

Accounts Receivable

Like all reports, we suggest you experiment with selection criteria and running the reports. You can't hurt anything.

Accounts Receivable means billed by you but not yet paid by the client.

Purpose: To display the amount Clients Owe by how long owed.

Options: Can be displayed in order by Client | by Date Last Paid | by Age of Balance Due.
Can Display for Open Clients | for Closed Clients | and for Open and Closed Clients.

Report Contains: Total (amount) Owed | Client name | Client ID | Type (Hourly - Flat Fee etc) | Sort | Amount Past due 120 days | 90 Days | 60 Days | 30 Days | Current | Last Paid Amount and Date. Organized by type of File Hourly and Flat Fee with Totals | Contingency with Totals | Bad Debt with Totals | Non-Chargeable with Totals | Total Office - Balance with and without Credits.

Running Report:

Report Date: You are usually running this report for today which is the default date. Many offices like to compare accounts receivable overtime to see if their collections have improved. Use the down arrow to select other dates.

Client Status: You can run the report for Open Clients, Closed Clients or both Open and Closed Clients. The default is Open Clients. Select the arrow for the drop down menu to select Closed or Open and Closed Clients.

Sort: The default is Client Name, but you will find yourself using all three sorts. For isolating the oldest balances, sort by Balance Age. To examine oldest date last paid, sort by Date Last Paid. Select the arrow for the drop down menu to select Balance Age and Date Last Paid.

Click on Display Report (top of these selection criteria).

Printing Reports: All reports display in PDF and can be printed like any PDF.

Searching Reports: You can search in PDF report by entering Control F and entering your search word in the search box (for Macs use Command F).

End 2/11/16

