

Chapter 15 – Aging Report - PRTARAGE

You can enter this program by selecting A/R Aging – PRTARAGE off of the Sales Reports Menu or you can press the F10 key off of any menu and type in “PRTARAGE” on the command line and press the ENTER key. You will then be prompted for printer or file pathname. If you want to print directly to the default printer, press the ENTER key. If you want this information to print to another printer, type that printer number over the default and press the ENTER key. See [Chapter 10 Introduction to Reports](#) for additional information about the printer/file pathname screen. You will now be prompted for “Separate Locations”. Press the ENTER key and accept N for no for the default, see Figure 15-1.

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RSSS A/R AGING REPORT

SELECT BY LOC OR LOC GROUPS: N

      SORT BY LOCATION: Y
      SELECT BY: N

SORT BY SALESMAN/ACCT MGRS: N
  SELECT BY CUST TYPE: N
  SELECT BY CONTRACT TYPE: N
    WANT TOTALS ONLY: N
      AGED DATE: 12/07/06
PRINT COMMENTS ON REPORT: N
  DAYS PAST DUE BREAKDOWN: N
    PRINT SECOND LINE: N
PRINT ZERO BALANCE CONTRACTS: N
  A/R TYPE(S) WANTED:  0  0  0  0  0  0  0  0  0  0
INCLUDE NON-PAST DUE ACCOUNTS: N
      TYPE OF ACCOUNT: 1
      REPORT FORMAT: A
    PRINT RECEIVABLE AMTS: N
  SALES WITH A HOLD PO NBR: 0

      SALES WITH A HOLD PO NBR: (I)NCLUDE (E)XCLUDE (O)NLY

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Figure 15- 1 Print A/R Aging Report Screen

Explanation of Fields on A/R Aging Report Screen

SELECT BY LOC OR LOC GROUP If you want to select by location(s) or location group(s), type in a Y for yes and enter the number here. The report will only print information about the requested location(s) or location group(s). Enter up to ten store numbers or if choosing by location group, select by 10 location groups or a range of groups. If all stores are needed, press the ENTER key to accept the default of N for no. If you have selected to run the report for more than one location, you will see the prompt “**SORT BY LOCATION**”. This gives you the option to run all stores together or have the report separate them.

SELECT BY Enter an N or a Y to select by Salesmen or Account Manager. This option allows you to report by particular salesmen or account managers. If all salesmen or account managers are needed, just press the ENTER key and accept the default of N for no. If you answer this

prompt with a Y, you options will be displayed at the bottom of the screen: **1) SELECT BY SALESMEN 2) SELECT BY ACCT MGRS.** Enter the number of the option you want. The prompt will then change to read "SALESMAN" or 'ACCT MGRS' depending on the option you chose. You may then select up to ten salesmen or account manager numbers you want on this report. If you have selected more than one salesman or account manager, you will see the prompt "**SORT BY SALESMEN/ACCT MGR**". The default is N for no. If this option is answered with a Y for yes, the report will group data by salesman or account manager.

If you choose to sort the report by store and by salesman or account manager, the report will be printed by salesman or account manager sorted within the store.

SELECT BY CUST TYPE Defaults to N for no. If this is answered with a Y for yes, you will then be prompted for "**CUST TYPES**". You may enter from one to ten different customer types. If you want all customer types, accept the default by pressing the ENTER key. (Customer Types are set up and maintained using the program RCUSTYPE). If you want a selection window, enter a "?". Using your arrow keys, if necessary, highlight the Customer Type you want and press the ENTER key.

SELECT BY CONTRACT TYPE Defaults to N for no. If you want all contract types press the ENTER key to accept the default of N. If you want to select only certain contract types, type in a Y for yes. You will then be prompted for "**CONTRACT TYPES**". You may enter up to ten different contract types (Contract types are set up and maintained using the program RCNRTYPE). If you want a selection window, enter a "?". Using your arrow keys, if necessary, highlight the Contract Type you want and press the ENTER key.

WANT TOTALS ONLY Accept the default of N for no and the report will list each customer with their individual accounts followed by a summary line for location, account manager or salesman based on the "select by". If this is answered with a Y for yes, the report will list the summary lines for each location, account manager or salesman with "total tickets this location", 'indicated BOR" and "receivables" and then a combined total for all locations on the report.

AGED DATE Enter the date you want the system to use as the due date or press the ENTER key to accept the default of today's date.

PRINT COMMENTS ON THE REPORT If you do not want any of the comments attached to the customer records to print, press the ENTER key to accept the default of N. If you want the comments attached to the customer records to print, enter a Y.

DAYS PAST DUE BREAKDOWN Determines how the aging will breakdown on the report.

N = 1-30, 30-60, 60-90, 90-120, 120+ Days

Y = 1-10, 10-20, 20-30, 30-40, 40+ Days

5 = 1-5, 6-10, 11-15, 16-30, 30+ Days

G = Other 1-7, 8-32, 33-58, 59-119 days

PRINT SECOND LINE Enter a Y for yes and the report will print customers address and telephone number or press the ENTER key to accept the default of N for no.

PRINT ZERO BALANCE CONTRACTS Enter a Y for yes and the report will include contracts that have zero or credit balances or press the ENTER key to accept the default of N for no. (for a true A/R aging total, select Y).

A/R TYPE(S) WANTED If you want to run the report for all A/R types, leave the defaults for these fields as zero. If you want to run the report for a particular type, enter the A/R type (also know as payment form numbers), if you know it or enter 999 and you may select the A/R type from the window. You may enter up to 10 different A/R types.

INCLUDE NON-PAST DUE ACCOUNTS Default to N for no. If you accept the default of N for no, the report will not include current and paid ahead accounts. If this is answered with a Y for yes, the report will include current or paid ahead accounts. (for a true Sales A/R aging total, select Y)

TYPE OF ACCOUNT Select which type of accounts you want on the report.

- 1** = AR
- 2** = Airtime Fee
- 3** = RTO
- 4** = AR
- 5** = RTR

TICKET NBR TO PRINT For Sales AR Accounts, select the option you want printed on the report.

- S** = Sale Ticket Number (Invoice number)
- A** = AR Ticket Number

PENDING AR Press the ENTER key to accept the default of I to include the pending AR sales agreements or change it to an E to exclude the pending AR sales agreements in the report. (for a true Sales A/R aging total, select E)

- I** = Include
- E** = Exclude

REPORT FORMAT Select the report format option of your choice. To take the default of A for AR Aging Format, just press ENTER; otherwise, change the option to P or C.

- A** = AR Aging Format
- P** = Payment Due Date Format (use this format for daily open and close)
- C** = Call List

PRINT RECEIVABLES AMTS Enter a Y for yes and the report will include RTO receivable amounts. (for a true Sales A/R aging total, select N).

SALES WITH A HOLD PO NBR

Press the ENTER key to accept the default of "E" to exclude the any sales agreements with the word HOLD in the purchase order field on the sales ticket. Enter "I" to include any sales agreements with the word HOLD in the purchase order field of the sales ticket. Enter an "O" to only include sales agreements with the word HOLD in the purchase order field of the sales ticket.

I = Include

E = Exclude

O = Only

Example of the Resulting Aging Report

The Accounts Receivable Aging Analysis Report shows a detail and summary of all current and or delinquent accounts receivable sales customers based on your report selections. The first page is the detail report and the last page is the summary report. This report can be set up several ways to display more or less detail. It is recommended that this report should be run in summary format each day and the detail format at least once a month.

RUN DATE: 12/08/06 TIME:09:18:02		RSSS APPLIANCES RSSS A/R AGING REPORT LOCATION: (1) RSSS APPLIANCES #1 AGED DATE OF: 12/08/06								PAGE: 1	
CUSTOMER NUMBER	TICKET NUMBER	CUSTOMER NAME	DATE OF INVOICE	INVOICE AMOUNT	CONTRACT BALANCE	1-30 AMOUNT	30-60 AMOUNT	60-90 AMOUNT	90-120 AMOUNT	OVER 120 AMOUNT	TOTAL PAST DUE
10011811	10039066	INSURANCE, XYZ	10/30/04	12,354.32	12,354.32	0.00	0.00	0.00	0.00	12354.32	12354.32
10011811	10039072	INSURANCE, XYZ	10/30/04	9,221.43	9,221.43	0.00	0.00	0.00	0.00	9221.43	9221.43
10011811	10039074	INSURANCE, XYZ	10/30/04	23,125.66	23,125.66	0.00	0.00	0.00	0.00	23125.66	23125.66
10011811	10039082	INSURANCE, XYZ	10/30/04	24,279.06	24,279.06	0.00	0.00	0.00	0.00	24279.06	24279.06
10011811	10039087	INSURANCE, XYZ	10/30/04	0.01	0.01	0.00	0.00	0.00	0.00	0.01	0.01
				68,980.48		0.00	0.00	0.00	0.00	68980.48	68980.48
TOTAL:				68,980.48		0.00	0.00	0.00	0.00	68980.48	68980.48

Figure 15- 2 Example of an Aging Report – First Page

RUN DATE: 12/08/06				RSSS APPLIANCES								PAGE: 4				
TIME:09:18:05				RSSS A/R AGING REPORT												
AGED DATE OF: 12/08/06																
===== 1-30 DAYS PAST DUE =====																
CUST	NUMBER	% OF	CONTRACT	% OF	NUMBER	% OF	CONTRACT	% OF	NUMBER	% OF	CONTRACT	% OF	NUMBER	% OF	CONTRACT	% OF
TYPE	ACCTS	ACCTS	BALANCES	BALNCE	ACCTS	ACCTS	BALANCES	BALNCE	ACCTS	ACCTS	BALANCES	BALNCE	ACCTS	ACCTS	BALANCES	BALNCE
C		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00
TTL:		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00
===== 30-60 DAYS PAST DUE =====																
C		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00
TTL:		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00
===== 60-90 DAYS PAST DUE =====																
C		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00
TTL:		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00
===== 90-120 DAYS PAST DUE =====																
C		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00
TTL:		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00		0.00	0	0.00
===== 120 DAYS OR OVER PAST DUE =====																
CUST	NUMBER	% OF	CONTRACT	% OF												
TYPE	ACCTS	ACCTS	BALANCES	BALNCE												
C	5	100.00	68980	100.00												
TTL:	5	100.00	68980	100.00												
CURRENT PAST DUE INFORMATION																

DAYS PAST DUE	NUMBER PAST DUE			PERCENT OF THE PAST DUES				PERCENT OF THE CURRENT ACCOUNTS				PMT AMTS NOT COLLECTED				
1 - 30	0			0.00				0.00				0				
31 - 60	0			0.00				0.00				0				
61 - 90	0			0.00				0.00				0				
91 -120	0			0.00				0.00				0				
121 OR MORE	5			100.00				100.00				68980				
TOTAL:	5											68980				
5 PAST DUE OUT OF 5 CURRENT CUSTOMERS																
100.00 TOTAL PERCENT PAST DUE																
68980 TOTAL CONTRACT BALANCES																
TIME FINISHED:09:18:05																

Figure 15- 3 Example of an Aging Report – Summary and Totals (Last) Page