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A/R Past Due Reports

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A/R Past Due Reports

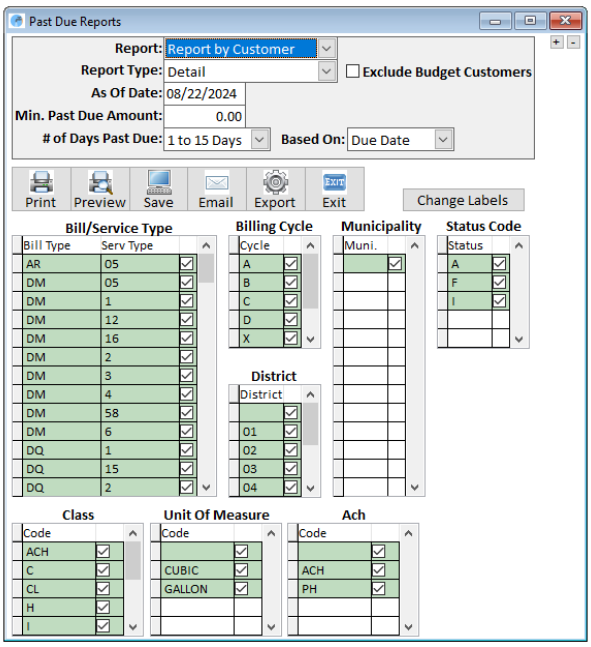
The **A/R Past Due Reports** option will allow you to generate various reports based upon report type and flag settings that will give your different views of the customers that have past due balances.

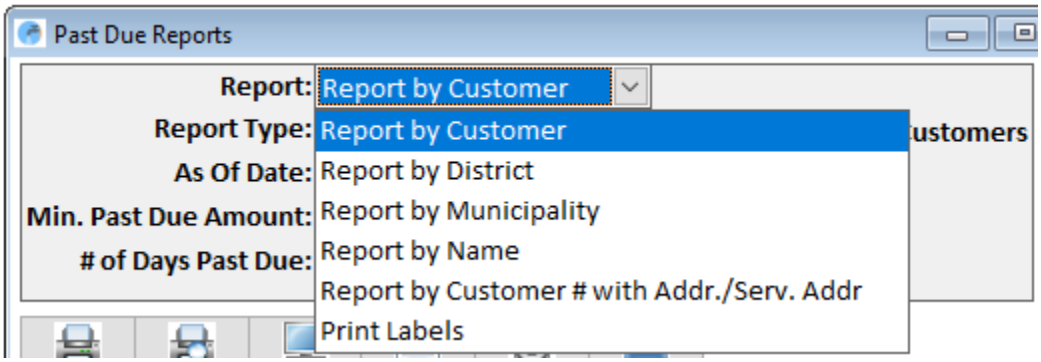
To access the **A/R Past Due Reports**, you can do the following:

1. Select **Report** from the Menu Toolbar
2. Select **Accounts Receivable** from the drop down menu
3. Select **A/R Past Due Reports** from the sub menu

You can also enter the A/R Past Due Report by selecting the **Past Due Icon** from the Landing Page.

When the **Past Due Reports** window is displayed, you will be able to select various report types and set the flags in the lower portion of the report window to view specific information as it is related to the customer's who have a past due balance.





You will be able to select different reports by clicking on the down arrow after the **Report Display Name**. These reports can also be refined by selecting a **Report Type, Customer Type,** and **a Date**.

Report Type

The **Report Type** will allow you to view or print the reports in either **Detail** format, **Summary** format or both **Detail & Summary**.

As of Date

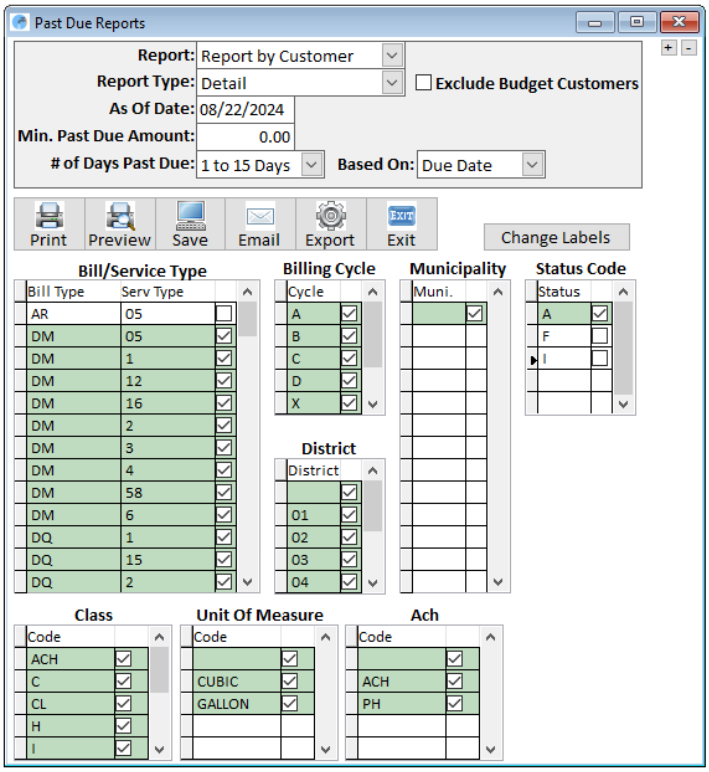
The **As of Date** will allow you to enter a specific date in order to view the Accounts Receivable information.

Min. Past Due Amount

If you would like to view accounts with a specific past due amount, you can enter the amount into the Minimum Past Due Amount field.

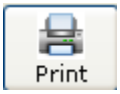
of Days Past Due

To view or print a past due report with customers who have a past due amount in a certain aging category, you would be able to enter the number of days for that aging period, such as 30, 60, etc.



Change Labels

If you would like to print labels for the customers who are past due, you can check the Past Due Labels checkbox and labels will be printed with the report. The **Ellipse** button will allow you to maintain the label program that is used when labels are printed.



Print the Report

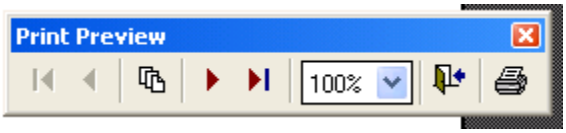
To print the report, you will need to click on the **Print** button.

To View Report

You can click on the **Preview** button. If you want to print a report, return to the **Customer Report** window and uncheck the **Print Preview** check box. Click on the **OK** button and the printer window will be displayed from which to print the report.

To Close the Print Preview

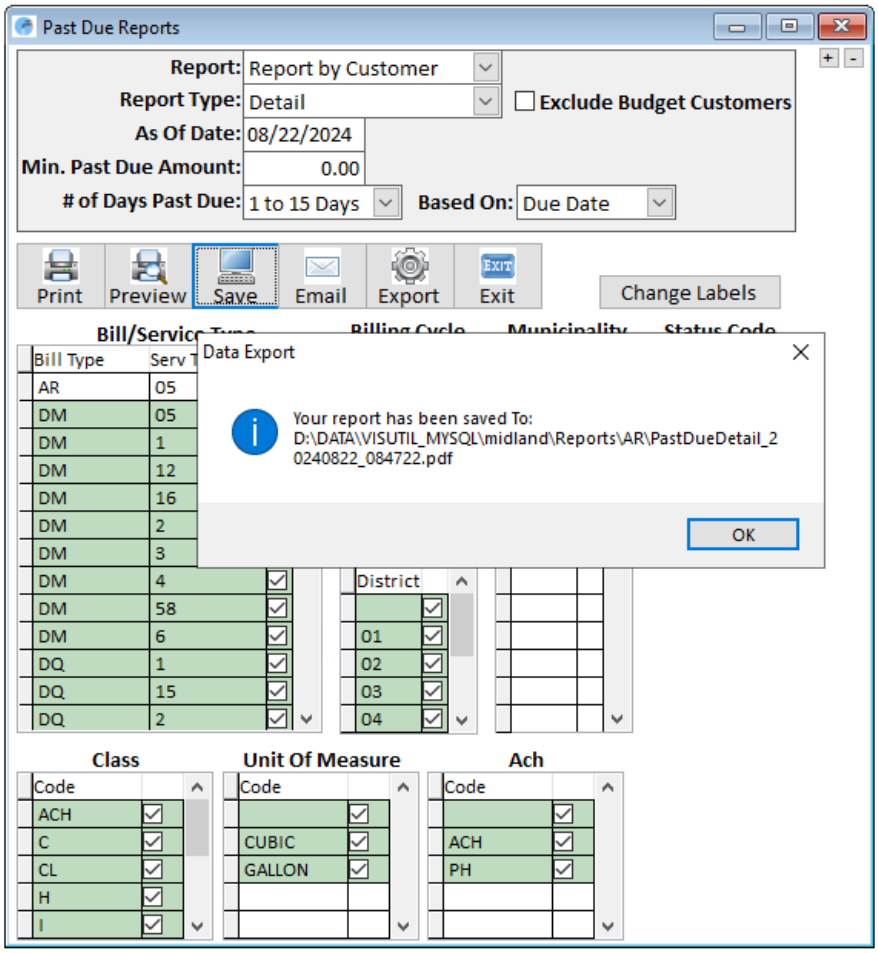
To close the **Print Preview Window,** you can either click on the **Escape** key on your keyboard or click on the **Back** icon on the **Print Preview Toolbar.**



Back Icon

To Save the Report

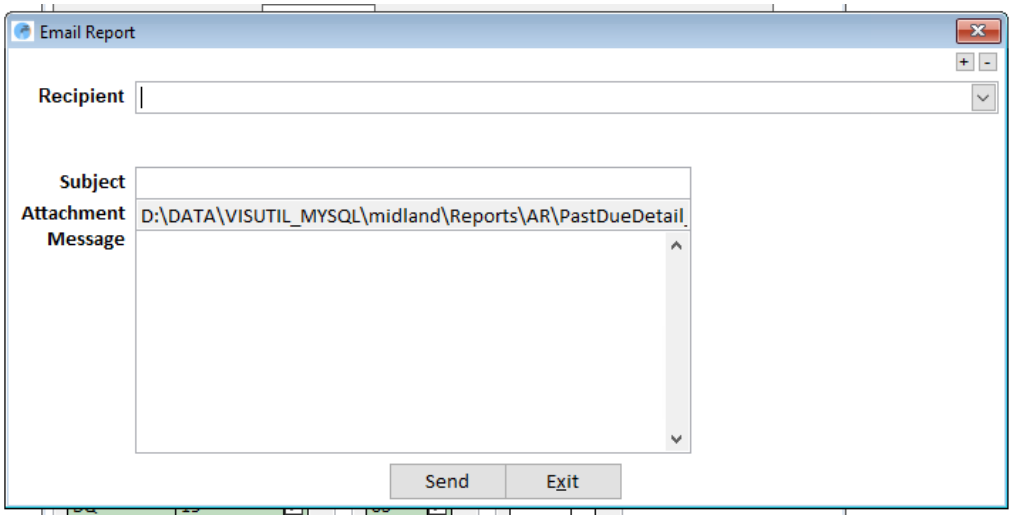
You will be able to save the report by clicking on the **Save** button. A **Create PDF Report** message window will be displayed indicating where the report was saved and the name of the report. You should write this information down so that you can locate the report using Windows Explorer.

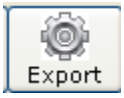


Email the Report

You will be able to email the report by clicking the on the **Email** button. Prior to emailing the report, you will need an email account. Please call Diversified Technology to set up this email account. Then you will need to enter the recipients into the **Email Address Maintenance** option.

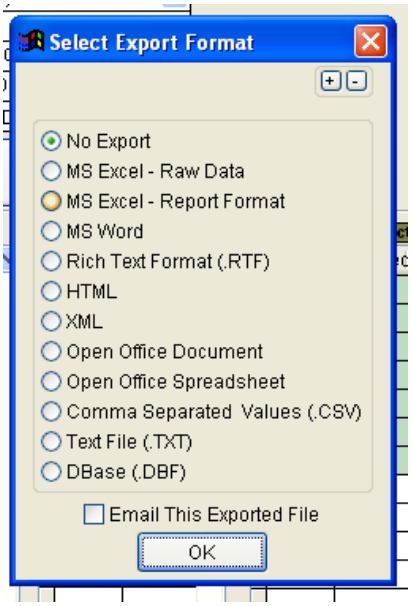
When the Email button is clicked, the **Email Report** window will be displayed. You will be able to select the **Recipient**, add a **Subject** and **Message**, then email will be sent along with the report when the **Send** button is clicked.





Export the Report

You will be able to export the report to various formats for sharing with other members of your staff or management. The **Select Export Format** window will be displayed. You will be able to select a format type and then click on the **Ok** button. As well, you can click on the **Email This Exported File** check box and you will be able to email this exported report as needed.



Exit

You can return the VUB desktop by clicking on the **Exit** button.

Detail & Summary Report by Customer

The **Accounts Receivable Past Due by Customer** Report will be sorted by Customer Account and will contain basic customer information and account balances, as well as aging information. When you select **Detail & Summary** Report Type, you will generate two reports: one with detail information and one with summary information.

Accounts Receivable Past Due by Customer – Detail View

Diversified Technology Corp. - Demo Data
Accounts Receivable Past Due Report
By Customer

Run Date 02/04/2008
Run Time 15:10:57
Page 1

As Of February 04, 2008

And
Over 30 Days Past Due

Customer #	Name	Bill/Serv. Type	Total Due	Over 30	Over 60	Over 90	Over 120
0001	GEORGE WASHINGTON	G G1	48.83	0.00	0.00	0.00	48.83
0001	GEORGE WASHINGTON	S BS	149.41	0.00	0.00	0.00	149.41
0001	GEORGE WASHINGTON	W B1	73.55	0.00	0.00	0.00	73.55
			271.79	0.00	0.00	0.00	271.79
0002	JOHN ADAMS	G G1	53.56	0.00	0.00	0.00	53.56
0002	JOHN ADAMS	S BS	162.98	0.00	0.00	0.00	162.98
0002	JOHN ADAMS	W B1	83.99	0.00	0.00	0.00	83.99
			300.53	0.00			
0003	THOMAS JEFFERSON	S BS	143.86	0.00			
0003	THOMAS JEFFERSON	W B1	70.36	0.00			
			214.22	0.00	0.00	0.00	214.22

Print Preview 100%

Accounts Receivable Past Due Summary

When you click on the **Back** icon after viewing the detail view, the System will generate and display the summary view. This view give you the total balances and aging information by **Bill/Service Type**.

Diversified Technology Corp. - Demo Data
Accounts Receivable Past Due Summary Report

Run Date 02/04/2008
Run Time 15:12:36
Page 1

And
Over 30 Days Past Due

As Of February 04, 2008

Bill/Service Type	Description	Total Due	Over 30	Over 60	Over 90	Over 120
G G1	Residential Garbage	87570.86	0.00	0.00	0.00	87570.86
G G2	Backyard Garbage	211.08	0.00	0.00	0.00	211.08
	Totals for Bill type G	**87781.94**	**0.00**	**0.00**	**0.00**	**87781.94**
SW BS	Boro Sewer	314689.02	0.00	0.00	0.00	314689.02
SW TS	Township Sewer	144585.35	0.00	0.00	0.00	144585.35
	Totals for Bill type SW	**459274.37**	**0.00**	**0.00**	**0.00**	**459274.37**
WT B1	Boro - Domestic Water	138634.40	0.00	0.00	0.00	138634.40
WT B2	Boro - Commercial Water	16498.69	0.00	0.0		
WT B3	Boro - Industrial Water	998.14	0.00	0.0		
WT B4	Boro - Institutional Water	1744.74	0.00	0.00	0.00	1744.74

Print Preview 100%