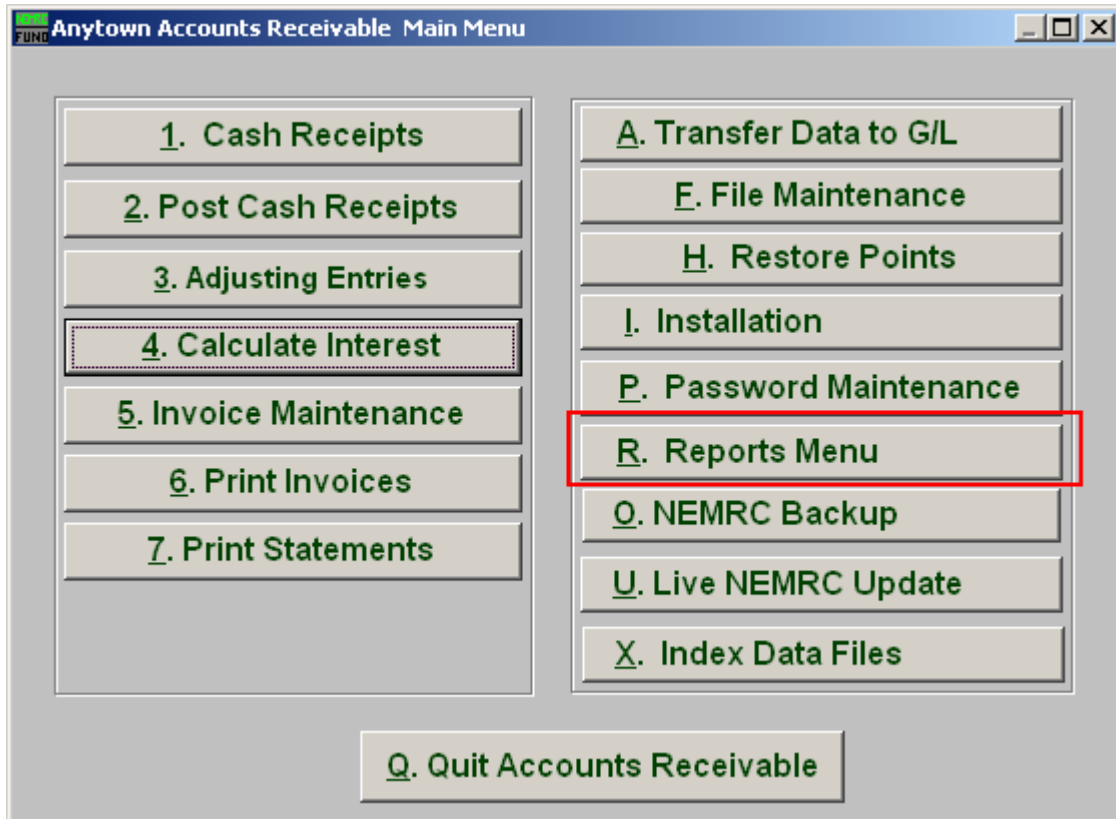


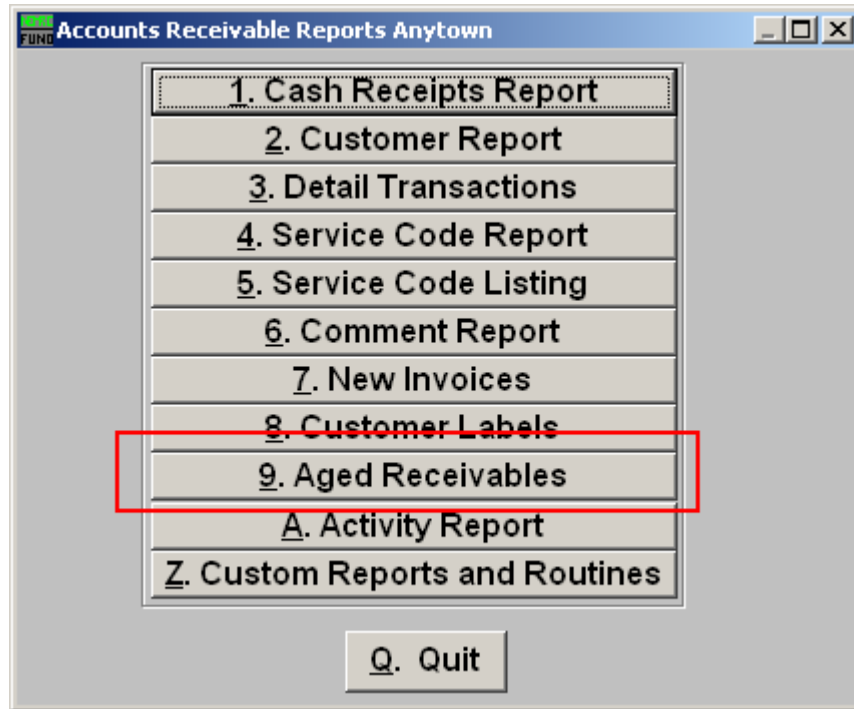
Accounts Receivable

R. Reports Menu: 9. Aged Receivables



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Accounts Receivable



Click on “9. Aged Receivables” from the Reports Menu and the following window will appear:

Accounts Receivable

Aged Receivables

The screenshot shows the 'Aged Receivables Report' dialog box. It has a title bar with 'FUND' and 'Aged Receivables Report'. The main area contains several sections: 1. 'Include Customer Detail?' with a checked checkbox. 2. 'Include Code Detail?' with a checked checkbox. 3. 'Range' and 'All Parcels' radio buttons, with 'Range' selected. 4. 'Start' section with 'Customer' and 'Name' input fields and 'Find' buttons. 5. 'End' section with 'Customer' and 'Name' input fields and 'Find' buttons. 6. 'Order by Customer' and 'Order by Name 1' radio buttons, with 'Order by Customer' selected. 7. 'FoxPro Filter Expression' section with a dropdown menu. 8. 'Balance up to and including? (Blank for all)' section with a dropdown menu. 9. 'File' button. 10. 'Preview' button. 11. 'Print' button. 12. 'Print Compressed' button. 13. 'Cancel' button.

1. **Include Customer Detail?:** Click this box to report individual account detail on the report. A summary of the receivable amounts will always print.
2. **Include Code Detail?:** Click this box to report the aging by billing code for individual accounts or in summary from option 1.
3. **Range OR All Parcels:** Choose "Range" if you would like this report to be for a range of Customers OR choose "All Parcels" if you want the report to include all customers.
4. **Start:** If you chose "Range" enter part of a Customer's Account Number into this field, and click "Find" to go to a list of all customers. Refer to AR GENERAL ACCOUNT LOOKUPS for more information on finding accounts.
5. **End:** If you chose "Range" enter part of a Customer's Account Number into this field, and click "Find" to go to a list of all customers. Refer to AR GENERAL ACCOUNT LOOKUPS for more information on finding accounts.
6. **Order by Customer OR Name1:** Select Order by Customer if you want the report to print by Customer Code OR select Order by Name 1 if you want the report to print by Customer Name.

Accounts Receivable

- 7. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.
- 8. Balance up to and including?:** Enter the date in which you want the report to include OR leave blank for all dates.
- 9. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 10. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 11. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 12. Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 13. Cancel:** Click “Cancel” to cancel and return to the previous screen.