AR Retroactive Aging

Last Modified on 01/18/2023 5:24 pm EST

The AR Retroactive Aging Report serves two purposes: 1) to Retro-Age an accounting period that has been closed or 2) to print a period that has previously been Retro-Aged. This report may be retro-aged to include aged credits or age invoices only. Once a period has been retro-aged, it may be re-aged or printed again at any time.

This report is typically generated once an accounting period has been closed. The report should be generated three times: once with the Invoice Detail Report option selected, again with the Show Cycle Invoices Only option selected, and again with the Aged Credits option selected. This will produced three saved versions of the report that may be printed again in the future if needed.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

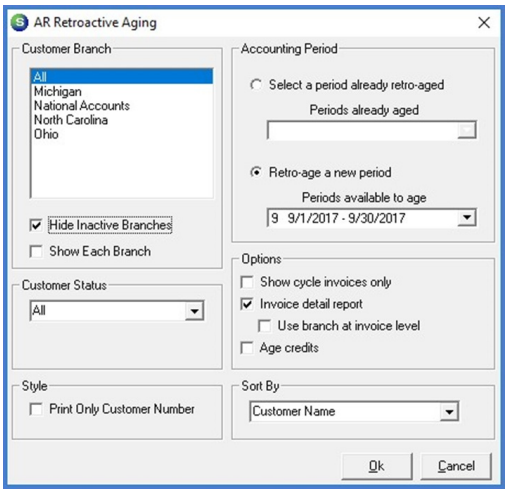
- Hide Inactive Branches - If data is not to be listed for inactive Branches, select this option.
- Show Each Branch - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

Customer Status - The report default is All Customers. Other options are All Active Customers, Active Recurring Only, Active Non-Recurring Only, Cancelled Only, and Other. The report will print aging information for the type of Customer selected in this field.

Style - Print Only Customer Number - if this checkbox is selected, the customer name will not be printed on the report.

Accounting Period - you may select to print a report for a period previously retro-aged or retro-age a new accounting period.

Options

- Show Cycle Invoices Only
- Invoice Detail Report
  - Use branch at invoice level
- Age Credits

Sort By - The report default is to sort by Customer Name. The other sorting option available is Customer Number.