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 produce 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.
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.
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

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

<table>
<thead>
<tr>
<th>Customer Code</th>
<th>Customer Name</th>
<th>GL Account</th>
<th>Balance Due</th>
<th>Due Date</th>
<th>Payment Method Code</th>
<th>Aged 30</th>
<th>Aged 60</th>
<th>Aged 90</th>
<th>Aged 120</th>
<th>Total</th>
<th>Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>C00100</td>
<td>ABC Corporation</td>
<td>123</td>
<td>500</td>
<td>2023-01-15</td>
<td></td>
<td>500.00</td>
<td>250.00</td>
<td>100.00</td>
<td>50.00</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>C00200</td>
<td>DEF Inc.</td>
<td>456</td>
<td>1500</td>
<td>2023-02-10</td>
<td></td>
<td>1500.00</td>
<td>750.00</td>
<td>300.00</td>
<td>50.00</td>
<td>1500.00</td>
<td></td>
</tr>
</tbody>
</table>

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