

Aging Report

This **report** allows you to see **customer's aging report by Invoice**. **Accounts Receivable Aging** refers to the length of time the customer has had an Invoice balance. The **standard aging** for this report is 30, 60, 90, and 120 days. However, the **aging days** can be changed/customized.

- Click **Report** on the **Menu Bar**
- Choose **Account Receivable**
- Select **Aging Report**
- Change the date by clicking on **'Invoice AsOf'** calendar icon
- Enter/Select a **Customer** from the list in the **From field** and another Customer in the **To field**.
- Click on the **Go** button to retrieve the **aging information** by **customer**.
- Click on **'Summary' button** to view summary of invoices.
- You can also view only the grand total of all invoices by click onto the **'Grand Total' button**.
- You can view this report based on the **Payment till date , By Invoice Date , Debits , Credit** by **clicking** on the respective field checkboxes.

NOTE: Aging Button: To change the default aging days (i.e. -30, -60, -90, -120, etc), click on the Aging button. Aging days will appear. In each box, type in the aging dates that you want to appear on the Aging Report. Click on the Go button to see the new report.

Report - AR Aging

Invoice AsOf: 06/03/15
 Payment AsOf
 By Invoice Date

From: AGJEANS To: ZA
 All Debits Credits

Buttons: OK, Filter*, Re-Sort*, Print, Export, Exit, Aging, GrandTotal, Summary, Preview, 2Excel

WFSearch™

AR Aging Report (Payment As Of)

Ending Date : 2015-06-03

Customers : AGJEANS to ZA

User Id : winsoft

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 currency

AGJEANS Adriano Goldschmied Jeans		1. () -																		
WH	DivInvoice#	Inv Date	Cust PO#	Inv. Amt	Due date	days	Terms	Rep1:	Rep2:	Factor	BalanceDue	Current	-30	-60	-90	-120	Over 120			
00	A 100008	03/03/15		\$5,145.85	04/02/15	62	N30				\$5,145.85				\$5,145.85					
AGJEANS Adriano Goldschmied Jeans Cust Total:											\$5,145.85	0			\$5,145.85					
ALICEOLIV ALICE+OLIVIA											1. (212) -84-0-11		TERRY		CFO					
WH	DivInvoice#	Inv Date	Cust PO#	Inv. Amt	Due date	days	Terms	Rep1:	Rep2:	Factor	BalanceDue	Current	-30	-60	-90	-120	Over 120			
00	A 100001	03/03/15		\$13,684.03	04/02/15	62	N30	DAN			\$13,684.03				\$13,684.03					
00	A 100093	03/17/15		\$4,271.88	04/16/15	48	N30	DAN			\$4,271.88		\$4,271.88							
ALICEOLIV ALICE+OLIVIA Cust Total:											\$17,955.91	0		\$4,271.88	\$13,684.03					
														23.79%	76.21%					
ALOISWILD ALOIS WILD GMBH		1. (+43) -51-224-																		
WH	DivInvoice#	Inv Date	Cust PO#	Inv. Amt	Due date	days	Terms	Rep1:	Rep2:	Factor	BalanceDue	Current	-30	-60	-90	-120	Over 120			
00	A 100114	03/18/15		\$4,826.23	04/17/15	47	N30	DAN			\$4,826.23			\$4,826.23						
ALOISWILD ALOIS WILD GMBH Cust Total:											\$4,826.23	0		\$4,826.23						
														100.00%						
ALVINVAL ALVIN VALLEY (MORET GROUP)		1. (212) -25-3-00		RICH ROSENTHAL		OWNER														
WH	DivInvoice#	Inv Date	Cust PO#	Inv. Amt	Due date	days	Terms	Rep1:	Rep2:	Factor	BalanceDue	Current	-30	-60	-90	-120	Over 120			
00	A 100009	03/03/15		\$3,698.90	04/02/15	62	N30	DAN			\$3,698.90			\$3,698.90						
ALVINVAL ALVIN VALLEY (MORET GROUP) Cust Total:											\$3,698.90	0		\$3,698.90						
														100.00%						
AMER961 AMERIPRID		1. (901) 427-4418		Carol		Purchasing Agent														
WH	DivInvoice#	Inv Date	Cust PO#	Inv. Amt	Due date	days	Terms	Rep1:	Rep2:	Factor	BalanceDue	Current	-30	-60	-90	-120	Over 120			
00	A 100119	03/18/15		\$2,952.68	04/17/15	47	N30	CH	RG		\$2,952.68			\$2,952.68						
AMER961 AMERIPRID Cust Total:											\$2,952.68	0		\$2,952.68						
														100.00%						