

Invoice Aging Report

Last Modified on 09/04/2020 9:31 am CDT

Purpose

This report is helpful to determine clients who are not paying their invoices in a timely manner. By default, It splits out the overdue invoices into 30 day, 60 day, 90 day and 90 day+ categories.

- The 0-30 is any invoice that is 0-30 days out from the due date, etc.:

Branch: Show:

Group By: Sort By:

Period End Date: Date Filter:

Customer Filter:

Invoice Aging
High Tech Staffing

Entity Level (Hierid 2)

AR Aging based on the Invoice Date as of 1/21/2018, from the following selected branches: '(All Branches Selected)'.

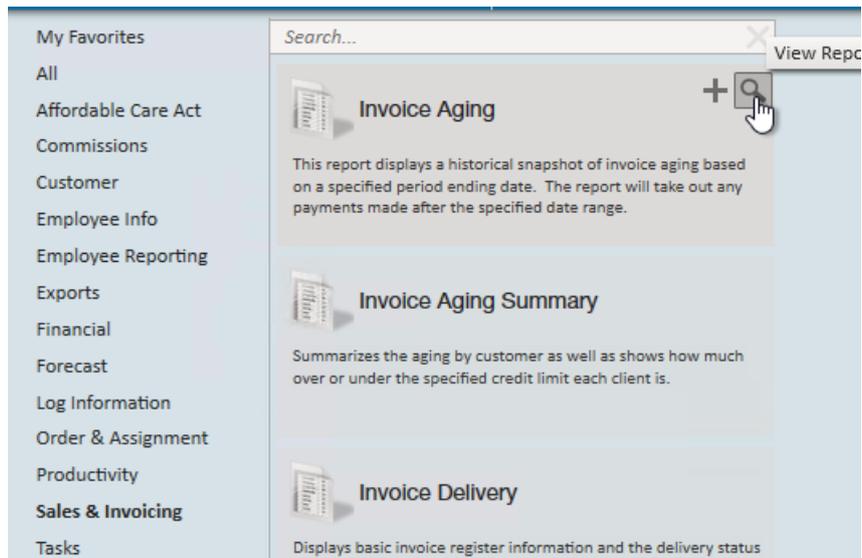
Customer Name	Invoice Date	Invoice #	Amount	Paid	0-30	31-60	61-90	90+	Balance	Credit Limit	DSO
Branch: Eagan											
zzTemplateTest	11/21/2016	5553945	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00		426
LTD Company	3/31/2017	5553957	\$5,099.15	\$0.00	\$0.00	\$0.00	\$0.00	\$5,099.15	\$5,099.15		296
Walker Signs	5/4/2017	173	\$3,895.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,895.00	\$3,895.00		262
Walker Signs	5/23/2017	249	\$3,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,110.00	\$3,110.00		243
Walker Signs	5/23/2017	255	\$16,945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,945.00	\$16,945.00		243
LTD Company	5/30/2017	270	\$5,120.58	\$0.00	\$0.00	\$0.00	\$0.00	\$5,120.58	\$5,120.58		236
Walker Signs	6/27/2017	239	\$0.00	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00		208
Walker Signs	7/18/2017	341	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00		187
Hu Hot	8/8/2017	351	\$1,830.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,830.00	\$1,830.00		166
Walker Signs	8/23/2017	47726	\$930.00	\$0.00	\$0.00	\$0.00	\$0.00	\$930.00	\$930.00		151
Walker Signs	8/24/2017	382	\$4,547.50	\$0.00	\$0.00	\$0.00	\$0.00	\$4,547.50	\$4,547.50		150
Pete's Pizza and Plumbing	10/20/2017	47800	\$680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$680.00	\$680.00		93
Shifty Sushi	11/1/2017	500	\$2,159.64	\$0.00	\$0.00	\$0.00	\$2,159.64	\$0.00	\$2,159.64		81
zzWCNotificationTest	11/2/2017	47830	\$480.00	\$0.00	\$0.00	\$0.00	\$480.00	\$0.00	\$480.00		80
Pete's Pizza and Plumbing	11/10/2017	544	\$1,687.50	\$0.00	\$0.00	\$0.00	\$1,687.50	\$0.00	\$1,687.50		72
Walker Signs	11/29/2017	569	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00		53
Shifty Sushi	12/13/2017	589	\$985.55	\$0.00	\$0.00	\$985.55	\$0.00	\$0.00	\$985.55		39
Pete's Pizza and Plumbing	12/18/2017	596	\$3,487.50	\$0.00	\$0.00	\$3,487.50	\$0.00	\$0.00	\$3,487.50		34
Group Totals:			\$52,432.42	(\$5,000.00)	\$0.00	\$4,773.05	\$4,327.14	\$48,332.23	\$57,432.42	\$0.00	167.78
Percentage of Total Balance:					0.00 %	8.31 %	7.53 %	84.15 %			
Branch: Memphis C											
TSA	5/8/2017	209	\$126.90	\$0.00	\$0.00	\$0.00	\$0.00	\$126.90	\$126.90		258
Group Totals:			\$126.90	\$0.00	\$0.00	\$0.00	\$0.00	\$126.90	\$126.90	\$0.00	258.00
Percentage of Total Balance:					0.00 %	0.00 %	0.00 %	100.00 %			

This report can also allow you to go back in time and view what invoices were marked as paid or unpaid on any given date.

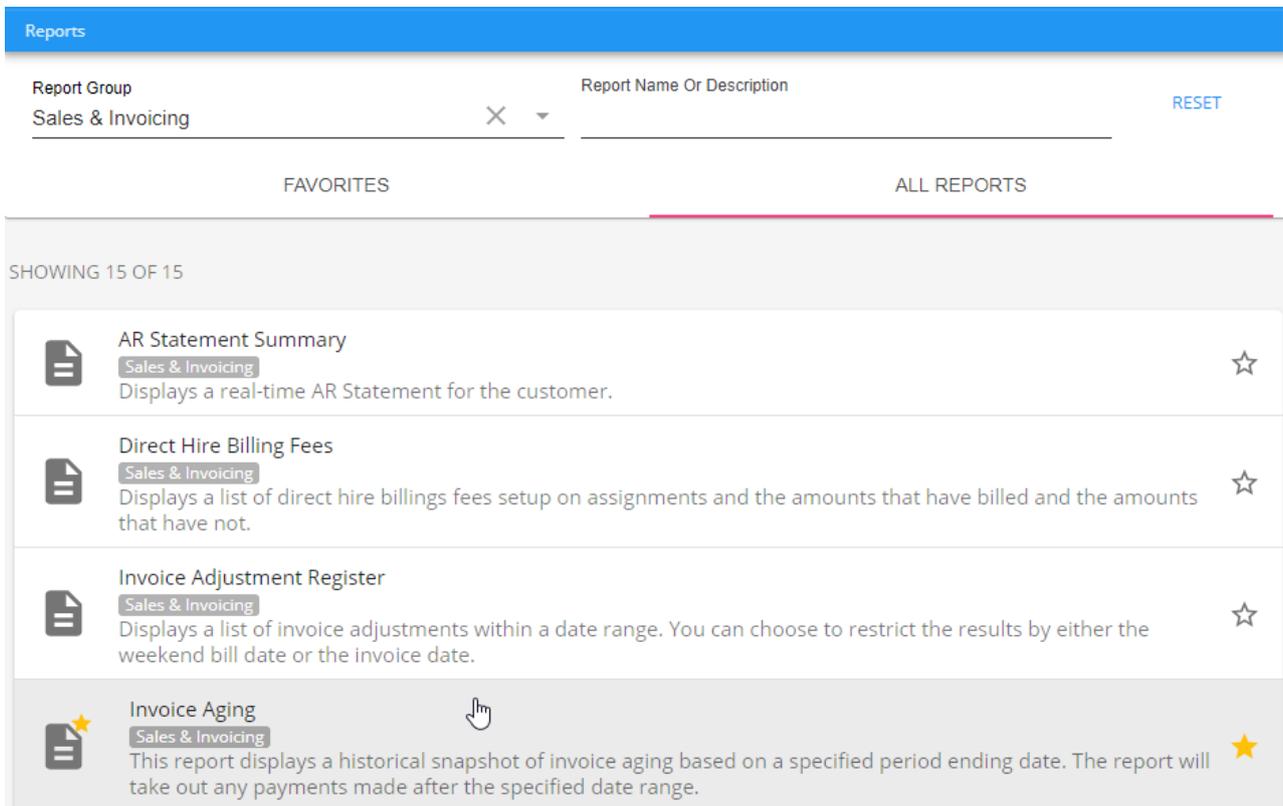
Note This report can be customized and may look different in your system.

Where You Can Run this Report

This report can be run in Enterprise under All Options > Reports. Select the Sales & Invoicing category on the left.



You can also run this report in Beyond under B menu > Reports. Select All Reports and search by report name or report group of sales & invoicing.



Note Don't see this report? Report access is based on [Security Role](#) or [Security Group](#) permissions.

Parameters

Branch	Canada Test, CardiffUK, Eag	Show	Invoices by Merged Invoice
Group By	Branch	Sort By	Invoice Date
Period End Date	1/21/2018	Date Filter	Invoice Date
Customer Filter			

1. **Branch:** A drop -down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. **Show:** Will determine if the report will show the invoice number of the invoice that the payment was entered on or if it will show the invoice number of the parent invoice that the child invoice (the one that the payment was actually entered on in the system) was merged into. This allows you to see what was actually entered into the system vs. what the client put on their payment detail.
3. **Group By:** A list of different fields to group the data into on the report. Has the following options:
 - Branch
 - Customer
 - Department
 - Invoice Date
 - Due Date
 - (no grouping)
4. **Sort By:** A list of different fields to sort the data within the specified group. Has the following options:
 - Invoice Date
 - Invoice Number
 - Invoice Amount
 - Due Date
 - Amount Paid
 - Balance
5. **Period End Date:** The date on which you want to view your invoice balances and aging
6. **Date Filter:** A drop- down determining what field your date filters on.
 - Invoice Date
 - Due Date
 - Weekend Bill Date
7. **Customer Filter:** Filters for a specified customer name

Related Articles