

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 Reports menu, select Accountability , then Account Details 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>Account Code</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>Balance Date</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>Statement Type</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	Account Code	Blank	Returns data for all accounts with an outstanding balance.		An account number	Will only return data for this customer.	Balance Date	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.		Statement Type	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	CFE 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	-\$17.25	\$0.00	-\$17.25	\$0.00	\$0.00	\$0.00
1221	GERALDTON PRIMARY SCHOOL P&C CANT	\$722.62	\$722.62	\$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
Totals :		\$470,855.68	\$310,624.30	\$163,534.75	-\$4,718.57	\$525.43	\$89.77

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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&R	\$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	-\$5.41	-\$5.41	\$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
Totals :		\$470,855.68	\$310,624.30	\$163,534.75	-\$4,718.57	\$525.43	\$89.77