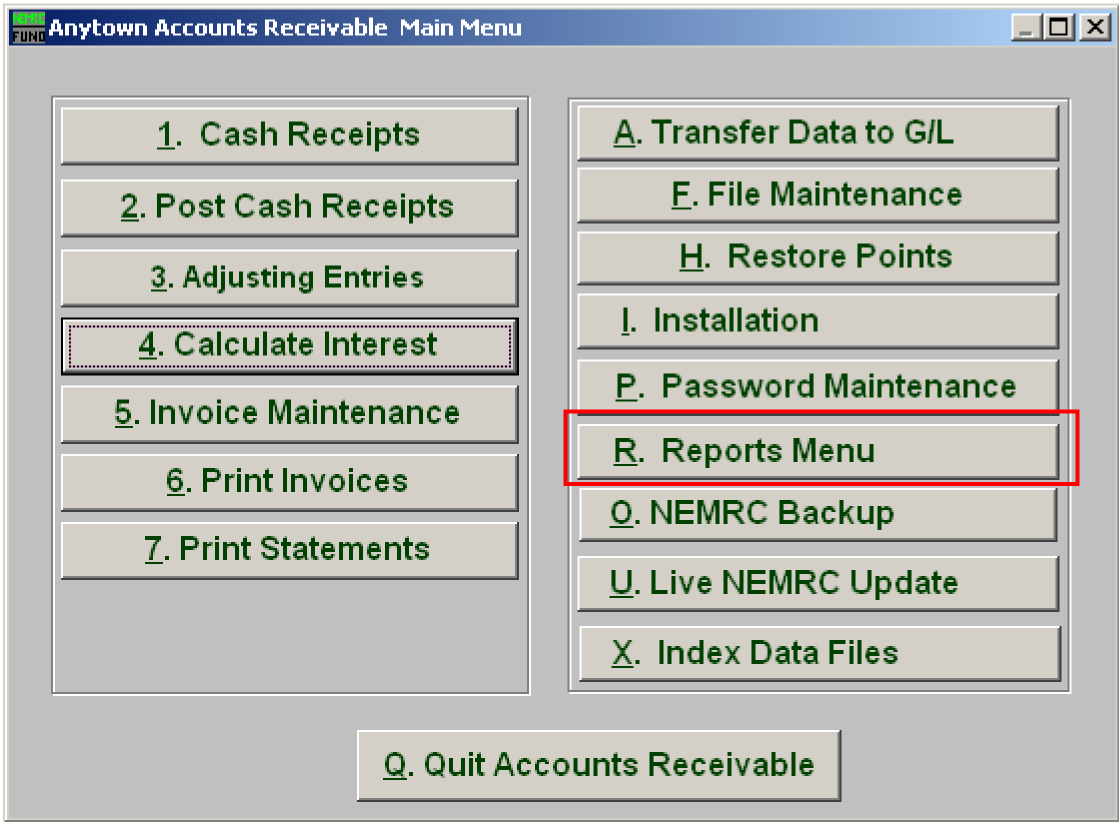
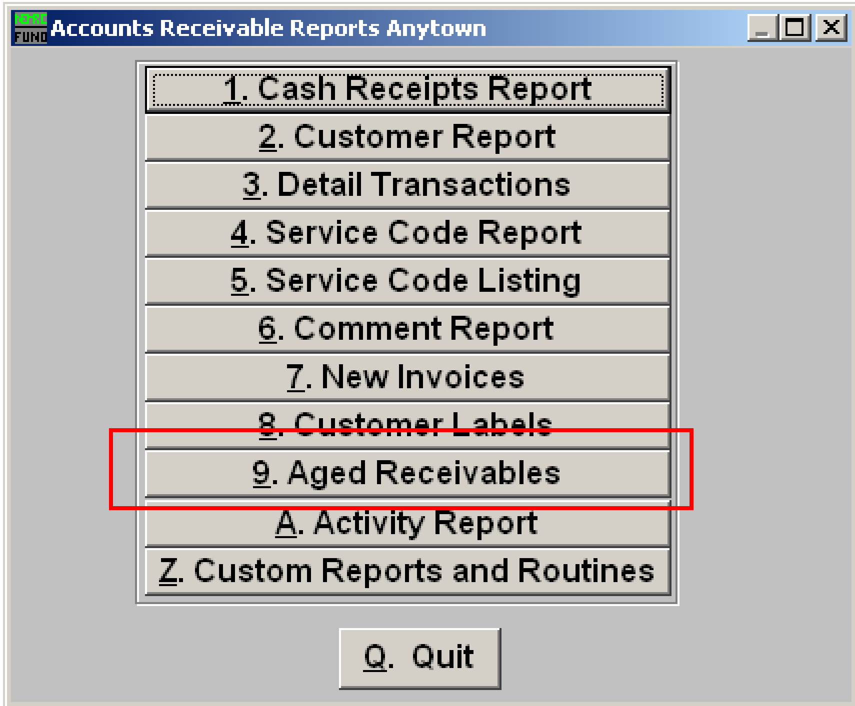
R. Reports Menu: 9. Aged Receivables



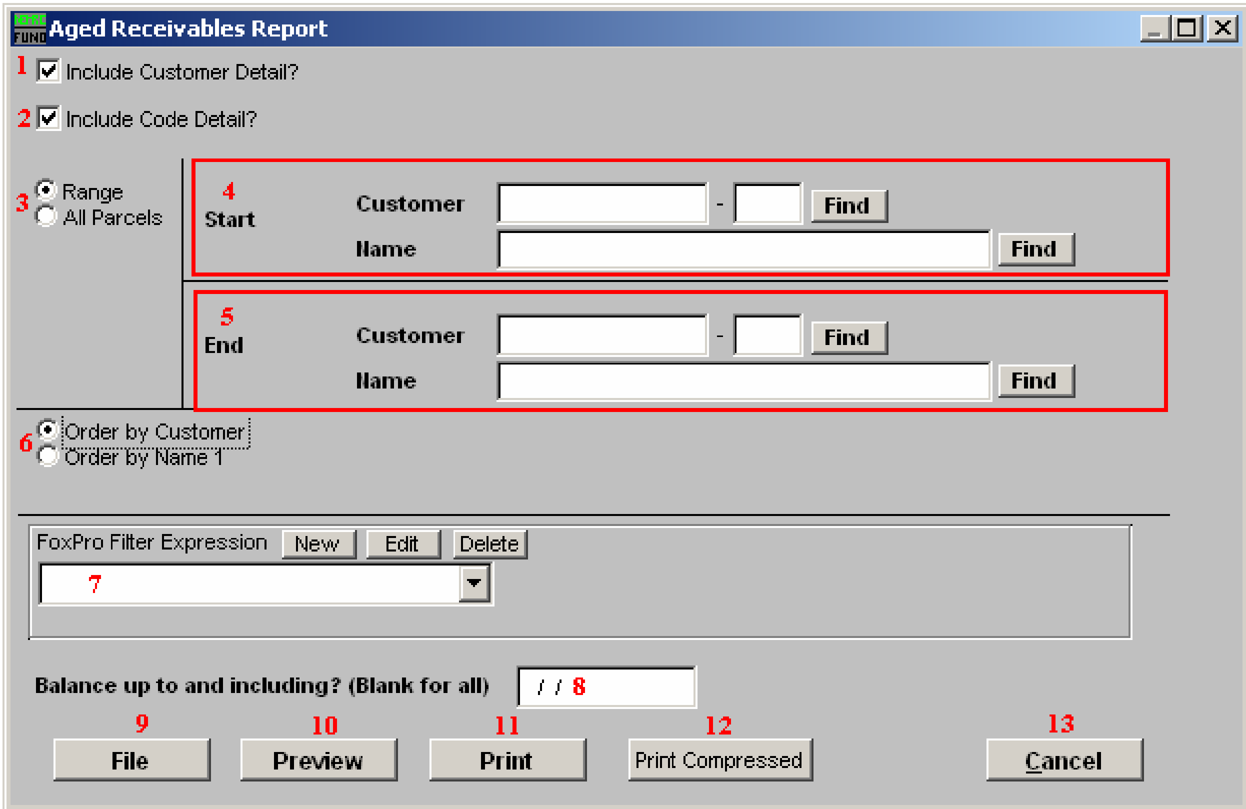
Click on "R. Reports Menu" from the Main Menu and the following window will appear:



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

Accounts Receivable

Aged Receivables



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.

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.