

Aging Summary To Date

Last Modified on 05/20/2026 3:02 pm PDT

Pathway: Reports > Standard Reports > AR > Aging Summary To A Date

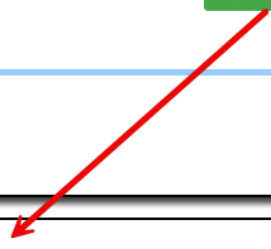
The *Aging Summary To A Date* report summarizes the aging details for accounts in the selected division based on the date entered. It provides a snapshot of accounts receivable aging as of the entered date, organized by division and account. It includes account identifiers, account status, and balances distributed across aging buckets. The report is designed to give a clear view of outstanding balances and how long they have been overdue. To see a breakdown of each account by invoice, use the *Aging Details To A Date* report.

AGING SUMMARY TO A DATE
REPORTS > STANDARD REPORTS > AR

SAVED TEMPLATE
NEW
UPDATE
SAVE AS
RUN REPORT

Report Parameters
Report Results

PARAMETER	VALUE
Division *	HOUSTON
Date *	05/20/2026



Report Parameters
Report Results

Count 1,296 rows

DIVISION	ACCOUNT ID	NAME	STATUS	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	TOTAL
HOUSTON	18557		Credit Hold	0.00	0.00	0.00	0.00	0.00	105.15	105.15
HOUSTON	43178		Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HOUSTON	43180		Active	0.00	0.00	0.00	0.00	0.00	3761292.18	3761292.18
HOUSTON	43183		Active	-167.40	0.00	0.00	0.00	0.00	2381.71	2214.31
HOUSTON	43184		Active	-641.27	0.00	0.00	0.00	0.00	70481.01	69839.74
HOUSTON	43187		Active	-58.25	0.00	0.00	0.00	0.00	7540.04	7481.79
HOUSTON	43189		Active	-113.85	0.00	0.00	0.00	0.00	31815.59	31701.74
HOUSTON	43190		Active	-22.84	0.00	0.00	0.00	0.00	4574.84	4552.00
HOUSTON	43197		Active	-50.00	0.00	0.00	0.00	0.00	2499.64	2449.64
HOUSTON	43201		Active	-50.00	0.00	0.00	0.00	0.00	1011.52	961.52
HOUSTON	43204		Active	0.00	0.00	0.00	0.00	0.00	4983.09	4983.09
HOUSTON	43207		Active	0.00	0.00	0.00	0.00	0.00	3495.32	3495.32
HOUSTON	43214		Active	0.00	0.00	0.00	0.00	0.00	4309.37	4309.37
HOUSTON	43215		Active	0.00	0.00	0.00	0.00	0.00	448.04	448.04
HOUSTON	43217		Active	0.00	0.00	0.00	0.00	0.00	1707.18	1707.18
HOUSTON	43219		Active	0.00	0.00	0.00	0.00	0.00	1942.80	1942.80
HOUSTON	43223		Active	0.00	0.00	0.00	0.00	0.00	4158.53	4158.53
HOUSTON	43226		Active	0.00	0.00	0.00	0.00	0.00	5725.94	5725.94
HOUSTON	43230		Active	0.00	0.00	0.00	0.00	0.00	1653.54	1653.54
HOUSTON	43232		Active	0.00	0.00	0.00	0.00	0.00	3396.89	3396.89

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.

Report Parameters
Report Results

PARAMETER	VALUE
Division *	
Date *	

Parameter	Value
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Division <i>Required</i>	Filters the report to only return results for accounts in the selected Division.
Date <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**. The results of the generated report will display in the **Report Results** tab.
4. Save the report parameters as 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.

Report Parameters		Report Results								
Count 1,296 rows		<div style="float: right; border: 1px solid #ccc; padding: 2px;"> <input type="text" value="Search"/> </div>								
DIVISION	ACCOUNT ID	NAME	STATUS	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	TOTAL
HOUSTON	18557		Credit Hold	0.00	0.00	0.00	0.00	0.00	105.15	105.15
HOUSTON	43178		Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HOUSTON	43180		Active	0.00	0.00	0.00	0.00	0.00	3761292.18	3761292.18
HOUSTON	43183		Active	-167.40	0.00	0.00	0.00	0.00	2381.71	2214.31
HOUSTON	43184		Active	-641.27	0.00	0.00	0.00	0.00	70481.01	69839.74
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HOUSTON	43190		Active	-22.84	0.00	0.00	0.00	0.00	4574.84	4552.00
HOUSTON	43197		Active	-50.00	0.00	0.00	0.00	0.00	2499.64	2449.64
HOUSTON	43201		Active	-50.00	0.00	0.00	0.00	0.00	1011.52	961.52
HOUSTON	43204		Active	0.00	0.00	0.00	0.00	0.00	4983.09	4983.09
HOUSTON	43207		Active	0.00	0.00	0.00	0.00	0.00	3495.32	3495.32
HOUSTON	43214		Active	0.00	0.00	0.00	0.00	0.00	4309.37	4309.37
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HOUSTON	43217		Active	0.00	0.00	0.00	0.00	0.00	1707.18	1707.18
HOUSTON	43219		Active	0.00	0.00	0.00	0.00	0.00	1942.80	1942.80
HOUSTON	43223		Active	0.00	0.00	0.00	0.00	0.00	4158.53	4158.53
HOUSTON	43226		Active	0.00	0.00	0.00	0.00	0.00	5725.94	5725.94
HOUSTON	43230		Active	0.00	0.00	0.00	0.00	0.00	1653.54	1653.54
HOUSTON	43232		Active	0.00	0.00	0.00	0.00	0.00	3396.89	3396.89

Reported Results

The data returned is a list of all accounts that meet the parameter criteria showing status and aging buckets.

Column	Value
Division	The account division name of the account.

Account ID	The ID of the account.
Name	The name of the account.
Status	The current status of the account.
Current	The total deposit balance available.
Aging Buckets: 1 - 30, 31 - 60, 61- 90, 91 - 120, over 120	The AR Aging buckets for the account's outstanding balances by time period.
Total	The total balance amount across all aging buckets <u>less</u> the current amount.

Permissions

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