AR Aging Summary - How to View and Export

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Overview

The **AR Aging Summary** screen provides a summary of outstanding customer balances based on how long amounts have been due. It organizes customer balances into aging periods, making it easier to identify current and past-due amounts.

From this screen, users can:

- Filter the aging summary by date range, customer, and payment term.
- View customer balances by aging period.
- Recalculate the summary based on selected filters.
- Open a detailed aging report for a specific customer.
- Export the summary or detailed report to Excel.

How to Access the AR Aging Summary

To open the **AR Aging Summary** screen:

1. From the 1place menu, click **AR**.
2. Click **AR Aging Summary**.

How to Filter the AR Aging Summary

The **AR Aging Summary** screen provides filters to determine which customer balances are included in the report.

Date Range

Use the **Date Range** filter to select the period for the aging summary.

Available options include:

- **All**
- **Today**
- **Yesterday**

- **Last 7 Days**
- **Last 30 Days**
- **365 Days**
- **Custom**

When **Custom** is selected, use the **From Date** and **To Date** fields to specify the desired date range.

Customer

Use the **Customer** filter to view the aging summary for a specific customer. Leave the filter as applicable to include all customers.

Payment Term

Use the **Payment Term** filter to limit the aging summary to customers with a specific payment term.

Available options include:

- **All**
- **10th of month**
- **10th of the month**
- **2 months**
- **2% 10 Net 30**
- **Net 10**
- **Net 15**
- **Net 30**

From Date and To Date

Use the **From Date** and **To Date** fields to specify the beginning and ending dates of the report when a custom date range is required.

Recalculate

After setting the desired filters, click **Recalculate** to generate the AR Aging Summary based on the selected criteria.

How to View the AR Aging Summary

The summary table displays customer balances grouped according to their aging period.

The table includes the following columns:

Column	Description
Customer	The customer associated with the outstanding balance.
Payment Terms	The payment terms assigned to the customer.
Current	Amount that is currently due and not past due.
1 - 30	Amount that is 1 to 30 days past due.
31 - 60	Amount that is 31 to 60 days past due.
61 - 90	Amount that is 61 to 90 days past due.
91 - 120	Amount that is 91 to 120 days past due.
120+	Amount that is more than 120 days past due.
Total	Total outstanding amount for the customer.

Each row represents a customer and provides an overview of the customer's outstanding receivables by aging period.

How to View a Customer's Aging Details

To view the transactions that make up a customer's aging balance, click the customer's row in the **AR Aging Summary**.

The customer's detailed aging summary opens in a **new tab**.

The **Total Due** is displayed in the upper-right corner of the screen.

Transaction Details

The transaction table provides the details of the invoices and credit memos included in the customer's aging balance.

The table includes:

Column	Description
Date	Date of the transaction.
Type	Type of transaction, such as Invoice or Credit Memo.
Number	Invoice or Credit Memo number.
ShipTo Company	Ship-to company associated with the transaction.
Total	Total amount of the transaction.
Amount Applied	Amount that has been applied to the transaction.
Balance Due	Remaining amount due after applied payments or credits.

Aging Summary

A separate table summarizes the customer's outstanding balance by aging period.

It includes:

- **Current Due**
- **1 - 30 Days Past Due**
- **31 - 60 Days Past Due**

- **61 - 90 Days Past Due**
- **90+ Days Past Due**
- **Amount Due (Total)**

This provides a breakdown of the customer's total amount due according to how long each balance has been outstanding.

How to Export the AR Aging Summary

The AR Aging Summary can be exported to an Excel file for further review or reporting.

1. Set the desired filters.
2. Click **Recalculate** to generate the summary.
3. Review the results.
4. Click **Export**.
5. The AR Aging Summary is generated as an **Excel file**.

The exported report reflects the summary generated using the selected filters.

How to Export a Customer's Detailed Aging Report

The detailed aging report for an individual customer can also be exported.

1. Open the **AR Aging Summary**.
2. Click the customer's row to open the detailed aging summary.
3. Review the transaction and aging details.
4. Click **Export**.
5. The detailed customer aging report is generated as an **Excel file**.