

How to Age One Customer's Receivables

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When a customer makes payments or gets credit added to their account, the account will not show correct totals for receivables. A customer can manually Age the customer account

In the example below, you go to the Aging option where the arrow below is pointing and right-click, you then click on Age Customer.

The screenshot shows a software window titled "49706 Miguel Gutierrez (Master Account) ** Promise to Pay **". The interface is divided into three main sections:

- Left Panel (Navigation Tree):** A tree view showing the account structure. The "Aging" option under "Miguel Gutierrez" is highlighted, and a red arrow points to it. A context menu is open over "Aging" with "Age Customer" selected.
- Top Right Panel (Customer Information):** Displays details for "Monkey Man" (1 Main street, Greenville, TX 75402). It includes a summary of financials: Balance Due: \$32,267.05; Last Statement Date: 5/16/2024; Last Late Fee: \$2,062.15; * Promise to Pay *: 15 Days Past Due. Other details include Customer Type: Residential, Customer Since: 10/11/2022, Salesperson: Queen NDUji, and Last Payment Rec'd: \$200.00 (9/28/2...).
- Bottom Panel (Aging Schedule):** A table showing the aging of receivables. The "Total Due" is \$32,267.05. The "Net Due" is also \$32,267.05. The "Date Last Aged" is 6/28/2024 12:07:52 AM.

Category	Amount
Current Due	\$0.00
1-30	\$0.00
31-60	\$101.09
61-90	\$0.00
91-120	\$0.00
Over 120 Day	\$32,165.96
Total Due	\$32,267.05
Unapplied Cash	\$0.00
Unapplied Credit	\$0.00
Advance Deposit	\$0.00
Total Credits	\$0.00
Net Due	\$32,267.05

Field	Value
Date Last Aged	6/28/2024 12:07:52 AM
Last Late Penalty	\$2,062.15
Last Statement Date	5/16/2024