

Accounts Receivable Aging Report

The Accounts Receivable Aging Report gives you a running total of all receivables generated by Direct Bill Payments made by Companies. Therefore, to appear on this report, a Company must have been setup and had a Direct Bill charged to a folio. See [Direct Bill Payment Type](#) and [Companies](#)

When a Direct Bill payment is made to a folio, the amount is automatically added to the AR Account of the company. AR Accounts are used for keeping track of [Direct Bill](#) payments made by Companies to Individual, Group or House Account Folios. See [AR Accounts](#)

A Company will only appear on this report if they have an open balance. If a company is not on this report, then they have paid their AR Account and have a zero balance. To see AR Payments made, go to [Transactions Report](#)

The report lists each Company with an open balance with a summary of the credit limit, amount owed, amount owed and the running total. The aging periods displayed are standard accounts receivable aging periods: Current, 30 days, 60 days, 90 days and 120 days +.

To see details of individual statements and folio charges, see [AR Statements](#)

Accounting Reports

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Since the report keeps a running total of outstanding balances, the amounts will "drop off" the report when a payment is received and the balance is zero in AR Accounts. See [AR Payments](#)

For this reason, there no option to choose a date. The report displays open balances as of the system date.

The credit limit controls how much can be billed to a company when making a Direct Bill payment to a guest folio. If the credit limit for the company has been reached, then the system will not allow to make a Direct Bill payment in the folio. To allow the payment, you must increase the credit limit of the company. To increase the credit limit, go to [Companies](#)

To run an Accounts Receivable Aging Report :

- Go to **REPORTS | ACCOUNTING | ACCOUNTS RECEIVABLE AGING REPORT**
- Click on **Accounts Receivable Aging Report**
- **Select Company Name:** Choose a single company or "All" to see a report of all AR Accounts Receivable.
- Choose the report format: HTML, Excel or Text.
- Click **Generate Report**

The Accounts Receivable Aging Report displays the following information:

- **Name:** Name of Company
- **Credit Limit:** This amount is determined by you and entered in the Company information. It can be changed at any time in Companies.
- **Amount Available:** This amount reflects how much credit the company has available as determined by the credit limit set and the balances of the aging receivables. For example, credit limit=\$10,000 and open folios= \$7,600. The credit balance or amount available is \$2,400.
- **Amount Owed:** This column is displays the open balances of the company or, how much the company owes you, by aging period, I.e. 30 Days.
- **Running Total:** Displays reflects the total amount owed or the running total of all aging receivables. This amount will decrease automatically as payments are received.

See an example of an [Accounts Receivable Aging Report](#)