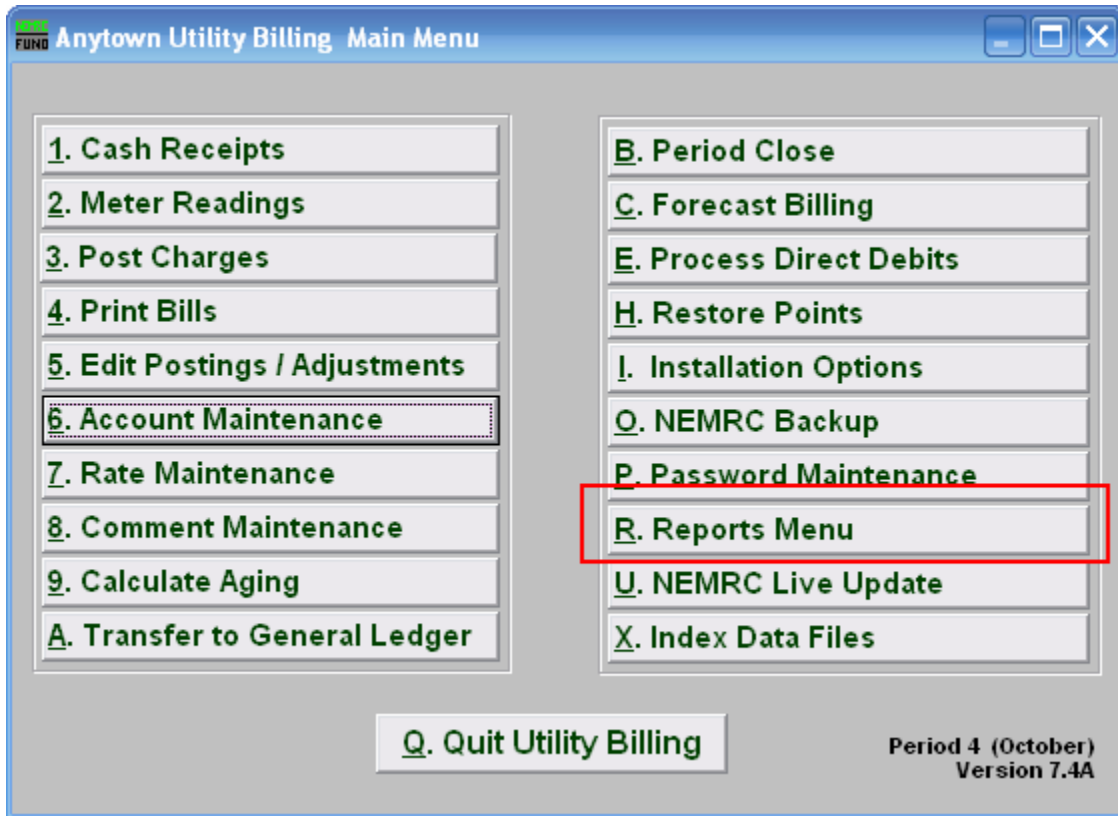


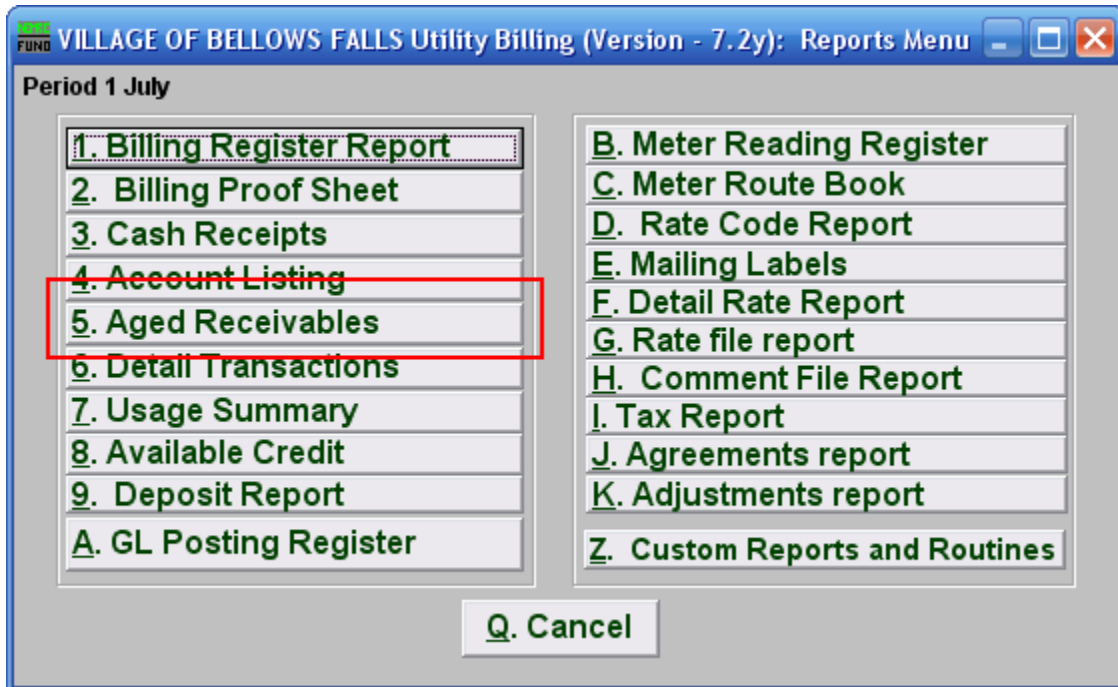
Utility Billing

R. Reports Menu: 5. Aged Receivables



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Utility Billing



Click on “5. Aged Receivables” from the Reports Menu and the following window will appear:

Aged Receivables Report

Utility Billing

Aged Receivables Report

For ☒ Individual ☐ Book ☐ All books

Beginning With

1 Press F4 to Recall 110460004

Account - Find

Name Find

Book/Seq 0 0 Find

Address Find

Location Find

2 Order ☒ Account ☐ Name ☐ Sequence

3 Layout ☒ Detail ☐ Summary

4 ☒ Suppress Accounts with only credits?

5 Status ☒ Any ☐ Current ☐ Over 30 ☐ Over 60 ☐ Over 90 ☐ Over 120

6 ☒ Include Account Location?

7 Status ☒ All ☐ Active ☐ Inactive ☐ Final Bill ☐ Terminated

8 Print 9 Preview 10 File 11 Cancel

1. **Beginning With:** If you choose “Individual,” choose the account you want to begin with. For additional help on finding accounts, refer to UB GENERAL ACCOUNT LOOKUPS. If you choose “Book,” choose the Book you wish to forecast billing for. If you choose “All Books,” this section will not be available.
2. **Order:** Click the circle next to the order you want the information to appear on the report.
3. **Layout:** Click the circle next to “Detail” to show each account by service. Click the circle next to “Summary” to have a one page report of totals.
4. **Suppress Accounts with only credits?:** Click this box to eliminate accounts with credit balances from the report.
5. **Status:** This allows restricting the report to a specific status of accounts. Click the circle next to the account status that you want the report to show accounts from.
6. **Include Account Location:** Click this box to show the account location in the detail report.
7. **Status:** This allows restricting the report to a specific status of accounts. Click the circle next to the account status that you want the report to show accounts from

Utility Billing

- 8. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 9. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 10. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 11. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.