

Unapplied AR Report

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Pathway: [Reports](#) > [Standard Reports](#) > [AR](#) > [Unapplied AR](#)

The Unapplied Accounts Receivable (AR) report offers a detailed overview of unapplied customer balances, aiding businesses in pinpointing and resolving unallocated funds.

UNAPPLIED AR
REPORTS > STANDARD REPORTS > AR

PARAMETER	VALUE
Division ID	

RUN REPORT
RUN AS EXCEL

Required Permissions

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

Parameters and Descriptions

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

Run The Report

1. Select the **Division** the report applies to.
2. 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

Unapplied AR Page 9 of 9

Division	Batch #	Type	Period	Account#	Name	Date	Reference	Amount	Applied	Unapplied
HOUSTON	11046	Payment	2023-09	43557	CARS LTD	09/11/2023	Debit Card	-5.00	0.00	-5.00
HOUSTON	11046	Payment	2023-09	43559	CHICK-FIL-A	09/11/2023	check	-3.00	0.00	-3.00
HOUSTON	11046	Payment	2023-09	43563	LILAS MEXICAN REST GENZALES	09/11/2023	credit card	-4.00	0.00	-4.00
HOUSTON	11046	Payment	2023-09	43684	2701 Partner, LLC	09/11/2023	echeck	-6.00	0.00	-6.00
HOUSTON	11049	Payment	2023-09	48976	Unmatched Default Account	09/14/2023	315653256	-70.00	0.00	-70.00
HOUSTON	11053	Payment	2023-09	45783	JAMES SOWELL	09/15/2023	3368	-200.00	0.00	-200.00
Total								-\$ 832,985.23	\$ 759,019.18	-\$ 73,966.05

Column	Description
Division	The division the account with the unapplied payment belongs to.

Batch #	Displays the batch ID the payment is included in.
Type	Displays the transaction type.
Period	Displays the time period of the unapplied AR payments.
Account #	The account number the unapplied payments belong to.
Name	Displays the name of the account unapplied payments apply to.
Date	The date the unapplied AR was applied to the account.
Reference	Displays the reference for the unapplied payment.
Amount	Displays the payment amount that was received by the account.
Applied	Displays what amount from the 'Amount' column that was applied to an invoice.
Unapplied	Displays the portion of received payments that has not been allocated to a specific service.
Total	Displays the total amounts for each of the Amount, Applied and Unapplied columns.
