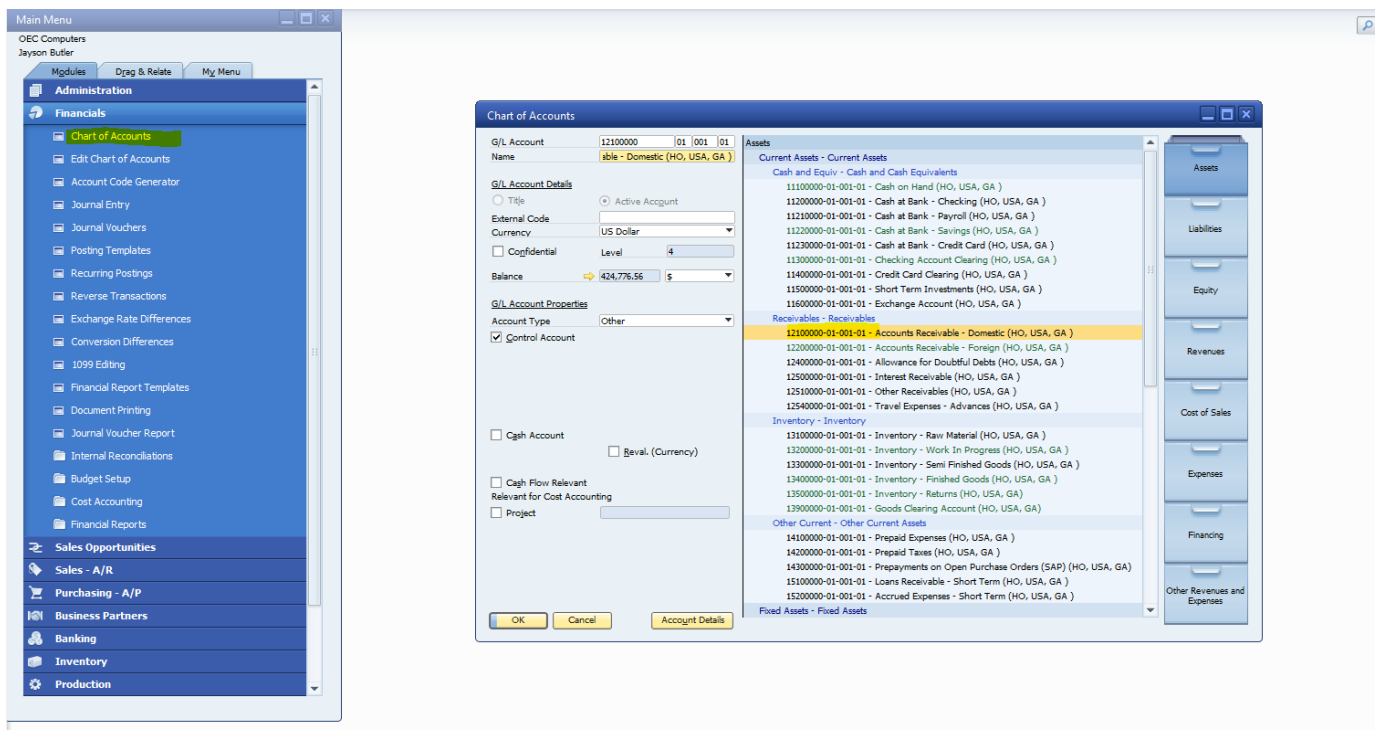


How to Run an Aging Report that will balance to the GL detail for a Specific Date

***Compatible with SAP Business One version 8.80, 8.81, 8.82**

The AR Aging and the AP Aging reports must be run with a specific Selection Criteria in order to product a schedule that will reconcile to the AR and AP general Ledger Account. The example below will outline this process.

- 1 Find the General Ledger ending Cumulative Balance for the End Date you would like to match open Aging report for.
 - a. In this example we will be looking for a AR 3/31/2012 GL Balance
 - b. Open the Chart of Accounts window in the Financials Menu list
 - c. Highlight the AR GL account



- 2 Open the AR GL Account Detail; by click on the orange arrow pointing to the GL balance located on the left side center of the Chart of Accounts window.

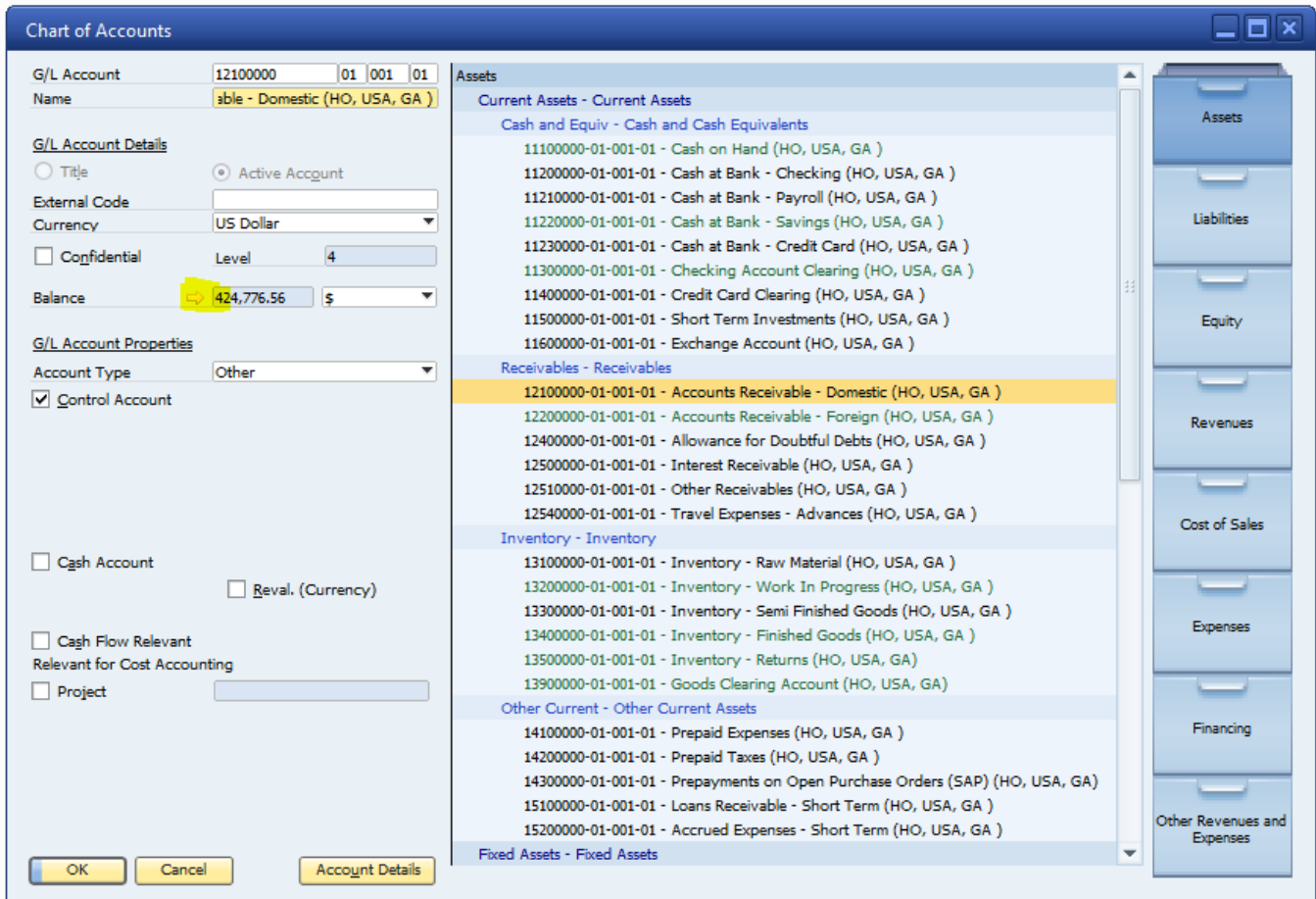


Chart of Accounts

G/L Account: 12100000 01 001 01
Name: able - Domestic (HO, USA, GA)

G/L Account Details

☐ Title ☒ Active Account

External Code:
Currency: US Dollar

☐ Confidential Level: 4

Balance: 424,776.56 \$

G/L Account Properties

Account Type: Other

☒ Control Account

☐ Cash Account ☐ Reval. (Currency)

☐ Cash Flow Relevant
Relevant for Cost Accounting

☐ Project

OK Cancel Account Details

Assets

Current Assets - Current Assets

Cash and Equiv - Cash and Cash Equivalents

- 11100000-01-001-01 - Cash on Hand (HO, USA, GA)
- 11200000-01-001-01 - Cash at Bank - Checking (HO, USA, GA)
- 11210000-01-001-01 - Cash at Bank - Payroll (HO, USA, GA)
- 11220000-01-001-01 - Cash at Bank - Savings (HO, USA, GA)
- 11230000-01-001-01 - Cash at Bank - Credit Card (HO, USA, GA)
- 11300000-01-001-01 - Checking Account Clearing (HO, USA, GA)
- 11400000-01-001-01 - Credit Card Clearing (HO, USA, GA)
- 11500000-01-001-01 - Short Term Investments (HO, USA, GA)
- 11600000-01-001-01 - Exchange Account (HO, USA, GA)

Receivables - Receivables

- 12100000-01-001-01 - Accounts Receivable - Domestic (HO, USA, GA)
- 12200000-01-001-01 - Accounts Receivable - Foreign (HO, USA, GA)
- 12400000-01-001-01 - Allowance for Doubtful Debts (HO, USA, GA)
- 12500000-01-001-01 - Interest Receivable (HO, USA, GA)
- 12510000-01-001-01 - Other Receivables (HO, USA, GA)
- 12540000-01-001-01 - Travel Expenses - Advances (HO, USA, GA)

Inventory - Inventory

- 13100000-01-001-01 - Inventory - Raw Material (HO, USA, GA)
- 13200000-01-001-01 - Inventory - Work In Progress (HO, USA, GA)
- 13300000-01-001-01 - Inventory - Semi Finished Goods (HO, USA, GA)
- 13400000-01-001-01 - Inventory - Finished Goods (HO, USA, GA)
- 13500000-01-001-01 - Inventory - Returns (HO, USA, GA)
- 13900000-01-001-01 - Goods Clearing Account (HO, USA, GA)

Other Current - Other Current Assets

- 14100000-01-001-01 - Prepaid Expenses (HO, USA, GA)
- 14200000-01-001-01 - Prepaid Taxes (HO, USA, GA)
- 14300000-01-001-01 - Prepayments on Open Purchase Orders (SAP) (HO, USA, GA)
- 15100000-01-001-01 - Loans Receivable - Short Term (HO, USA, GA)
- 15200000-01-001-01 - Accrued Expenses - Short Term (HO, USA, GA)

Fixed Assets - Fixed Assets

Assets

Liabilities

Equity

Revenues

Cost of Sales

Expenses

Financing

Other Revenues and Expenses

- 3 Open the AR GL Account Detail; by click on the orange arrow pointing to the GL balance located on the left side center of the Chart of Accounts window.

Account Balance - 12100000-01-001-01, Accounts Receivable - Domestic (HO, USA, GA)

G/L Account: 12100000-01-001-01 Accounts Receivable - Domestic (HO, USA, GA)

Posting Date: From 01/01/2012 To 12/31/2012
Display: 1 Last Transactions
Display Unreconciled Trans. Only

#	Posting Date	Trans. No.	Origin	Origin No.	Ref. 1	Ref. 2	Ref. 3	Offset Account	Details	Debit (LC)	Credit (LC)	Cumulative Balance (LC)	Created By
1			OB									0.00 \$	
2	01/22/2006	284	IN		1	1	1	41100000-01-001-01	A/R Invoices - C20000	14,310.00 \$		14,310.00 \$	manager
3	01/27/2006	285	IN		2	2	1	41100000-01-001-01	A/R Invoices - C30000	2,976.88 \$		17,286.88 \$	manager
4	01/31/2006	348	RC		1	1	1	11300000-01-001-01	Incoming - C20000		14,310.00 \$	2,976.88 \$	manager
5	01/31/2006	349	RC		2	2	2	11220000-01-001-01	Incoming - C30000			0.00 \$	manager
6	02/11/2006	286	IN		3	3	1	41100000-01-001-01	A/R Invoices - C40000	12,535.00 \$		12,535.00 \$	manager
7	02/12/2006	288	IN		5	5	1	41100000-01-001-01	A/R Invoices - C42000	18,391.00 \$		30,926.00 \$	manager
8	02/16/2006	287	IN		4	4	1	41100000-01-001-01	A/R Invoices - C23900	7,473.00 \$		38,399.00 \$	manager
9	02/28/2006	356	RC		3	3	3	11230000-01-001-01	Incoming - C23900		7,473.00 \$	30,926.00 \$	manager
10	02/28/2006	357	RC		4	4	4	11100000-01-001-01	Incoming - C40000		12,535.00 \$	18,391.00 \$	manager
11	03/09/2006	289	IN		6	6	1	41100000-01-001-01	A/R Invoices - C30000	8,795.31 \$		27,186.31 \$	manager
12	03/15/2006	290	IN		7	7	1	41100000-01-001-01	A/R Invoices - C40000	10,573.00 \$		37,759.31 \$	manager
13	03/19/2006	291	IN		8	8	1	41100000-01-001-01	A/R Invoices - C20000	6,996.00 \$		44,755.31 \$	manager
14	03/27/2006	292	IN		9	9	1	41100000-01-001-01	A/R Invoices - C23900	10,494.00 \$		55,249.31 \$	manager
15	03/31/2006	367	RC		5	5	5	11220000-01-001-01	Incoming - C42000		18,391.00 \$	36,858.31 \$	manager
16	03/31/2006	368	RC		6	6	6	11220000-01-001-01	Incoming - C40000		10,573.00 \$	26,285.31 \$	manager
17	03/31/2006	369	RC		7	7	7	11300000-01-001-01	Incoming - C30000		8,795.31 \$	17,490.00 \$	manager
18	04/27/2006	296	IN		15	15	1	41100000-01-001-01	A/R Invoices - C40000	41,120.25 \$		58,610.25 \$	manager
19	04/30/2006	379	RC		8	8	8	11100000-01-001-01	Incoming - C20000		6,996.00 \$	51,614.25 \$	manager
20	04/30/2006	380	RC		9	9	9	11300000-01-001-01	Incoming - C23900		10,494.00 \$	41,120.25 \$	manager
21	04/30/2006	381	RC		10	10	10	11230000-01-001-01	Incoming - C40000		41,120.25 \$	0.00 \$	manager
22	05/02/2006	299	IN		16	16	1	41100000-01-001-01	A/R Invoices - C42000	4,107.50 \$		4,107.50 \$	manager
23	06/06/2006	302	IN		19	19	1	41100000-01-001-01	A/R Invoices - C20000	26,076.00 \$		30,183.50 \$	manager
24	06/11/2006	303	IN		20	20	1	41100000-01-001-01	A/R Invoices - C23900	22,959.60 \$		53,143.10 \$	manager
25	06/16/2006	304	IN		21	21	1	41100000-01-001-01	A/R Invoices - C30000	25,114.00 \$		78,257.10 \$	manager
26	06/23/2006	305	IN		22	22	1	41100000-01-001-01	A/R Invoices - C40000	6,540.00 \$		84,797.10 \$	manager
27	06/30/2006	403	RC		14	14	14	11220000-01-001-01	Incoming - C42000		4,107.50 \$	80,689.60 \$	manager
28	07/07/2006	307	IN		24	24	1	41100000-01-001-01	A/R Invoices - C42000	21,650.50 \$		102,340.10 \$	manager
29	07/22/2006	310	IN		27	27	1	41100000-01-001-01	A/R Invoices - C20000	33,635.20 \$		136,175.30 \$	manager
30	07/22/2006	311	IN		28	28	1	41100000-01-001-01	A/R Invoices - C20000	26,588.91 \$		162,764.21 \$	manager
31	07/20/2006	312	IN		29	29	1	41100000-01-001-01	A/R Invoices - C42000	8,851.00 \$		171,615.21 \$	manager
32	07/31/2006	420	RC		17	17	17	11230000-01-001-01	Incoming - C20000		26,076.00 \$	145,539.21 \$	manager
33	07/31/2006	421	RC		18	18	18	11300000-01-001-01	Incoming - C23900		22,959.60 \$	122,579.61 \$	manager

OK

- 4 Go and highlight the row in the Account Detail for the last transaction posted on the date you would like to run the balancing AR Going for.
 - a. In this example it is for 3/31/2012

Account Balance - 12100000-01-001-01, Accounts Receivable - Domestic (HO, USA, GA)


G/L Account: 12100000-01-001-01 Accounts Receivable - Domestic (HO, USA, GA)

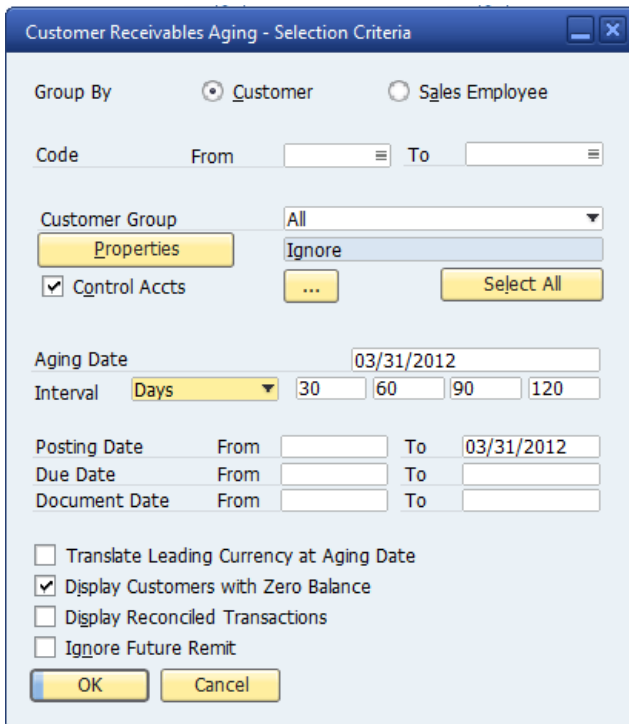
Posting Date: From 01/01/2012 To 12/31/2012
 Display: 1 Last Transactions
 Display Unreconciled Trans. Only

#	Posting Date	Trans. No.	Origin	Origin No.	Ref. 1	Ref. 2	Ref. 3	Offset Account	Details	Debit (LC)	Credit (LC)	Cumulative Balance (LC)	Created By
205	02/20/2012	1709	IN	225	225		1	41100000-01-001-01	A/R Invoices - C40000	545.00 \$		426,474.06 \$	manager
206	02/20/2012	1710	RC	73	73		73	11300000-01-001-01	Incoming Payments - C40000		545.00 \$	425,929.06 \$	manager
207	02/20/2012	1717	DT	3	3		1	21500000-01-001-01	A/R Down Payment - C42000	1,967.50 \$		427,896.56 \$	manager
208	03/18/2012	1707	DT	1	1		1	21500000-01-001-01	A/R Down Payment - C20000	1,102.50 \$		428,999.06 \$	manager
209	03/18/2012	1708	RC	72	72		72	11300000-01-001-01	Incoming Payments - C20000		1,102.50 \$	427,896.56 \$	manager
210	03/20/2012	1715	DT	2	2		1	21500000-01-001-01	A/R Down Payment - C40000	2,588.75 \$		430,485.31 \$	manager
211	03/20/2012	1716	RC	76	76		76	11200000-01-001-01	Incoming Payments - C40000		2,588.75 \$	427,896.56 \$	manager
212	03/20/2012	1718	RC	77	77		77	11200000-01-001-01	Incoming Payments - C42000		1,967.50 \$	425,929.06 \$	manager
213	03/28/2012	1721	IN	228	228		1	11300000-01-001-01	A/R Invoices - C20000		1,102.50 \$	424,826.56 \$	manager
214	03/28/2012	1722	RC	79	79		79	11300000-01-001-01	Incoming Payments - C20000		-1,102.50 \$	425,929.06 \$	manager
215	03/28/2012	1751	RC	79	79		79	11300000-01-001-01	Reverse Entry for Incoming Payment	-1,102.50 \$		424,826.56 \$	manager
216	04/04/2012	1726	DT	5	5	PO 90000	1	21500000-01-001-01	A/R Down Payment - charlotte	1,460.00 \$		426,286.56 \$	manager
217	04/04/2012	1727	RC	80	80		80	11200000-01-001-01	Incoming Payments - charlotte		1,460.00 \$	424,826.56 \$	manager
218	04/04/2012	1728	DT	6	6	PO 90000	1	21500000-01-001-01	A/R Down Payment - charlotte	1,460.00 \$		426,286.56 \$	manager
219	04/04/2012	1729	RC	81	81		81	11200000-01-001-01	Incoming Payments - charlotte		1,460.00 \$	424,826.56 \$	manager
220	04/04/2012	1730	IN	229	229	PO 90000	1	41100000-01-001-01	A/R Invoices - charlotte	0.00 \$		424,826.56 \$	manager
221	04/04/2012	1731	IN	230	230	Refund of	1	49900000-01-001-01	A/R Invoices - charlotte	0.00 \$		424,826.56 \$	manager
222	04/04/2012	1733	CN	10	10		1	21700000-01-001-01	A/R Credit Memos - charlotte		1,450.00 \$	423,376.56 \$	manager
223	04/04/2012	1734	PS	59	59		59	11220000-01-001-01	Outgoing Payments - charlotte	1,450.00 \$		424,826.56 \$	manager
224	04/04/2012	1735	DT	7	7	PO56985	1	21500000-01-001-01	A/R Down Payment - charlotte	1,000.00 \$		425,826.56 \$	manager
225	04/04/2012	1736	RC	82	82		82	11200000-01-001-01	Incoming Payments - charlotte		1,000.00 \$	424,826.56 \$	manager
226	04/04/2012	1737	DT	8	8	PO56985	1	21500000-01-001-01	A/R Down Payment - charlotte	1,000.00 \$		425,826.56 \$	manager
227	04/04/2012	1738	RC	83	83		83	11200000-01-001-01	Incoming Payments - charlotte		1,000.00 \$	424,826.56 \$	manager
228	04/04/2012	1739	IN	231	231	PO56985	1	41100000-01-001-01	A/R Invoices - charlotte	0.00 \$		424,826.56 \$	manager
229	04/04/2012	1740	DT	9	9		1	21500000-01-001-01	A/R Down Payment - charlotte	200.00 \$		425,026.56 \$	manager
230	04/04/2012	1741	IN	232	232	Correction	1	21700000-01-001-01	A/R Invoices - charlotte	0.00 \$		425,026.56 \$	manager
231	04/04/2012	1742	CN	11	11		1	21700000-01-001-01	A/R Credit Memos - charlotte		1,000.00 \$	424,026.56 \$	manager
232	04/04/2012	1743	PS	60	60		60	11300000-01-001-01	Outgoing Payments - charlotte	1,000.00 \$		425,026.56 \$	manager
233	04/26/2012	1750	RC	84	84		84	11300000-01-001-01	Incoming Payments - C20000		250.00 \$	424,776.56 \$	manager
234	05/08/2012	1756	CN	12	12	232	1	21700000-01-001-01	A/R Credit Memos - charlotte	0.00 \$		424,776.56 \$	manager
235	05/08/2012	1757	DT	10	10		1	21500000-01-001-01	A/R Down Payment - C20000	1,690.00 \$		426,466.56 \$	manager
236	05/08/2012	1758	RC	85	85		85	11230000-01-001-01	Incoming Payments - C20000		1,690.00 \$	424,776.56 \$	manager
237	05/08/2012	1759	IN	233	233		1	41100000-01-001-01	A/R Invoices - C20000	0.00 \$		424,776.56 \$	manager

- 5 Record the Cumulative Balance for the row.
 - a. In this example the Cumulative Balance for the last transaction posted in March 2012 is \$424,826.56

6 Run the Aging Report with the following Selection Criteria:

- a. Group By Customer
- b. Leave Code From and To Blank
- c. Set Customer Group to 'All'
- d. Set Properties to 'Ignore'
- e. Select the AR General Ledger Account using the Control Accounts button 
- f. Set the Aging Date to the date you have recorded the GL Cumulative Balance for
- g. Leave the Due Date From and To dates field blank
- h. Leave the Document Date From and To dates field blank
- i. Leave the 'Translate Leading Currency at Aging Date' un-ticked
- j. Tick the Display Customers with Zero Balance Box
- k. Leave the 'Display Reconciled Transactions' box un-ticked
- l. Leave the 'Ignore Future Remit' box blank




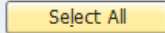
Customer Receivables Aging - Selection Criteria

Group By: ☒ Customer ☐ Sales Employee

Code: From To

Customer Group: All

Properties: Ignore

☒ Control Accts  

Aging Date: 03/31/2012

Interval: Days 30 60 90 120

Posting Date: From To 03/31/2012

Due Date: From To

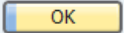
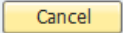
Document Date: From To

☐ Translate Leading Currency at Aging Date

☒ Display Customers with Zero Balance

☐ Display Reconciled Transactions

☐ Ignore Future Remit

- 7 The AR Aging Report Balance Due amount should match exactly to the AR GL Account amount for the same date.

Customer Receivables Aging

Currency: Business Partner

Aging Date: 03/31/2012 Age By: Due Date

#	Customer Code	Customer Name	Type	Doc. No.	Instal. No.	Posting Date	Due Date	BP Ref. No.	Balance Due	Due in Future	Payment Method Code	0 - 30	31 - 60	61 - 90	91 - 120	121+	Doubtful Debt
1	C20000	Norm Thompson							96,086.25 \$		Incoming BT 02	(1,102.50) \$				97,188.75 \$	
46	C23900	Parameter Technology							68,584.65 \$		Incoming BT 04					68,584.65 \$	
82	C30000	Microchips							79,523.23 \$		Incoming BT 03	388.75 \$	(388.75) \$			79,523.23 \$	
125	C40000	Earthshaker Corporation							40,500.39 \$	2,588.75 \$	Incoming BT 02	545.00 \$	(3,133.75) \$			40,500.39 \$	
167	C42000	Mashline Corporation							140,132.04 \$		Incoming BT					140,132.04 \$	
									424,826.56 \$	2,588.75 \$		(168.75) \$	(3,522.50) \$			425,929.06 \$	
									100.000 %	0.609 %		-0.040 %	-0.829 %			100.260 %	

OK Expand All Collapse All