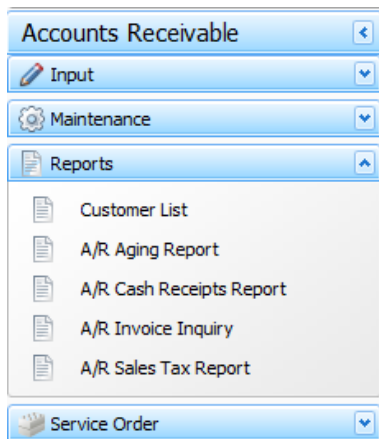




# Aging Report

Enables you to create a report showing customers' balances and age of balances.

From the Accounts Receivable Reports menu select A/R Aging Report

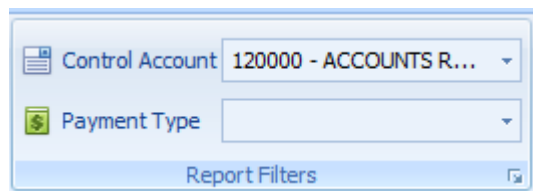


The A/R Aging Report ribbon allows you to customize your aging report to best fit your needs.

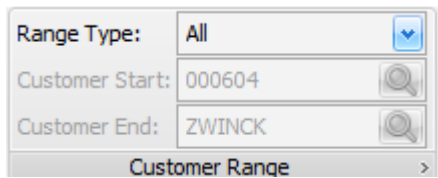


Below are the report specific ribbon functions separated out to help you use the filters to best fit your needs:

Report Filters allows you to choose which Control Account is shown. You can choose to see one or all of your control accounts.

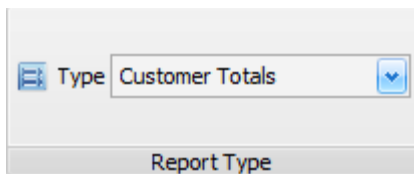


Customer Range allows you to choose a Range Type from all customers, a range of customers or just a single customer.



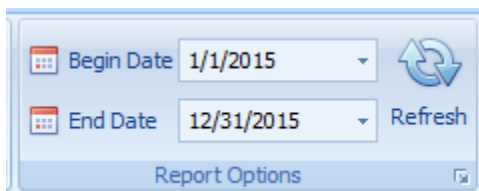
The 'Customer Range' dialog box contains three input fields: 'Range Type' with a dropdown menu set to 'All', 'Customer Start' with the value '000604', and 'Customer End' with the value 'ZWINCK'. Each field has a search icon to its right. The dialog is titled 'Customer Range' at the bottom.

Report Type allows you to see either Customer Totals which will show the complete total owed by the customer(s) or Customer Details which shows individual invoices per customer(s).



The 'Report Type' dialog box features a dropdown menu labeled 'Type' with 'Customer Totals' selected. The dialog is titled 'Report Type' at the bottom.

Report Options allows you to change the Aging Date but it is set to default to current date. The refresh button refreshes the report at any given time to see current changes or to update the data by the filters when changed.



The 'Report Options' dialog box includes two date selection fields: 'Begin Date' set to '1/1/2015' and 'End Date' set to '12/31/2015'. A 'Refresh' button with a circular arrow icon is positioned to the right of the date fields. The dialog is titled 'Report Options' at the bottom.