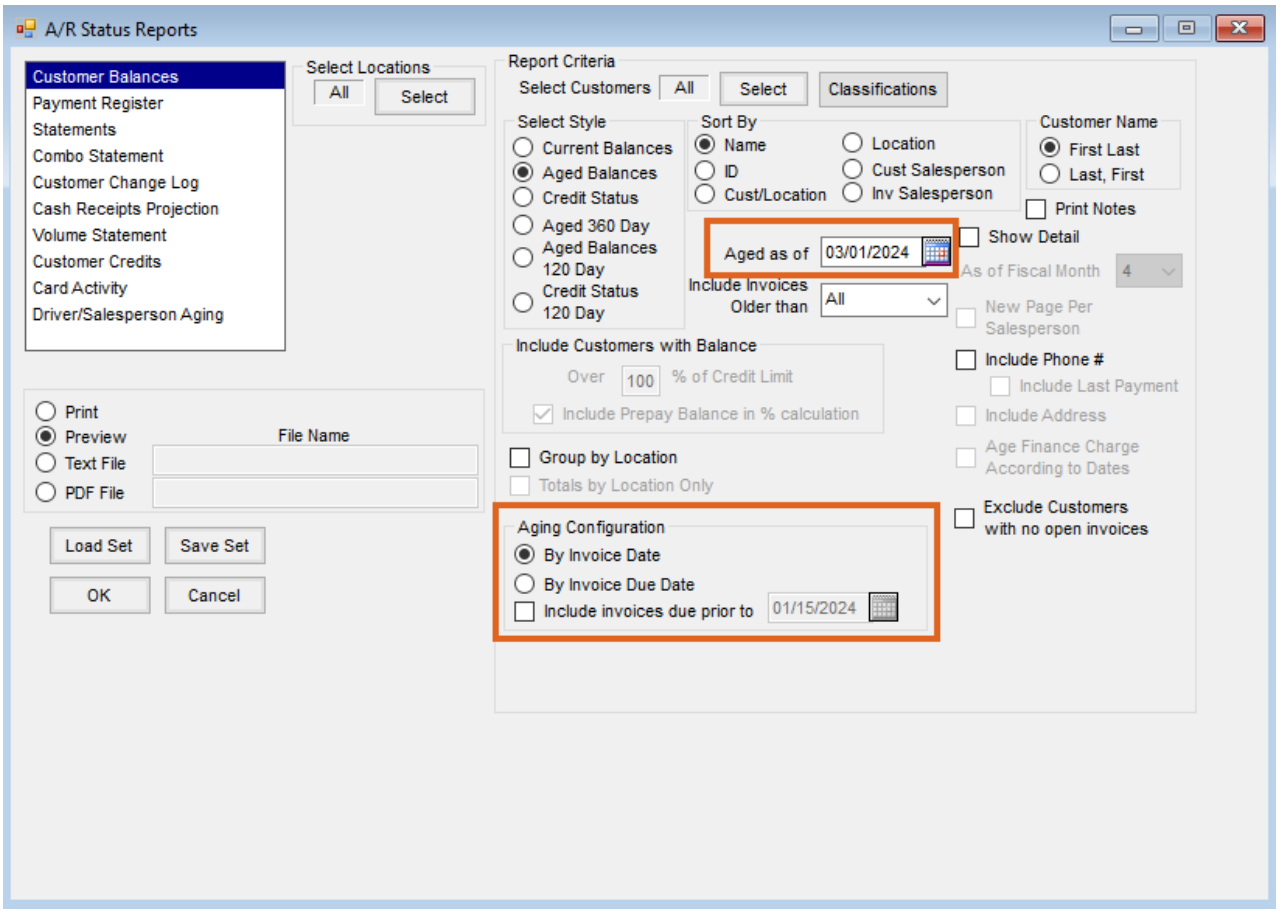
Customer Aged Balances Report

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The *Aged Balances* style of Customer Balances reports at *Accounting Reports / Accounts Receivable / A/R Status / Customer Balance* will default in the *Aging Configuration* selection based on the aging configuration preference set on the *A/R* tab at *Accounting / Setup / Preferences*. Invoices will be aged on the report based on the *Aged as of* date selected.



- **Select Locations** – Choose a specific Location based on the Customer's profile. The default is *All*.
- **Select Customers** – Choose a specific Customer or group of Customers. The default is *All*.
- **Select Style** – There are three different aged balance reports:
  - **Aged Balances** – This displays open Invoices aged as of a specific date.
  - **Aged 360 Day** – This shows the different balances aged up to 360 days.
  - **Aged Balances 120 Day** – This displays the different aged balances up to 120 days.
- **Sort By** – Options available include *Name*, *ID*, *Cust/Location*, *Location*, *Cust Salesperson*, and *Inv Salesperson*.
  - *Name*, *ID*, and *Cust/Location* displays Customers in order based on what is selected.
  - *Location*, *Cust Salesperson*, and *Inv Salesperson* enables the *New Page Per Salesperson* option.
- **Customer Name** – Choose to display names *First*, *Last* or *Last*, *First* on the report.
- **Aged as of** – Invoices will be aged based on this date.

- **Include Invoices Older than** – This option is not available if using *Include invoices due prior to*.
    - **All** – This will include all open Invoices including Customers who have no open Invoices but only have Prepay and/or Unapplied Cash balances.
    - **Other** – The report will display information according to the time selected but will not include Customers with no open Invoices.
- **Print Notes** – Check this option to print the *Notes* entered on the Customer's *Credit* tab.
- **Show Detail** – Checking this option includes the Invoice number, date, and due date.
- **New Page Per Salesperson** – A new page is displayed per Salesperson or Location. This option is only available when sorting by *Location*, *Cust Salesperson*, or *Inv Salesperson*.
- **Include Phone #** – The Customer's phone number will be displayed under the Customer's name.
    - **Include Last Payment** – The date and amount of the last payment made by the Customer is included.
- **Include Address** – The address is included on the report. This is only available with the *Aged 360 Day* style.
- **Age Finance Charge According to Dates** – This includes finance charges according to the selected date. This is only available with the *Aged 360 Day* style.
- **Exclude Customers with no open invoices** – This option excludes Customers who only have a Prepay or Unapplied Cash balance and no open Invoices.
- **Group by Location** – Balance reports are shown by each Location.
- **Totals by Location Only** – This only shows the overall totals for each Location. The *Include Phone #* option cannot be checked with this option since totals are by Location only.
- **Aging Configuration**
    - **By Invoice Date** – This displays all open Invoices in the order of their Invoice *Date* based on the *Aged as of* date.
    - **By Invoice Due Date** – This will display all open Invoices in the order of their Invoice *Due Date* based on the *Aged as of* date.
    - **Include invoices due prior to** – When checked, all open Invoices with a Due Date prior to the date selected will be included. The date here defaults to the oldest open Invoice. This includes Customers with no open Invoices but only Prepay/Unapplied Cash balances.