09/20/2022	113.61	0.00	0.00	0.00	0.00	0.00	113.61
					\$ 113.61	\$ 597.67	\$ 499.91	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,211.19
45994	HALOWELLS PHARMACY - Active										
	Invoice - 534928	06/15/2022		07/05/2022	0.00	0.00	31.05	0.00	0.00	0.00	31.05
	Invoice - 555045	07/15/2022		08/04/2022	0.00	31.05	0.00	0.00	0.00	0.00	31.05
	Invoice - 624965	08/15/2022		09/04/2022	31.05	0.00	0.00	0.00	0.00	0.00	31.05
					\$ 31.05	\$ 31.05	\$ 31.05	\$ 0.00	\$ 0.00	\$ 0.00	\$ 93.15
45998	DLCA HOUSTON - Active										
	Invoice - 670789	08/31/2022		09/10/2022	505.58	0.00	0.00	0.00	0.00	0.00	505.58
					\$ 505.58	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 505.58
46009	Haula - Credit Hold										
	Invoice - 624967	08/15/2022		09/04/2022	103.96	0.00	0.00	0.00	0.00	0.00	103.96
					\$ 103.96	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 103.96
46022	Haula - Credit Hold										
	Invoice - 624968	08/15/2022		09/04/2022	354.42	0.00	0.00	0.00	0.00	0.00	354.42
					\$ 354.42	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 354.42
46042	Rubicon - Active										
	Invoice - 624969	08/15/2022		09/04/2022	95.84	0.00	0.00	0.00	0.00	0.00	95.84
					\$ 95.84	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 95.84

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 list of the following information by division.

Column	Description
Type/Invoice #	The invoice numbers included in the report.
Date	The date on the invoice listed.
Site ID	The site identification number on the invoice.
Due Date	The due date of the invoice.
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.
Grand Total	The totals calculated for each of the Current, Aging Bucket and the Total columns.

Required Permissions

The following permissions are required to use the Aging Details report:

Permission ID	Permission Name
134	Reports Main Menu
154	Standard\AR Reports
90016	Aging Details