



A/R Aging Reports

At the beginning of every month, an A/R Report should be ran by representatives of each location to ensure all payments have been received.

This report is mandatory for supervisors to review outstanding balances and to ensure all payments are properly accounted for.

Running the report is easy, allowing you more time to . . .

[Get Started](#)

Browser address bar: <https://anprod.active.com/cityofcarlsbad/servlet/processAdminLogin.sdi>

Page Header: **ACTIVENet.** Welcome, Intern Trainer! [Account](#)

Navigation Bar: [Front Desk](#) [Customers](#) [Organizations](#) [POS](#) [Reports](#) [Admin](#)

Left Sidebar: **Front Desk Menu**

- ▶ Favorites
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- ▶ Population
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- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Help Center
- ▶ Active Support

Main Content Area:

Pending Receipt #1 [Help](#)

Receipt Actions

<ul style="list-style-type: none">▶ Registration<ul style="list-style-type: none">EnrollEnroll from Waiting ListTransfer▶ POS<ul style="list-style-type: none">Sell	<ul style="list-style-type: none">▶ Refund/Withdraw<ul style="list-style-type: none">Refund/Withdraw Transaction▶ Membership<ul style="list-style-type: none">Renew MembershipSell Membership	<ul style="list-style-type: none">▶ Account Actions<ul style="list-style-type: none">Refund from AccountPay on Account▶ Donation<ul style="list-style-type: none">Make Donation
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Buttons: [Pay](#) [Finish](#) [Cancel](#)

Tip:

Open the **Reports** module

- Reports Menu
- ▶ Favorites
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Reports Home

Favorites

- Activity Totals
- Enroll
- Enroll In Class
- Instructor Payment Due
- Roster - with Payments

Registration Reports

- Activity Attendance Sheet
- Activity Attendance Sheet - Daily
- Activity Overview
- Activity Totals
- Roster - Brief
- Roster - with Payments
- Roster - Expanded
- Facility Usage

FlexReg/Private Lessons Reports

- Attendance Sheet
- Attendance Sheet - Daily
- Programs
- Roster

Membership Reports

- Membership Usage
- Membership Autorenewal
- Membership by Customer
- Membership by Package

Reservation Reports

- Calendar - Daily
- Calendar - Weekly
- Calendar - Monthly
- Permit Master
- Reservation Master

Instructor Reports

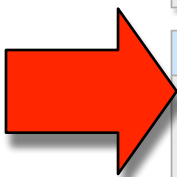
- Instructors
- Instructor Schedule
- Instructor Weekly Schedule
- Instructor Attendance

Daily Close Reports

- Account Distribution
- Cash Distribution by Account
- Cash Receipts
- Refunds

Financial Reports

- A/R Aging
- A/R Statements
- A/R Summary
- A/R Transactions



Open A/R Aging.
This is the report to be ran at the beginning of every month.

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Recall / Schedulea saved report definition

Filters

Selection	Value	
Customer		Remove
Customer Type		Remove
Organization		Remove
Season		Remove
Term		Remove
A/R Transaction Date	From: To:	
Transaction Site	Carlsbad Parks & Recreation	Remove
	Carlsbad Parks & Recreation	Remove
Age Transactions as of	Aug 10, 2016	
Alternate Key Value		Remove
Package		Remove
FlexReg/Private Lessons Program Type		

Tip:

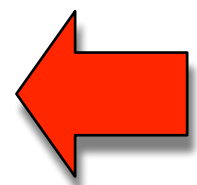
Select **Carlsbad Parks & Recreation**.
We want to ensure we get all possible details by removing this filter.

A/R Aging Report [Help](#)

Recall / Schedule a saved report definition

Filters

Selection	Value	
Customer		Remove
Customer Type		Remove
Organization		Remove
Season		Remove
Term		Remove
A/R Transaction Date	From: <input type="text"/> To: <input type="text"/>	
Revenue Site	Carlsbad Parks & Recreation	Remove
Transaction Site	Carlsbad Parks & Recreation	Remove
Age Transactions as of	Aug 10, 2016	
Alternate Key Value		Remove
Package		Remove
FlexReg/Private Lessons Program Type		



Select **Remove** to remove this filter.

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Filters

Selection	Value	
Customer		Remove
Customer Type		Remove
Organization		Remove
Season		Remove
Term		Remove
A/R Transaction Date	From: To:	
Revenue Site		Remove
Transaction Site	Carlsbad Parks & Recreation	
Age Transactions as of	Aug 10, 2016	
Alternate Key Value		Remove
Package		Remove
FlexReg/Private Lessons Program Type		

Tip:

Select **Carlsbad Parks & Recreation**.
We want to ensure we get all possible details by removing this filter.

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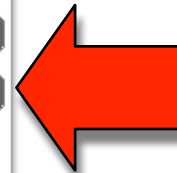
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Filters

Selection	Value	
Customer		Remove
Customer Type		Remove
Organization		Remove
Season		Remove
Term		Remove
A/R Transaction Date	From: <input type="text"/> To: <input type="text"/>	
Revenue Site		Remove
Transaction Site	Carlsbad Parks & Recreation	Remove
Age Transactions as of	Aug 10, 2016	
Alternate Key Value		Remove
Package		Remove
FlexReg/Private Lessons Program Type		



Tip:

Select **Remove** to remove this filter.

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Filters

Selection	Value	
Customer		Remove
Customer Type		Remove
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Season		Remove
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A/R Transaction Date	From: To:	
Revenue Site		Remove
Transaction Site		Remove
Age Transactions as of	Aug 10, 2016	
Alternate Key Value		Remove
Package		Remove
FlexReg/Private Lessons Program Type		

Tip:

Select the arrow to minimize this table.

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Recall / Schedule saved report definition

Filters

Options

Name	Values
Summary Report	<input type="checkbox"/>
Include Transaction Details?	<input type="checkbox"/>
Payment Plans	All
Retired	All Customers
Company	All
Sort by Non-retired / Retired	<input type="checkbox"/>
	<input type="checkbox"/> Registration
	<input type="checkbox"/> Daycare
	<input type="checkbox"/> Facilities
Report Module	<input type="checkbox"/> Membership
	<input type="checkbox"/> Equipment Loan
	<input type="checkbox"/> POS
	<input type="checkbox"/> All Others
Output Type	Adobe Acrobat Reader

Run Report Cancel

Report Definition

Tip:

Depending on your preference, **Include Transaction Details** may provide you with simplified details of the outstanding charges.

On the other hand, if you are just looking for totals, select **Summary Report**.

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Filters

Options

Name	Values
Summary Report	<input checked="" type="checkbox"/>
Include Transaction Details?	<input type="checkbox"/>
Payment Plans	All
Retired	All Customers
Company	All
Sort by Non-retired / Retired	<input type="checkbox"/>
	<input type="checkbox"/> Registration
	<input type="checkbox"/> Daycare
	<input type="checkbox"/> Facilities
Report Module	<input type="checkbox"/> Membership
	<input type="checkbox"/> Equipment Loan
	<input type="checkbox"/> POS
	<input type="checkbox"/> All Others
Output Type	Adobe Acrobat Reader

Run Report

[Report Definition](#)

Tip:

Run the Report.

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Filters

Options

Name	Values
Summary Report	<input type="checkbox"/>
Include Transaction Details?	<input checked="" type="checkbox"/>
Payment Plans	All
Retired	All Customers
Company	All
Sort by Non-retired / Retired	<input type="checkbox"/>
	<input type="checkbox"/> Registration
	<input type="checkbox"/> Daycare
	<input type="checkbox"/> Facilities
Report Module	<input type="checkbox"/> Membership
	<input type="checkbox"/> Equipment Loan
	<input type="checkbox"/> POS
	<input type="checkbox"/> All Others
Output Type	Adobe Acrobat Reader

Run Report

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Tip:

Run the Report.

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Age Transactions as of: Aug 10, 2016

Aug 10, 2016
3:46 PM

Name/Number	Credit On Account	Current	Days				Total
			1 to 30	31 to 60	61 to 90	Over 90	
Customers							
Anaya, Adolfo #59794	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
Anitei, Irina #58893	\$0.00	\$0.00	\$97.20	\$0.00	\$0.00	\$0.00	\$97.20
Armstrong, Susan L #49771	\$0.00	\$292.50	\$0.00	\$0.00	\$0.00	\$0.00	\$292.50
Avina, Marisol Nobuko #58489	\$0.00	\$65.20	\$0.00	\$0.00	\$0.00	\$0.00	\$65.20
Brotherhood, Frances #59691	\$0.00	\$408.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.00
Clavier, Greg #28575	\$0.00	\$541.80	\$0.00	\$0.00	\$0.00	\$0.00	\$541.80
Cortez, Ruben #45995	\$0.00	\$2,039.00	\$509.75	\$509.75	\$0.00	\$0.00	\$3,058.50
Customer, Drop-In #1	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
Dale, Tracy #54432	\$0.00	\$561.70	\$0.00	\$0.00	\$0.00	\$0.00	\$561.70
Dommers, Walter A #16892	-\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00
Estrada , Jaime #59747	\$0.00	\$0.00	\$207.00	\$0.00	\$0.00	\$0.00	\$207.00
Gr				\$0.00	\$0.00	\$33.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$167.60
	-\$99.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.00	-\$66.00

Tip:

Click to Finish

This is an example of a **Brief Report.**

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A/R Aging Report

Age Transactions as of: Aug 10, 2016

Aug 10, 2016
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Name/Number	Receipt Number/Date	Credit On Account	Current	Days				Total
				1 to 30	31 to 60	61 to 90	Over 90	
Customers								
Anaya, Adolfo #59794	3006705.001 Aug 7, 2016		\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
Birthday party #9002266 Permit #9002266								
Subtotal:		\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
Anitei, Irina #58893	3021845.002 Jul 26, 2016		\$0.00	\$97.20	\$0.00	\$0.00	\$0.00	\$97.20
birthday party #7424 Permit #7424								
Subtotal:		\$0.00	\$0.00	\$97.20	\$0.00	\$0.00	\$0.00	\$97.20
Armstrong, Susan L #49771	3006159.001 Jun 14, 2016		\$146.25	\$0.00	\$0.00	\$0.00	\$0.00	\$146.25
Retirement Planning Today #7114 Permit #7114								
	3006161.001 Jun 14, 2016		\$146.25	\$0.00	\$0.00	\$0.00	\$0.00	\$146.25
Retirement Planning Today #7115 Permit #7115								
Subtotal:		\$0.00	\$292.50	\$0.00	\$0.00	\$0.00	\$0.00	\$292.50
Avina, Marisol Nobuko #58489	1220901.002 Jul 23, 2016		\$65.20	\$0.00	\$0.00	\$0.00	\$0.00	\$65.20
Avina Family Reunion #7412 Permit #7412								
Subtotal:		\$0.00	\$65.20	\$0.00	\$0.00	\$0.00	\$0.00	\$65.20
F...	3022157.002 Aug 10, 2016				\$0.00	\$0.00	\$0.00	\$408.00
#7543 Permit #7543								
#7543 Permit #7543								
Subtotal:		\$0.00	\$15.00	\$15.00	\$0.00	\$0.00	\$0.00	\$30.00

Tip:

This is an example of a Detailed Report.

Click to Finish



Complete!

Please Navigate to the next module
within this course to continue

Start Over