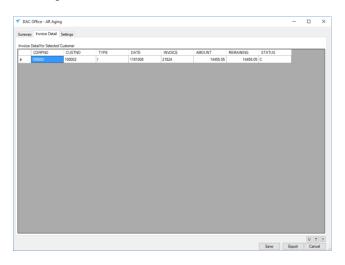_____

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.

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.

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.