

# Aging Details To Date

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**Pathway:** Reports > Standard Reports > AR > Aging Details To A Date

The *Aging Details To A Date* report provides aging details for accounts in the selected division based on the date entered. It includes a detailed, transaction-level view of accounts receivable as of a selected date, filtered by division with key account information displayed such as account ID, status, name, transaction type (Invoice, Unapplied, Voided), due date, payment terms, original amount, and bill group, along with balances distributed across aging buckets.

PARAMETER	VALUE
Division *	
Date *	

## 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.

Parameter	Value
<b>Division</b> <i>Required</i>	Filters the report to only return results for accounts in the selected Division.
<b>Date</b> <i>Required</i>	Filters the report to run the AR Aging data as it exists on that day. It is used to calculate the age of outstanding invoices; for example, an invoice due on Oct 1st will show as 30 days past due if the report is run for Oct 31st.

## Run the Report

Follow these simple steps to run the report.

1. Select the **Division** the report applies to.
2. Select the **Date** to be used in AR Aging calculations.
3. Select **Run Report** or **Run as Excel**.
  - *Run Report*: results of the generated report will display in the **Report Results** tab.
  - *Run as Excel*: results will be exported to Excel for the user to open and view.
4. Create a **Saved Template** for faster use later.
  - After all parameters are set, click on the **Save As** button at the top of the screen.
  - Enter a **Name** for the template.
  - 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.

Report Parameters		Report Results												
Count 4,294 rows														
ACCOUNT ID	STATUS	ACCOUNT NAME	TYPE	ID	DATE	DUE DATE	TERM	ORIGINAL AMOUNT	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DAYS
18557	Credit Hold	CITY OF Green	Invoice	903736	Oct 01 2024	Oct 21 2024	Net 20	155.15	0.00	0.00	0.00	0.00	0.00	105.15
21198	Active	Example Account 3	Invoice	884341	Sep 01 2023	Sep 21 2023	Net 20	1567.28	0.00	0.00	0.00	0.00	0.00	1423.09
21198	Active	Example Account 3	Invoice	903430	Mar 01 2024	Mar 21 2024	Net 20	1037.76	0.00	0.00	0.00	0.00	0.00	1037.76
21198	Active	Example Account 3	Invoice	915532	Apr 30 2025	May 20 2025	Net 20	3300.58	0.00	0.00	0.00	0.00	0.00	3300.58
21198	Active	Example Account 3	Invoice	948950	Jan 01 2026	Jan 21 2026	Net 20	2855.16	0.00	0.00	0.00	0.00	2855.16	0.00
21198	Active	Example Account 3	Invoice	955141	Feb 01 2026	Feb 21 2026	Net 20	634.48	0.00	0.00	634.48	0.00	0.00	0.00
21638	Active	BIG STATE	Invoice	900443	Oct 01 2023	Oct 21 2023	Net 20	221.62	0.00	0.00	0.00	0.00	0.00	221.62
43177	Active	INDUSTRIAL SERVICE CO	Invoice	869625	Feb 01 2023	Feb 21 2023	Net 20	379.31	0.00	0.00	0.00	0.00	0.00	30.00
43177	Active	INDUSTRIAL SERVICE CO	Invoice	894500	Jan 31 2024	Feb 20 2024	Net 20	4535.28	0.00	0.00	0.00	0.00	0.00	4535.28
43178	Bad Debt	STRATEGIC ACCOUNTS	Invoice	835834	Nov 15 2022	Dec 05 2022	Net 20	185.68	0.00	0.00	0.00	0.00	0.00	51.59
43178	Bad Debt	STRATEGIC ACCOUNTS	Invoice	860497	Jan 01 2023	Jan 21 2023	Net 20	-51.59	0.00	0.00	0.00	0.00	0.00	-51.59
43179	Active	Green CREEK CENTER LLC	Invoice	898994	Jan 31 2024	Feb 20 2024	Net 20	1738.38	0.00	0.00	0.00	0.00	0.00	1588.38
43180	Active	ABC COVERING SERVICE	Invoice	333035	Feb 15 2022	Mar 07 2022	Net 20	123.68	0.00	0.00	0.00	0.00	0.00	4.41
43180	Active	ABC COVERING SERVICE	Invoice	350660	Feb 28 2022	Mar 20 2022	Net 20	-4.41	0.00	0.00	0.00	0.00	0.00	-4.41
43180	Active	ABC COVERING SERVICE	Invoice	434102	May 16 2022	Jun 05 2022	Net 20	242.77	0.00	0.00	0.00	0.00	0.00	16.05
43180	Active	ABC COVERING SERVICE	Invoice	541946	Jun 30 2022	Jul 20 2022	Net 20	-16.05	0.00	0.00	0.00	0.00	0.00	-16.05
43180	Active	ABC COVERING SERVICE	Invoice	883846	Sep 15 2023	Oct 05 2023	Net 20	2892672.46	0.00	0.00	0.00	0.00	0.00	2892467.46
43180	Active	ABC COVERING SERVICE	Invoice	894233	Jan 31 2024	Feb 20 2024	Net 20	868824.72	0.00	0.00	0.00	0.00	0.00	868824.72
43181	Active	LAW OFFICE	Invoice	834911	Nov 15 2022	Dec 05 2022	Net 20	26.19	0.00	0.00	0.00	0.00	0.00	26.19
43181	Active	LAW OFFICE	Invoice	898995	Jan 31 2024	Feb 20 2024	Net 20	323.73	0.00	0.00	0.00	0.00	0.00	323.73
43182	Active	BEELAND LITTLE LEAGUE	Invoice	869626	Feb 01 2023	Feb 21 2023	Net 20	841.96	0.00	0.00	0.00	0.00	0.00	841.96
43182	Active	BEELAND LITTLE LEAGUE	Invoice	899188	Jan 31 2024	Feb 20 2024	Net 20	9075.03	0.00	0.00	0.00	0.00	0.00	8750.26

## Report Results

The data returned is a list of all transactions for all accounts that meet the parameter criteria showing status, term, due date, and aging buckets.

Column	Value
<b>Account ID</b>	The ID of the account.
<b>Status</b>	The current status of the account.
<b>Name</b>	The name of the account.
<b>Type</b>	The type of transaction, such as Invoice, Unapplied Payment, Unapplied Adjustment
<b>ID</b>	An identifier associated with the Type, such as Invoice Number.
<b>Date</b>	The date of the transaction, like the invoice date.
<b>Due Date</b>	The date the invoice is due.
<b>Term</b>	The term assigned to the account which is used along with Due Date to calculate the "age" of an invoice.
<b>Original Amount</b>	The original amount of the invoice or transaction.
<b>Current</b>	How much is due.
<b>Aging Buckets:</b> 1 - 30, 31 - 60, 61- 90, 91 - 120, over 120	The AR Aging buckets for the account's outstanding balances by time period.
<b>Bill Group</b>	The billing group assigned to the account.

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## Permissions

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

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