

Overview

The A/R Aging report shows the amount of money your customers owe you. Use the drop-down box to select how the data is displayed in the grid: by Salesrep, Corporate Account or Customer. The Aging Buckets will populate from DAC initially. Changing the bucket days on the screen will only affect your view and will not change those settings in DAC. If you make changes to the Aging Buckets or the View By Drop-down box, be sure and click the Save button to save your settings. Click the Export button to transfer the grid data to Excel.

The screenshot shows the 'DAC Office - AR Aging' window with the 'Summary' tab selected. At the top, there are tabs for 'Summary', 'Invoice Detail', and 'Settings'. Below the tabs, there is a section for 'Aging Buckets' with a 'View by Customer' dropdown and input fields for bucket days: 10/3 (7), 9/26 (14), 9/19 (21), 9/10 (30), 8/11 (60), and 7/12 (90). The main grid displays the following data:

CUSTNO	CUSTOMER	TOTAL	CURDUE	BUCKET1	BUCKET2	BUCKET3	BUCKET4
99000	99 MART PLUS	21231.78	0.00	21231.78	0.00	0.00	0.00
100001	STOP 'N SHOP	9559.89	9559.89	0.00	0.00	0.00	0.00
100002	DIANNE'S GROCERY	18528.67	0.00	18528.67	0.00	0.00	0.00
100003	BOB'S SHELL	10889.71	5528.32	0.00	5361.39	0.00	0.00
100004	SNYDER'S STOP & GO	13426.22	0.00	13426.22	0.00	0.00	0.00
100222	TODD'S COUNTRY CORNER	2126.13	2126.13	0.00	0.00	0.00	0.00
100301	THREE RIVERS CHEVRON	12614.27	0.00	12614.27	0.00	0.00	0.00
100801	BARON EXPRESS #2 BP	11406.77	11406.77	0.00	0.00	0.00	0.00
100802	CRANKY CORNER QUICK STOP	9415.57	9415.57	0.00	0.00	0.00	0.00
100850	EXPRESS WAY FOOD MART	6130.86	6130.86	0.00	0.00	0.00	0.00
100855	GAS-N-SHOP #6	2222.29	0.00	2222.29	0.00	0.00	0.00
100857	JR FOOD MART - FOLSOM	8466.17	8466.17	0.00	0.00	0.00	0.00
100900	JR FOOD MART - ABITA	6143.05	6143.05	0.00	0.00	0.00	0.00
260501	BIG JOHN'S QUICK STOP #1	29209.12	0.00	29209.12	0.00	0.00	0.00
260502	BIG JOHN'S QUICK STOP #2	14854.12	14854.12	0.00	0.00	0.00	0.00
300133	SAIA'S SUPERMARKET	3902.09	3902.09	0.00	0.00	0.00	0.00
320001	BIG P MINI MART	24998.00	0.00	24998.00	0.00	0.00	0.00
320033	KINGS GROCERY	13355.92	0.00	13355.92	0.00	0.00	0.00
320055	OCEAN SPRINGS QUICK STOP	8826.52	0.00	8826.52	0.00	0.00	0.00
320091	LIL SHORT STOP - VANCLEVE	4465.82	4465.82	0.00	0.00	0.00	0.00
320092	LIL SHORT STOP - OCEAN SPRINGS	9008.12	0.00	9008.12	0.00	0.00	0.00
380110	MISS STOP N GO #110	12789.49	12789.49	0.00	0.00	0.00	0.00

At the bottom of the window, there are buttons for 'Save', 'Export', and 'Cancel', along with a 'V T ?' icon.

Invoice Detail

Double-click on a row in the summary grid to view the details on the Invoice Detail tab. If the numbers don't match up, you will need to go to the Settings tab a refresh the data.

The screenshot shows the 'DAC Office - AR Aging' window with the 'Invoice Detail' tab selected. The window title is 'DAC Office - AR Aging - AR Aging'. The 'Summary' tab is also visible. The main area displays 'Invoice Detail for Selected Customer' with a table containing the following data:

CORPNO	CUSTNO	TYPE	DATE	INVOICE	AMOUNT	REMAINING	STATUS
100002	100002	I	11/10/08	21824	14455.05	14455.05	C

At the bottom of the window, there are buttons for 'Save', 'Export', and 'Cancel', along with a 'V T ?' icon.

Settings

The Settings tab can be used to refresh your AR Summary data. The first time you run this report, no data will exist in the Summary grid. To populate the grid, you need to click the Clear button on the Settings tab. Then make sure all boxes are checked and click the Load button. After a short time, messages will be displayed in the box below the Load button and the grid will be populated with current AR data.

