

# Outstanding Account Balances Report

This report shows a list of customers that have outstanding account balances at a selected date. It shows the total value outstanding, and how much is outstanding from the balance date at a weekly or monthly interval.

### Hints and Tips

- ✓ This report is useful to provide to your accountant when they request the total amount outstanding on accounts at the end of the financial year.
  - **Important:** you must run this the morning of once your EOP has run (e.g. 01/07); don't wait any longer, because if the customer makes a payment the report total will be minus this amount - even though payment came after the balance date of the 01/07.
  - If you miss this window, the only other way to get this value is to retrieve the account statements for the June period (from the AR **Printing Wizard -> Library Statements**), and manually add up all the totals.
  
- ✓ The report is also useful to obtain a list of accounts that are overdue.
  - Set the **Balance Date** to the last day of the previous EOP statement period that has run i.e. 31/08 if monthly statements; this ignores purchases incurred in the current period that hasn't matured yet, but includes any payments received up to the current date.
  
- ✓ The report displays customers who either have an outstanding balance after any payments received or have overpaid (in credit).
  - It doesn't display accounts where the total outstanding is zero (either because there has been no activity or they made a payment to balance their account).

1.	From the BOS <b>Reports</b> menu, select <b>Accountability</b> , then <b>Account Details</b> report.																			
2.	Select the required parameters:																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Parameter</th> <th style="text-align: left;">Value</th> <th style="text-align: left;">Result</th> </tr> </thead> <tbody> <tr> <td><b>Account Code</b></td> <td>Blank</td> <td>Returns data for all accounts with an outstanding balance.</td> </tr> <tr> <td></td> <td>An account number</td> <td>Will only return data for this customer.</td> </tr> <tr> <td><b>Balance Date</b></td> <td colspan="2">The report will display all accounts with outstanding balances before or up to the date entered (inclusive); select a date option or type a date as dd/mm/yyyy.</td> </tr> <tr> <td><b>Statement Type</b></td> <td>W</td> <td>Displays the outstanding account balances broken down by week; into 7/14/21/28+ days.</td> </tr> <tr> <td></td> <td>M</td> <td>Displays the outstanding account balances broken down by month into 30/60/90/120+ days.</td> </tr> </tbody> </table>		Parameter	Value	Result	<b>Account Code</b>	Blank	Returns data for all accounts with an outstanding balance.		An account number	Will only return data for this customer.	<b>Balance Date</b>	The report will display all accounts with outstanding balances before or up to the date entered (inclusive); select a date option or type a date as dd/mm/yyyy.		<b>Statement Type</b>	W	Displays the outstanding account balances broken down by week; into 7/14/21/28+ days.		M	Displays the outstanding account balances broken down by month into 30/60/90/120+ days.
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3.	Click																			

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**Hints and Tips**

- ✓ The report is sorted by **Account Code**.
- ✓ **Total Outstanding:** the total outstanding balance for the account.
- ✓ **Current:** outstanding balances in the 30 days before the Balance Date (inclusive).
  - This is not the EOP statement figures, it's simply the amounts still owing that haven't been paid off yet.
- ✓ **30/60/90/120+ days** (for M report type) OR **7/12/21/28+ days** for W report type): The outstanding account balances incurred in the specified number of days (i.e. 30) before the **Balance Date**. i.e. 30 days is 31 til 60 days inclusive.
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Outstanding Account Balances							
Store : 0000 SUPASTORE		Report Printed: 29/09/2014		Time 10:58am			
Selection Parameters		Balance Date : 29/09/2014		Account Code : All		Report Type : Monthly	
Account Code	Account Name	Total Outstanding	Current	30 Days	60 Days	90 Days	120+ Days
1007	CBS AUSTRALIA	\$6.10	\$0.00	\$0.00	\$3.60	\$2.50	\$0.00
1004	HEXUS BUS SERVICE	\$45.61	\$45.61	\$0.00	\$0.00	\$0.00	\$0.00
1006	THEATRE 8	\$1,086.40	\$1,086.40	\$0.00	\$0.00	\$0.00	\$0.00
1008	BOEING DEFENCE AUSTRALIA	\$194.65	\$194.65	\$0.00	\$0.00	\$0.00	\$0.00
1009	GRAMS	\$57.62	\$593.00	\$134.62	\$0.00	\$0.00	\$0.00
1111	VARIETY WA MID WEST	-\$17.23	\$0.00	-\$17.23	\$0.00	\$0.00	\$0.00
1221	GERALDTON PRIMARY SCHOOL P&C CANT	\$723.62	\$723.62	\$0.00	\$0.00	\$0.00	\$0.00
1224	STRATHALYN CHRISTIAN COLLEGE	\$1,892.67	\$1,892.67	\$0.00	\$0.00	\$0.00	\$0.00
1226	BIRGADES FOOTBALL CLUB	-\$5.00	-\$5.00	\$0.00	\$0.00	\$0.00	\$0.00
1227	GEORGE GUIDICE LAW CHAMBERS	\$96.38	\$96.38	\$0.00	\$0.00	\$0.00	\$0.00
1228	GERALDTON RESIDENTIAL COLLEGE	\$744.32	\$744.32	\$0.00	\$0.00	\$0.00	\$0.00
1229	GERALDTON SEA RESCUE	\$332.19	\$55.60	\$236.59	\$0.00	\$0.00	\$0.00
1240	TOPOPS ON THE TERRACE	\$70.19	\$70.19	\$0.00	\$0.00	\$0.00	\$0.00
1241	SUNSHY CHRISTIAN CENTRE	\$1,746.62	\$1,746.62	\$0.00	\$0.00	\$0.00	\$0.00
1242	WA COUNTRY BUILDERS PTY LTD	\$689.11	\$689.11	\$0.00	\$0.00	\$0.00	\$0.00
1243	DURACK INSTITUTE OF TECHNOLOGY	\$1,623.83	\$1,623.83	\$0.00	\$0.00	\$0.00	\$0.00
1248	BLUNKETT HOMES	\$26.47	\$26.47	\$0.00	\$0.00	\$0.00	\$0.00
1249	THE CAMEL BAR PTY LTD	\$1,218.38	\$1,218.38	\$0.00	\$0.00	\$0.00	\$0.00
1251	DEPT OF FINANCE BUILDING MAN	\$63.85	\$63.85	\$0.00	\$0.00	\$0.00	\$0.00
1252	STAPLES	\$26.75	\$13.03	\$23.72	\$0.00	\$0.00	\$0.00
1258	HULL HIRE	-\$0.85	\$0.00	\$0.00	\$0.00	\$0.85	\$0.00
1262	BARNACLES	\$29.70	\$29.70	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total :</b>		<b>\$470,855.68</b>	<b>\$310,624.30</b>	<b>\$163,534.75</b>	<b>-\$4,718.57</b>	<b>\$525.43</b>	<b>\$89.77</b>

  

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Store : 0000 SUPASTORE		Report Printed: 29/09/2014		Time 10:58am			
Account Code	Account Name	Total Outstanding	Current	30 Days	60 Days	90 Days	120+ Days
4025	MASLEN B&B	\$1,763.92	\$0.00	\$1,763.92	\$0.00	\$0.00	\$0.00
4028	MCINTOSH & SONS	\$711.36	\$631.70	\$79.66	\$0.00	\$0.00	\$0.00
4066	MISCELLANEOUS-WONTHELLA LIQ	-\$1,278.59	\$0.00	-\$1,278.59	\$0.00	\$0.00	\$0.00
4067	WALKAWAY TAVERN	\$7,210.48	\$7,210.48	\$0.00	\$0.00	\$0.00	\$0.00
4090	BERESFORD ELECTRICAL	\$1,154.14	\$555.08	\$599.06	\$0.00	\$0.00	\$0.00
4093	S&K ELECTRICAL CONTRACTING	\$336.09	\$103.84	\$102.25	\$0.00	\$0.00	\$0.00
4108	BUCCHARENS BASKETBALL CLUB	-\$3.41	-\$3.41	\$0.00	\$0.00	\$0.00	\$0.00
4114	VOUCHERS-WONTHELLA LIQ	-\$1.02	\$0.00	-\$1.02	\$0.00	\$0.00	\$0.00
4118	ZEEWICK PEARLS	\$1,591.39	\$0.00	\$1,591.39	\$0.00	\$0.00	\$0.00
4798	WONTHELLA SUPA IGA	\$5,091.63	\$3,381.74	\$1,709.89	\$0.00	\$0.00	\$0.00
4800	MISCELLANEOUS-QUEENS LIQUOR	\$433.27	\$0.00	\$433.27	\$0.00	\$0.00	\$0.00
4901	QUEENS WA PTY LTD-ADVERTISING	\$391.00	\$0.00	\$391.00	\$0.00	\$0.00	\$0.00
3002	BITEZ - LIQUOR	\$12,201.51	\$12,201.51	\$0.00	\$0.00	\$0.00	\$0.00
3007	CITY OF GREATER GERALDTON	\$99.93	\$0.00	\$99.93	\$0.00	\$0.00	\$0.00
6001	WAGGAKINE PS	\$152.92	\$78.95	\$0.00	\$73.97	\$0.00	\$0.00
6003	UNCLE TOBY'S	\$91.94	\$20.88	\$0.00	\$26.04	\$0.00	\$35.22
6530	GERALDTON DISTRICTS KENNEL CLUB	\$186.11	\$186.11	\$0.00	\$0.00	\$0.00	\$0.00
7277	STUS ACCOUNT	\$445.16	\$298.89	\$146.27	\$0.00	\$0.00	\$0.00
<b>Total :</b>		<b>\$470,855.68</b>	<b>\$310,624.30</b>	<b>\$163,534.75</b>	<b>-\$4,718.57</b>	<b>\$525.43</b>	<b>\$89.77</b>