

Aging Details

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

PARAMETER	VALUE
Division *	
Period *	Aug 2023
Account ID	
Parent AccountId	
Account Class	
Bill Group	

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

Report Parameters

Parameter	Description
Division	Filters the report to only return results for accounts in the selected Division.
Period	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 A Report

1. Select the **Division** the report applies to.
2. Select the **Period** the report applies to.
3. Optional filters to apply:
 - Account ID

- Parent Account ID
 - Account Class
 - Bill Group
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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	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

Aliena Somers - 08/31/2023 7:58 AM

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.

<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.
