



Process Documentation

Department:

Customer Support

Last Updated:

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NAME OF PROCESS

Generating an A/R Aging Report [Roleplay]

Use Case / Objectives

This guide will walk you through how to generate Accounts Receivable aging reports by region, district, location and customer location.

To go directly to a specific section, click on one of the links below:

- Generate Aging Report - [by Region](#)
- Generate Aging Report - [by District](#)
- Generate Aging Report - [by Location](#)
- Generate Aging Report - [by Customer Location](#)

Configuration, Training, and Reporting

This document assumes you know how to perform basic search functionality to find information in the system (i.e. F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

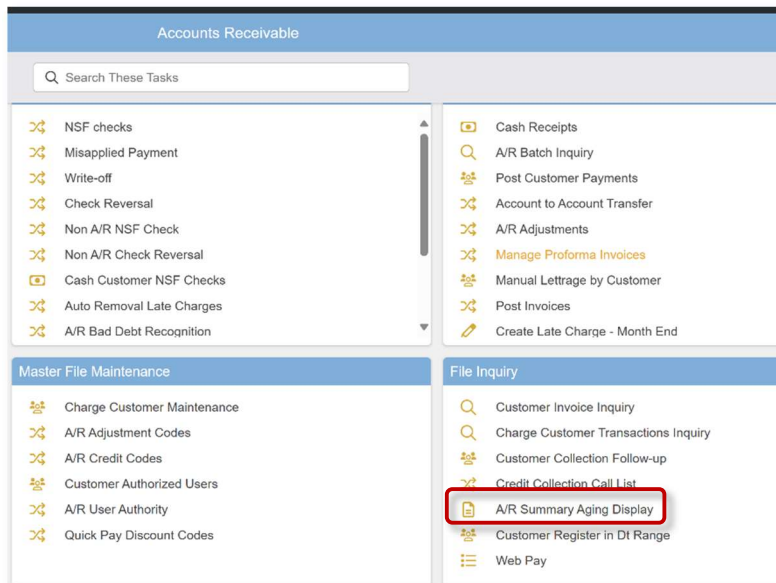
Accounts Receivable => A/R Summary Aging Display

Generating an Aging Report

By Region

Use the following steps to review a summary of Accounts Receivable aging by region.

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Accounts Receivable** screen does not appear automatically, select **Accounts Receivable** on the left toolbar.
3. In the **File Inquiry** section, click on the **A/R Summary Aging Display** option.



- a. The **A/R Aging Summary** screen displays.

The screenshot shows the 'A/R Aging Summary' screen. At the top left, the date and time are '2/14/25 08:49:48'. At the top right, the title is 'A/R Aging Summary'. Below this, there are three input fields: 'Region:', 'District:', and 'Location:', each followed by a small rectangular input box. The word '-or-' is placed between the 'Region:' and 'District:' fields, and between the 'District:' and 'Location:' fields.

4. If you know the region, you can type it in the **Region** field and press Enter or press F4 to search while in the field.

a. The A/R Aging Summary By Region screen displays.

2/14/25 09:29:51		A/R Aging Summary By Region					Sys: DEMO V12
Options: 1=Locations		Date: 2/13/25		at 20:00		Cur: USD	Cmp: RM Loc: DMO
Q	Rgn Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
100	NORTHWEST CONTIGUOUS	78183987	22958418	376608	174116	174361	54500484
	TOTAL	78183987	22958418	376608	174116	174361	54500484
	%/TOTAL	100	29				70

5. To change the region or to view all regions, change or delete the value in the filter field above the *Rgn* column.

2/14/25 09:32:05		A/R Aging Summary By Region					Sys: DEMO V12
Options: 1=Locations		Date: 2/13/25		at 20:00		Cur: USD	Cmp: RM Loc: DMO
Q	Rgn Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
100	NORTHWEST CONTIGUOUS	78183987	22958418	376608	174116	174361	54500484
200	SOUTHWEST CONTIGUOUS	51819					51819
300	SOUTHEAST REGION	2642273516-	564	282	282	282	2642274926-
	TOTAL	2564037710-	22958982	376890	174398	174643	2587722623-
	%/TOTAL	100	1-				101

6. Press F7 or click on *F07 Toggle Current/Prior* in the Display Functions menu.

a. The A/R Aging Summary By Region screen refreshes to display the previous month's aging summary.

2/14/25 09:03:32		A/R Aging Summary By Region					Sys: DEMO V12
Options: 1=Locations		Date: 2/13/25		at 20:00		Cur: USD	Cmp: RM Loc: DMO
Q	Rgn Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
100	NORTHWEST CONTIGUOUS	75553190	20628695	183370	141592	175946	54423587
200	SOUTHWEST CONTIGUOUS	51819					51819
300	SOUTHEAST REGION	4632752	282	282	282	282	4631624
	TOTAL	80237761	20628977	183652	141874	176228	59107030
	%/TOTAL	100	26				74

b. Press F7 again to return to the current month's aging summary.

7. In the 0 column type 1 next to the desired region to open the A/R Summary Aging Display By Location screen.

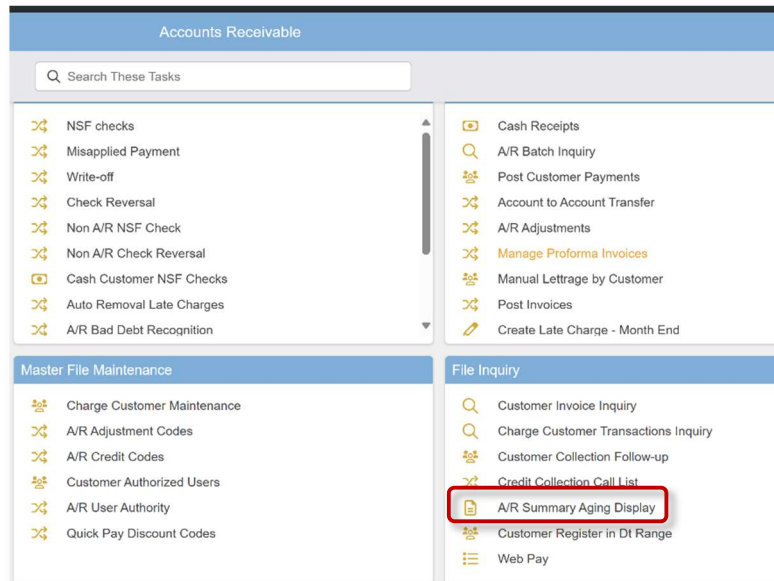
NOTE: Steps for generating the aging summary by location are outlined in the [By Location](#) section.

2/14/25 09:36:31		A/R Aging Summary By Location					Sys: DEMO V12	
Options: 1=Customers		Date	2/13/25	at 20:00		Cur: USD	Cmp: RM Loc: DMO	
Loc	Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over	
BRM	BIRMINGHAM LOCATIO	51819						51819
	TOTAL	51819						51819
	%/TOTAL	100						100

By District

Use the following steps to review a summary of Accounts Receivable aging by district.

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Accounts Receivable** screen does not appear automatically, select **Accounts Receivable** from the left toolbar.
3. In the **File Inquiry** section, click on the **A/R Summary Aging Display** option.



- a. The **A/R Aging Summary** screen displays.

The screenshot shows the 'A/R Aging Summary' screen. At the top left, it displays the date and time '2/14/25 08:49:48'. At the top right, it displays the title 'A/R Aging Summary'. Below the title, there are three input fields: 'Region:', 'District:', and 'Location:'. Each field has a small light blue box next to it. Between the 'Region:' and 'District:' fields, and between the 'District:' and 'Location:' fields, there is a '-or-' separator.

4. If you know the district, type it in the **District** field and press Enter; otherwise, press F4 on your keyboard or click on **F04 Search** in the **Display Functions** menu; type 1 in the **0** column to select the region; press Enter.
 - a. The **A/R Aging Summary By District** screen displays.

2/14/25 09:19:21 A/R Aging Summary By District Sys: DEMO V12
 Options: 1=Locations Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

Q	Dist Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
	300 DISTRICT 300	2642736967-	564	282	282	282	2642738377-
		2642736967-	564	282	282	282	2642738377-
		100					100

5. Press **F7** or click on **F07 toggle Current/Prior** in the **Display Functions** menu.
 - a. The **A/R Aging Summary By District** screen refreshes to display the previous month's aging summary.

2/14/25 09:27:30 A/R Aging Summary By District Sys: DEMO V12
 Options: 1=Locations Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

Q	Dist Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
	300 DISTRICT 300	4169301	282	282	282	282	4168173
		4169301	282	282	282	282	4168173
		100					100

- b. Press **F7** again to return to the current month's aging summary.
6. To change the district or to view all districts, you can change or delete the value in the filter field above the **Dist** column.

2/14/25 09:34:24 A/R Aging Summary By District Sys: DEMO V12
 Options: 1=Locations Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

Q	Dist Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
	100 WESTERN DISTRICT	78183987	22958418	376608	174116	174361	54500484
	1001 CREDIT APPROVAL TES	463451					463451
	200 EASTERN DISTRICT	51819					51819
	300 DISTRICT 300	2642736967-	564	282	282	282	2642738377-
		2564037710-	22958982	376890	174398	174643	2587722623-
		100	1-				101

7. From here, type **1** in the **O** column next to the desired district to advance to the **A/R Summary Aging Display By Location** screen. **NOTE:** Steps for generating the aging summary by location are outlined in the [By Location](#) section.

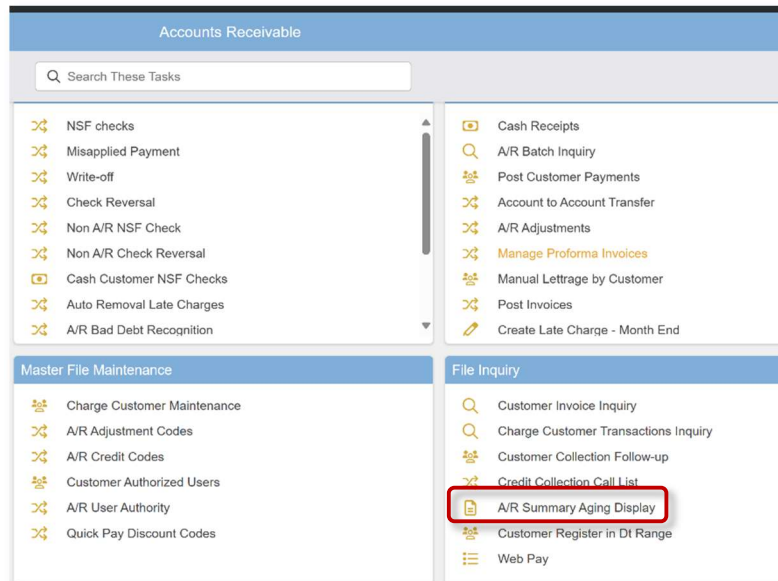
2/14/25 09:35:02 A/R Aging Summary By Location Sys: DEMO V12
 Options: 1=Customers Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

Q	Loc Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
	HTB HUNTINGTON BEACH	2642736967-	564	282	282	282	2642738377-
	TOTAL	2642736967-	564	282	282	282	2642738377-
	%/TOTAL	100					100

By Location

Use the following steps to review a summary of Accounts Receivable aging by region.

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Accounts Receivable** screen does not appear automatically, select **Accounts Receivable** from the left toolbar.
3. In the **File Inquiry** section, click on the **A/R Summary Aging Display** option.



- a. The **A/R Aging Summary** screen displays.

The screenshot shows the 'A/R Aging Summary' screen. At the top left, the date and time are '2/14/25 08:49:48'. At the top right, the title is 'A/R Aging Summary'. Below the title, there are three input fields: 'Region:', 'District:', and 'Location:', each followed by a small square input box. The 'Region:' field is currently empty, and the 'District:' and 'Location:' fields are also empty. The text '-or-' is displayed between the 'Region:' and 'District:' fields, and between the 'District:' and 'Location:' fields.

4. If you know the location, type it in the **Location** field and press Enter; otherwise, press F4 on your keyboard or click on F04 Search in the **Display Functions** menu; type 1 in the **0** column to select the region; press Enter.

- a. The A/R Aging Summary By Location screen displays for the entered/selected location.

2/14/25 09:40:25
Options: 1=Customers
DMO

A/R Aging Summary By Location
Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

Q Loc Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
DMO IRVINE	61221399	22822065	242117	160567	160662	37835988
TOTAL	61221399	22822065	242117	160567	160662	37835988
%/TOTAL	100	37				62

- 8. Press F7 or click on *F07 toggle Current/Prior* in the Display Functions menu.
 - a. The A/R Aging Summary By Location screen refreshes to display the previous month's aging summary.

2/14/25 09:41:53
Options: 1=Customers
DMO

A/R Aging Summary By Location
Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

Prior Month

Q Loc Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
DMO IRVINE	58566734	20360480	169671	128043	136651	37771889
TOTAL	58566734	20360480	169671	128043	136651	37771889
%/TOTAL	100	35				64

- b. Press F7 again to return to the current month's aging summary.
- 9. To change or view all locations, update or delete the value in the filter field above the *Loc* column.

2/14/25 09:42:59
Options: 1=Customers
DMO

A/R Aging Summary By Location
Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

Prior Month

Q Loc Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
DMO IRVINE	58566734	20360480	169671	128043	136651	37771889
EURO EURO LOCATION	1357202					1357202
EXE8 LOCATION NAME	267543					267543
LGB LONG BEACH	15360993	268215	13699	13549	39295	15026235
0049 SAN MARCOS	718					718
BRM BIRMINGHAM LOCATIO	51819					51819
HTB HUNTINGTON BEACH	4169301	282	282	282	282	4168173
RAMI SWEDEN	463451					463451
TOTAL	80237761	20628977	183652	141874	176228	59107030
%/TOTAL	100	26				74

10. From here, type 1 in the 0 column next to the desired location to advance to the **A/R Summary Aging Display By Location: Customers** screen.

NOTE: Steps for generating the aging summary by customer location are continued in the By Location: Customers section.

2/14/25 09:53:29		A/R Aging Summary By Location:Customers					Sys: DEMO V12
Loc: DMO DEMO		Date: 2/13/25	at 20:00		Cur: USD	Cmp: RM Loc: DMO	
Cus #	Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
1	TIC	392574	151820	20	20	20	240694
3	OHM CORP	10					10
4	ELECTRIC	595-					595-
5	SERVICE UNLIMITED	9528					9528
6	ABC COMPANY	3342429	1537666				1804763
7	C.D.O.T.	15	15				
8	AMERICAN ASPHALT &	62698	12723				49975
9	BIG D CONSTRUCTION	1124-					1124-
11	CASE BUILDERS, INC	115-					115-
15	PCL CONSTRUCTION S	4323	114				4209
19	BARON CONSTRUCTION	63278	7942				55336
22	CASTILLO CONCRETE	4215	4215				
24	ROCK BREAKERS CONS	108994	49610				59384
35	HARDWARE	10410687	2566160				7844527
39	XYZ COMPANY	608441	171618				436823
41	DAY LANDSCAPERS	46					46
66	GARRETT CONSTRUCTI	411567	35928	34836		17964	322839
88	JTIAN	236343	190919				45424 +

By Location: Customers

Use the following steps to review a summary of Accounts Receivable by customer location.

NOTE: The following steps are a continuation from the steps noted above in the [By Location](#) section.

11. On the **A/R Summary Aging Display By Location: Customers** screen, you can filter by any of the columns within the table using the filter fields.

2/14/25 09:53:29 A/R Aging Summary By Location:Customers Sys: DEMO V12
 Loc: DMO DEMO Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

Cus #	Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
1	TIC	392574	151820	20	20	20	240694
3	OHM CORP	10					10
4	ELECTRIC	595-					595-
5	SERVICE UNLIMITED	9528					9528
6	ABC COMPANY	3342429	1537666				1804763
7	C.D.O.T.	15	15				
8	AMERICAN ASPHALT &	62698	12723				49975
9	BIG D CONSTRUCTION	1124-					1124-
11	CASE BUILDERS, INC	115-					115-
15	PCL CONSTRUCTION S	4323	114				4209
19	BARON CONSTRUCTION	63278	7942				55336
22	CASTILLO CONCRETE	4215	4215				
24	ROCK BREAKERS CONS	108994	49610				59384
35	HARDWARE	10410687	2566160				7844527
39	XYZ COMPANY	608441	171618				436823
41	DAY LANDSCAPERS	46					46
66	GARRETT CONSTRUCTI	411567	35928	34836		17964	322839
88	JTIAN	236343	190919				45424 +

12. For this example, we are going to filter by the **Cus #** column.

- a. Type a customer number in the filter field above the **Cus #** column; press Enter.
 - i. The customer with this number moves to the top of the table.

2/14/25 10:01:48 A/R Aging Summary By Location:Customers Sys: DEMO V12
 Loc: DMO DEMO Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

Cus #	Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
35	HARDWARE	10410687	2566160				7844527
39	XYZ COMPANY	608441	171618				436823
41	DAY LANDSCAPERS	46					46
66	GARRETT CONSTRUCTI	411567	35928	34836		17964	322839

13. For the next example, we are going to filter by the **Total** column.

NOTE: The value in the **Cus #** filter field was deleted as we moved on to illustrate the next steps.

- a. In the small space to the left of the filter field, you will see a condition field. You can enter < (less than), > (greater than), or = (equal to) in this field. **NOTE:** If you leave any of the conditions blank, they will default to = if you type a value in the corresponding filter field.
- b. Type a value in the condition field if desired.
- c. Type a value in the desired filter field.

d. Press Enter.

NOTE: for this example, we entered > 1000 in the *Total* filter field.

i. The **A/R Summary Aging Display By Location: Customers** screen refreshes to display entries matching the criteria entered.

2/14/25 10:04:48 A/R Aging Summary By Location:Customers Sys: DEMO V12
 Loc: DMO DEMO Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

> 1000

Cus #	Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
1	TIC	392574	151820	20	20	20	240694
5	SERVICE UNLIMITED	9528					9528
6	ABC COMPANY	3342429	1537666				1804763
8	AMERICAN ASPHALT &	62698	12723				49975
15	PCL CONSTRUCTION S	4323	114				4209
19	BARON CONSTRUCTION	63278	7942				55336
22	CASTILLO CONCRETE	4215					
24	ROCK BREAKERS CONS	108994	49610				59384
35	HARDWARE	10410687	2566160				7844527
39	XYZ COMPANY	608441	171618				436823
66	GARRETT CONSTRUCTI	411567	35928	34836		17964	322839
88	JTIAN	236343	190919				45424
89	TURLOCK CONSTRUCTI	30202	9202				29000
123	BEST CONSTRUCTION	28487					28487
313	MARY ROCK	26662	7778				18884
500	STILWAGNERS BACKHO	69956	20744	252	252	252	48456
503	STILWAGNER CONSTRU	37175	543	1086	543	543	34460
505	STILWAGNER CONSTRU	344089	94524				249565 +

14. To view customer status and credit limits, press F11 on your keyboard or click on F11 Detail in the **Display Functions** menu.

2/14/25 11:59:27 A/R Aging Summary By Location:Customers Sys: DEMO V12
 Loc: DMO DEMO Date 2/13/25 at 20:00 Cur: USD Cmp: RM Loc: DMO

Cus #	Name	Total	0 - 29	30 - 59	60 - 89	90 - 119	120 - Over
1	TIC	392574	151820	20	20	20	240694
3	THE INDUSTRIAL CORPORATION	10					10
	Name: THE INDUSTRIAL CORPORATION	Status: A ACTIVE	Credit Lm	9999999			
3	OHM CORP	10					10
	Name: OHM CORP	Status: C C.O.D	Credit Lm	25000			
4	ELECTRIC	595-					595-
	Name: JONE'S ELECTRIC	Status: C C.O.D	Credit Lm	20000			
5	SERVICE UNLIMITED	9528					9528
	Name: SERVICE UNLIMITED	Status: C C.O.D	Credit Lm				
6	ABC COMPANY	3342429	1537666				1804763
	Name: ABC COMPANY	Status: C C.O.D	Credit Lm	99999999			
7	C.D.O.T.	15	15				
	Name: C.D.O.T.	Status: C C.O.D	Credit Lm	10000			
8	AMERICAN ASPHALT &	62698	12723				49975
	Name: AMERICAN ASPHALT & GRADING CO.	Status: A ACTIVE	Credit Lm	100000			
9	BIG D CONSTRUCTION	1124-					1124-
	Name: BIG D CONSTRUCTION/TIERED	Status: C C.O.D	Credit Lm				
11	CASE BUILDERS, INC	115-					115-
	Name: CASE BUILDERS, INC.	Status: A ACTIVE	Credit Lm	40000			

Reference Glossary

Field Definitions for Tasks

A/R Aging Summary By Region

- **Date** - Displays the date for the amounts on the display. Press F7 to display amounts from the previous month.
- **Currency** - Displays the currency in which the amounts on the screen are displayed.
- **Region** - Displays the region for which you are reviewing an aging summary. Use the filter above the column to change the region without returning to the previous screen.
- **Name** - Displays the name of the region.
- **Total** - Displays the total amount for all ageing buckets.
- **0 - 29** - Displays the amount for the 0 to 29 days aging bucket. The customer accounts that comprise this amount are typically considered current.
- **30 - 59** - Displays the amount for the 30 to 59 days aging bucket. The customer accounts that comprise this amount are at least a month past due, but not yet two months past due.
- **60 - 89** - Displays the amount for the 60 to 89 days aging bucket. The customer accounts that comprise this amount are at least two months past due, but not yet three months past due.
- **90 - 119** - Displays the amount for the 90 to 119 days aging bucket. The customer accounts that comprise this amount are at least three months past due, but not yet four months past due.
- **120 - Over** - Displays the amount for the 120 days and over aging bucket. The customer accounts that comprise this amount are at least four months past due.

A/R Aging Summary By District

- **Date** - Displays the date for the amounts on the display. Press F7 to display amounts from the previous month.
- **Currency** - Displays the currency in which the amounts on the screen are displayed.
- **Region** - Displays the district for which you are reviewing an aging summary. Use the filter above the column to change the region without returning to the previous screen.
- **Name** - Displays the name of the district.
- **Total** - Displays the total amount for all ageing buckets.
- **0 - 29** - Displays the amount for the 0 to 29 days aging bucket. The customer accounts that comprise this amount are typically considered current.
- **30 - 59** - Displays the amount for the 30 to 59 days aging bucket. The customer accounts that comprise this amount are at least a month past due, but not yet two months past due.

- **60 - 89** - Displays the amount for the 60 to 89 days aging bucket. The customer accounts that comprise this amount are at least two months past due, but not yet three months past due.
- **90 - 119** - Displays the amount for the 90 to 119 days aging bucket. The customer accounts that comprise this amount are at least three months past due, but not yet four months past due.
- **120 - Over** - Displays the amount for the 120 days and over aging bucket. The customer accounts that comprise this amount are at least four months past due.

A/R Aging Summary By Location

- **Date** - Displays the date for the amounts on the display. Press F7 to display amounts from the previous month.
- **Currency** - Displays the currency in which the amounts on the screen are displayed.
- **Region** - Displays the district for which you are reviewing an aging summary. Use the filter above the column to change the location without returning to the previous screen.
- **Name** - Displays the name of the district.
- **Total** - Displays the total amount for all ageing buckets.
- **0 - 29** - Displays the amount for the 0 to 29 days aging bucket. The customer accounts that comprise this amount are typically considered current.
- **30 - 59** - Displays the amount for the 30 to 59 days aging bucket. The customer accounts that comprise this amount are at least a month past due, but not yet two months past due.
- **60 - 89** - Displays the amount for the 60 to 89 days aging bucket. The customer accounts that comprise this amount are at least two months past due, but not yet three months past due.
- **90 - 119** - Displays the amount for the 90 to 119 days aging bucket. The customer accounts that comprise this amount are at least three months past due, but not yet four months past due.
- **120 - Over** - Displays the amount for the 120 days and over aging bucket. The customer accounts that comprise this amount are at least four months past due.