Vision33

Vision33 TOTAL Care

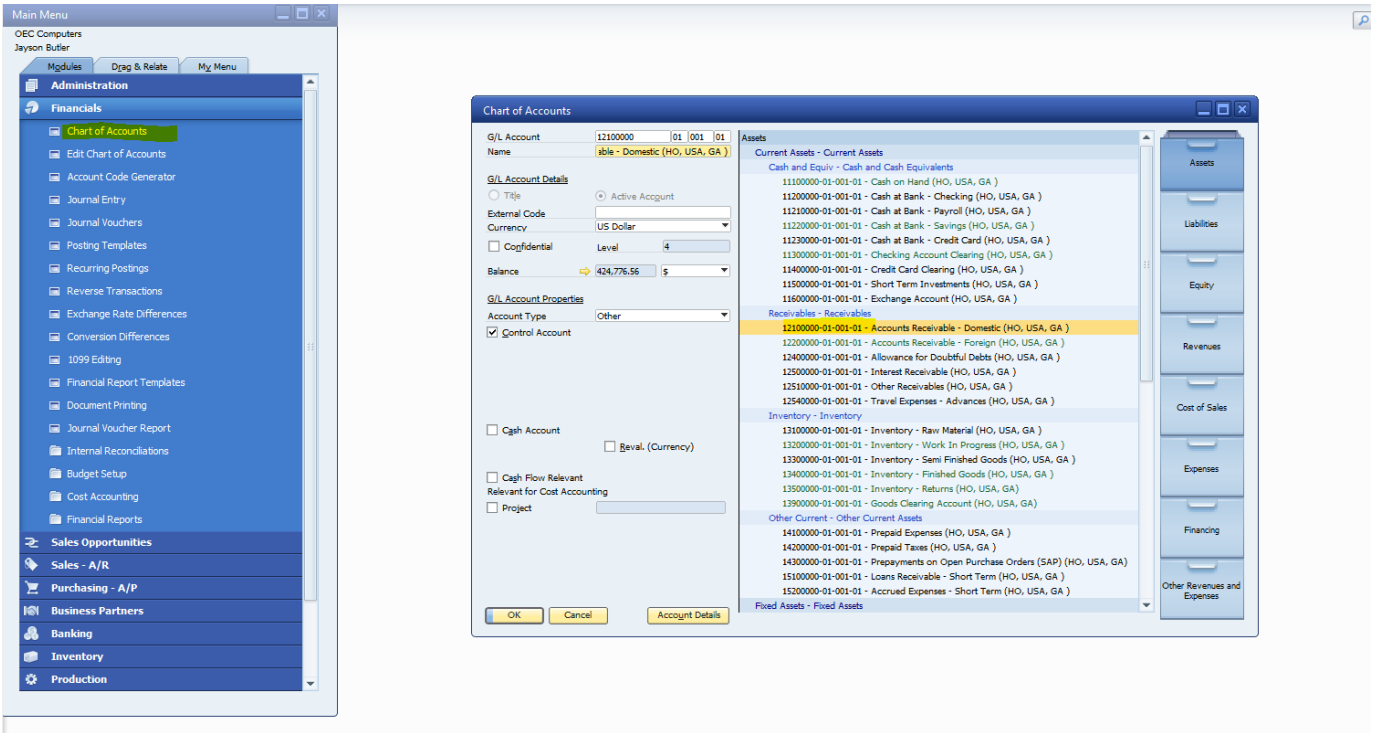
# SAP Business One Tips & Tricks

## How to Run an Aging Report that will balance to the GL detail for a Specific Date

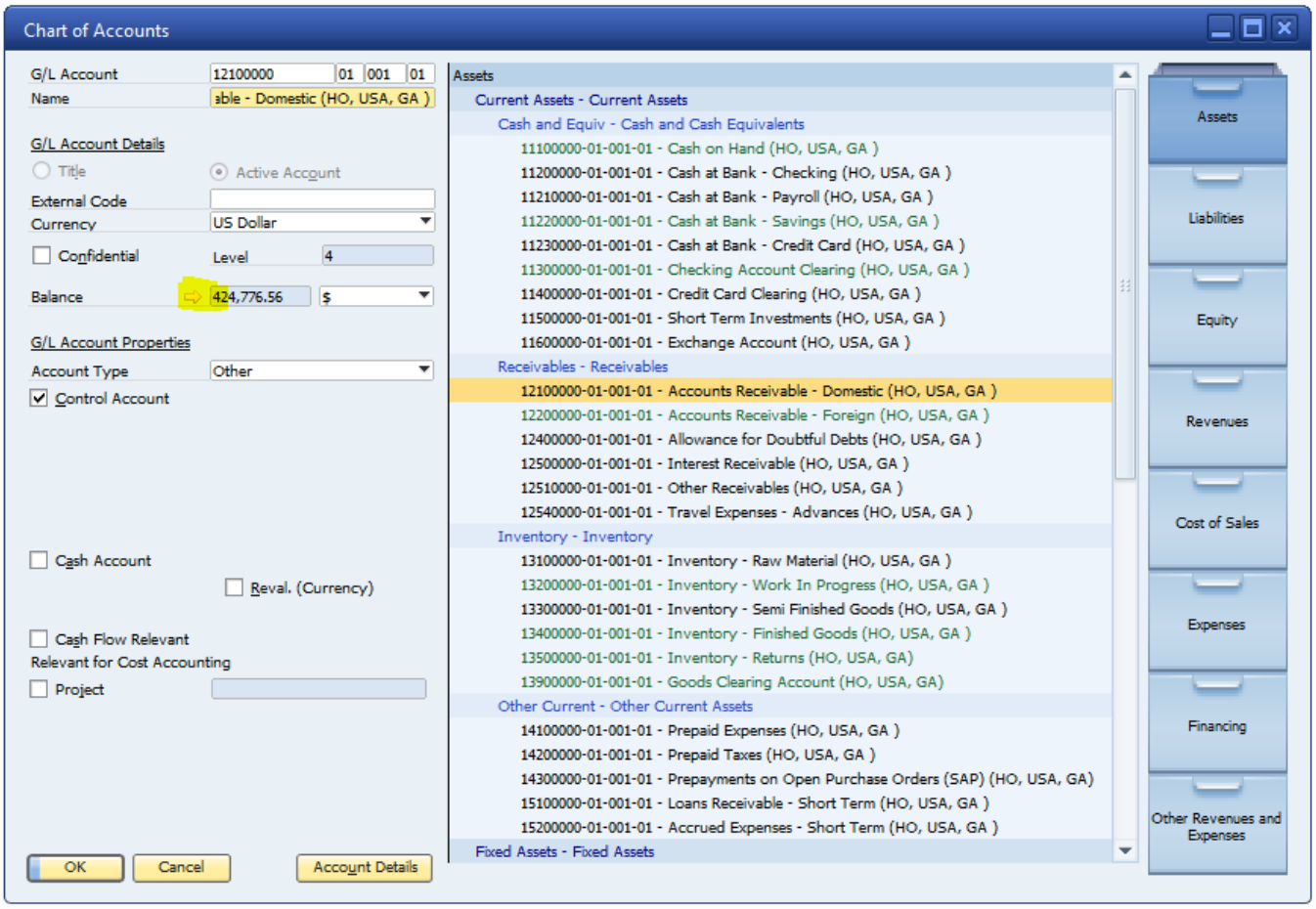
### *Compatible with SAP Business One version 8.80, 8.81, 8.82

The AR Aging and the AP Aging reports must be run with a specific Selection Criteria in order to product a schedule that will reconcile to the AR and AP general Ledger Account. The example below will outline this process.

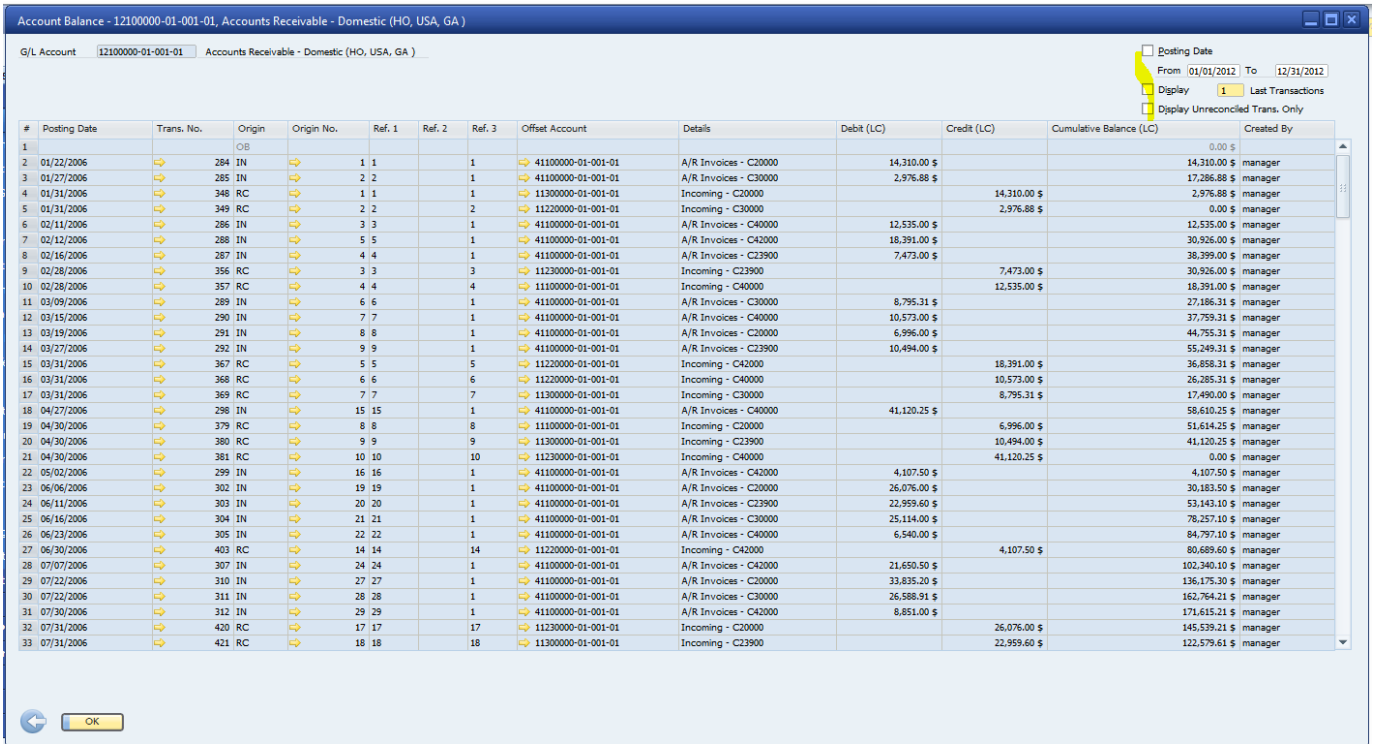
1. Find the General Ledger ending Cumulative Balance for the End Date you would like to match open Aging report for.
   a. In this example we will be looking for a AR 3/31/2012 GL Balance
   b. Open the Chart of Accounts window in the Financials Menu list
   c. Highlight the AR GL account



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.

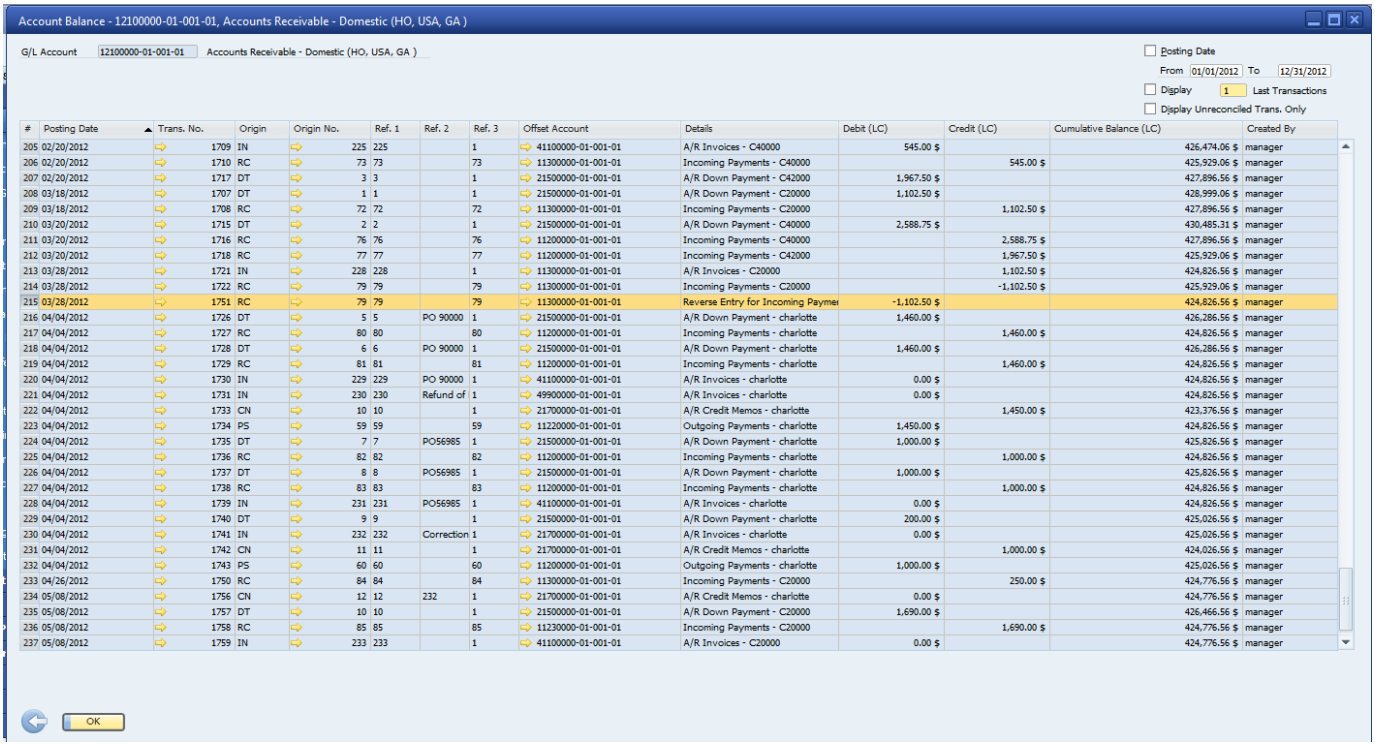


3 Open the AR GL Account Detail; by click on the orange arrow pointing to the GL balance located on the left side center of the Chart of Accounts window.




| # | Posting Date | Trans. No. | Origin | Origin No. | Ref. 1 | Ref. 2 | Ref. 3 | Offset Account | Details | Debit (LC) | Credit (LC) | Cumulative Balance (LC) | Created By |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | OB | | | | | | | | | 0.00 $ | |
| 2 | 01/22/2006 | 284 | IN | 1 | 1 | | 1 | 41100000-01-001-01 | A/R Invoices - C20000 | 14,310.00 $ | | 14,310.00 $ | manager |
| 3 | 01/27/2006 | 285 | IN | 2 | 2 | | 1 | 41100000-01-001-01 | A/R Invoices - C30000 | 2,976.88 $ | | 17,286.88 $ | manager |
| 4 | 01/31/2006 | 348 | RC | 1 | 1 | | 1 | 11300000-01-001-01 | Incoming - C20000 | | 14,310.00 $ | 2,976.88 $ | manager |
| 5 | 01/31/2006 | 349 | RC | 2 | 2 | | 2 | 11220000-01-001-01 | Incoming - C30000 | | 2,976.88 $ | 0.00 $ | manager |
| 6 | 02/11/2006 | 286 | IN | 3 | 3 | | 1 | 41100000-01-001-01 | A/R Invoices - C40000 | 12,535.00 $ | | 12,535.00 $ | manager |
| 7 | 02/12/2006 | 288 | IN | 5 | 5 | | 1 | 41100000-01-001-01 | A/R Invoices - C42000 | 18,391.00 $ | | 30,926.00 $ | manager |
| 8 | 02/16/2006 | 287 | IN | 4 | 4 | | 1 | 41100000-01-001-01 | A/R Invoices - C23900 | 7,473.00 $ | | 38,399.00 $ | manager |
| 9 | 02/28/2006 | 356 | RC | 3 | 3 | | 3 | 11230000-01-001-01 | Incoming - C23900 | | 7,473.00 $ | 30,926.00 $ | manager |
| 10 | 02/28/2006 | 357 | RC | 4 | 4 | | 4 | 11100000-01-001-01 | Incoming - C40000 | | 12,535.00 $ | 18,391.00 $ | manager |
| 11 | 03/09/2006 | 289 | IN | 6 | 6 | | 1 | 41100000-01-001-01 | A/R Invoices - C30000 | 8,795.31 $ | | 27,186.31 $ | manager |
| 12 | 03/15/2006 | 290 | IN | 7 | 7 | | 1 | 41100000-01-001-01 | A/R Invoices - C40000 | 10,573.00 $ | | 37,759.31 $ | manager |
| 13 | 03/19/2006 | 291 | IN | 8 | 8 | | 1 | 41100000-01-001-01 | A/R Invoices - C20000 | 6,996.00 $ | | 44,755.31 $ | manager |
| 14 | 03/27/2006 | 292 | IN | 9 | 9 | | 1 | 41100000-01-001-01 | A/R Invoices - C23900 | 10,494.00 $ | | 55,249.31 $ | manager |
| 15 | 03/31/2006 | 367 | RC | 5 | 5 | | 5 | 11220000-01-001-01 | Incoming - C42000 | | 18,391.00 $ | 36,858.31 $ | manager |
| 16 | 03/31/2006 | 368 | RC | 6 | 6 | | 6 | 11220000-01-001-01 | Incoming - C40000 | | 10,573.00 $ | 26,285.31 $ | manager |
| 17 | 03/31/2006 | 369 | RC | 7 | 7 | | 7 | 11300000-01-001-01 | Incoming - C30000 | | 8,795.31 $ | 17,490.00 $ | manager |
| 18 | 04/27/2006 | 298 | IN | 15 | 15 | | 1 | 41100000-01-001-01 | A/R Invoices - C40000 | 41,120.25 $ | | 58,610.25 $ | manager |
| 19 | 04/30/2006 | 379 | RC | 8 | 8 | | 8 | 11100000-01-001-01 | Incoming - C20000 | | 6,996.00 $ | 51,614.25 $ | manager |
| 20 | 04/30/2006 | 380 | RC | 9 | 9 | | 9 | 11300000-01-001-01 | Incoming - C23900 | | 10,494.00 $ | 41,120.25 $ | manager |
| 21 | 04/30/2006 | 381 | RC | 10 | 10 | | 10 | 11230000-01-001-01 | Incoming - C40000 | | 41,120.25 $ | 0.00 $ | manager |
| 22 | 05/02/2006 | 299 | IN | 16 | 16 | | 1 | 41100000-01-001-01 | A/R Invoices - C42000 | 4,107.50 $ | | 4,107.50 $ | manager |
| 23 | 06/06/2006 | 302 | IN | 19 | 19 | | 1 | 41100000-01-001-01 | A/R Invoices - C20000 | 26,076.00 $ | | 30,183.50 $ | manager |
| 24 | 06/11/2006 | 303 | IN | 20 | 20 | | 1 | 41100000-01-001-01 | A/R Invoices - C23900 | 22,959.60 $ | | 53,143.10 $ | manager |
| 25 | 06/16/2006 | 304 | IN | 21 | 21 | | 1 | 41100000-01-001-01 | A/R Invoices - C30000 | 25,114.00 $ | | 78,257.10 $ | manager |
| 26 | 06/23/2006 | 305 | IN | 22 | 22 | | 1 | 41100000-01-001-01 | A/R Invoices - C40000 | 6,540.00 $ | | 84,797.10 $ | manager |
| 27 | 06/30/2006 | 403 | RC | 14 | 14 | | 14 | 11220000-01-001-01 | Incoming - C42000 | | 4,107.50 $ | 80,689.60 $ | manager |
| 28 | 07/07/2006 | 307 | IN | 24 | 24 | | 1 | 41100000-01-001-01 | A/R Invoices - C42000 | 21,650.50 $ | | 102,340.10 $ | manager |
| 29 | 07/22/2006 | 310 | IN | 27 | 27 | | 1 | 41100000-01-001-01 | A/R Invoices - C20000 | 33,835.20 $ | | 136,175.30 $ | manager |
| 30 | 07/22/2006 | 311 | IN | 28 | 28 | | 1 | 41100000-01-001-01 | A/R Invoices - C30000 | 26,588.91 $ | | 162,764.21 $ | manager |
| 31 | 07/30/2006 | 312 | IN | 29 | 29 | | 1 | 41100000-01-001-01 | A/R Invoices - C42000 | 8,851.00 $ | | 171,615.21 $ | manager |
| 32 | 07/31/2006 | 420 | RC | 17 | 17 | | 17 | 11230000-01-001-01 | Incoming - C20000 | | 26,076.00 $ | 145,539.21 $ | manager |
| 33 | 07/31/2006 | 421 | RC | 18 | 18 | | 18 | 11300000-01-001-01 | Incoming - C23900 | | 22,959.60 $ | 122,579.61 $ | manager |

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

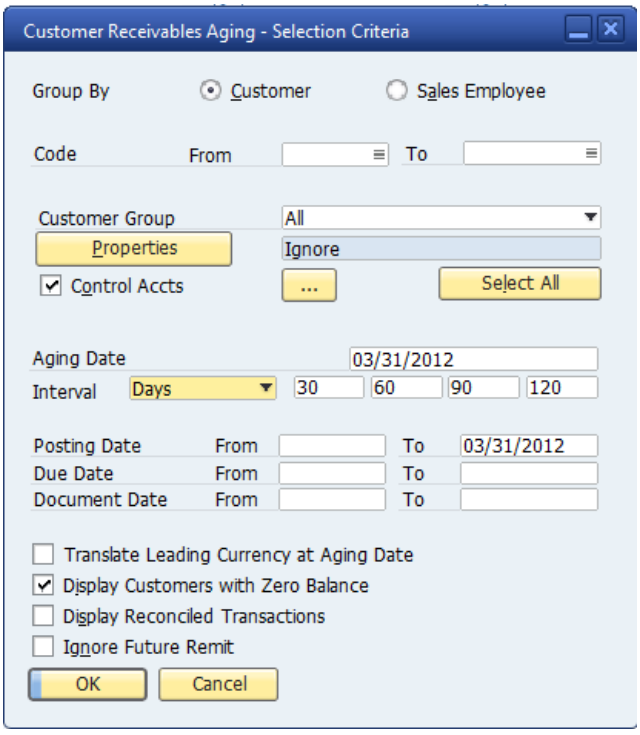



| # | Posting Date | Trans. No. | Origin | Origin No. | Ref. 1 | Ref. 2 | Ref. 3 | Offset Account | Details | Debit (LC) | Credit (LC) | Cumulative Balance (LC) | Created By |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 205 | 02/20/2012 | 1709 | IN | 225 | 225 | | 1 | 41100000-01-001-01 | A/R Invoices - C40000 | 545.00 $ | | 426,474.06 $ | manager |
| 206 | 02/20/2012 | 1710 | RC | 73 | 73 | | 73 | 11300000-01-001-01 | Incoming Payments - C40000 | | 545.00 $ | 425,929.06 $ | manager |
| 207 | 02/20/2012 | 1717 | DT | 3 | 3 | | 1 | 21500000-01-001-01 | A/R Down Payment - C42000 | 1,967.50 $ | | 427,896.56 $ | manager |
| 208 | 03/18/2012 | 1707 | DT | 1 | 1 | | 1 | 21500000-01-001-01 | A/R Down Payment - C20000 | 1,102.50 $ | | 428,999.06 $ | manager |
| 209 | 03/18/2012 | 1708 | RC | 72 | 72 | | 72 | 11300000-01-001-01 | Incoming Payments - C20000 | | 1,102.50 $ | 427,896.56 $ | manager |
| 210 | 03/20/2012 | 1715 | DT | 2 | 2 | | 1 | 21500000-01-001-01 | A/R Down Payment - C40000 | 2,588.75 $ | | 430,485.31 $ | manager |
| 211 | 03/20/2012 | 1716 | RC | 76 | 76 | | 76 | 11200000-01-001-01 | Incoming Payments - C40000 | | 2,588.75 $ | 427,896.56 $ | manager |
| 212 | 03/20/2012 | 1718 | RC | 77 | 77 | | 77 | 11200000-01-001-01 | Incoming Payments - C42000 | | 1,967.50 $ | 425,929.06 $ | manager |
| 213 | 03/28/2012 | 1721 | IN | 228 | 228 | | 1 | 11300000-01-001-01 | A/R Invoices - C20000 | | 1,102.50 $ | 424,826.56 $ | manager |
| 214 | 03/28/2012 | 1722 | RC | 79 | 79 | | 79 | 11300000-01-001-01 | Incoming Payments - C20000 | | -1,102.50 $ | 425,929.06 $ | manager |
| 215 | 03/28/2012 | 1751 | RC | 79 | 79 | | 79 | 11300000-01-001-01 | Reverse Entry for Incoming Payme | -1,102.50 $ | | 424,826.56 $ | manager |
| 216 | 04/04/2012 | 1726 | DT | 5 | 5 | PO 90000 | 1 | 21500000-01-001-01 | A/R Down Payment - charlotte | 1,460.00 $ | | 426,286.56 $ | manager |
| 217 | 04/04/2012 | 1727 | RC | 80 | 80 | | 80 | 11200000-01-001-01 | Incoming Payments - charlotte | | 1,460.00 $ | 424,826.56 $ | manager |
| 218 | 04/04/2012 | 1728 | DT | 6 | 6 | PO 90000 | 1 | 21500000-01-001-01 | A/R Down Payment - charlotte | 1,460.00 $ | | 426,286.56 $ | manager |
| 219 | 04/04/2012 | 1729 | RC | 81 | 81 | | 81 | 11200000-01-001-01 | Incoming Payments - charlotte | | 1,460.00 $ | 424,826.56 $ | manager |
| 220 | 04/04/2012 | 1730 | IN | 229 | 229 | PO 90000 | 1 | 41100000-01-001-01 | A/R Invoices - charlotte | 0.00 $ | | 424,826.56 $ | manager |
| 221 | 04/04/2012 | 1731 | IN | 230 | 230 | Refund of | 1 | 49900000-01-001-01 | A/R Invoices - charlotte | 0.00 $ | | 424,826.56 $ | manager |
| 222 | 04/04/2012 | 1733 | CN | 10 | 10 | | 1 | 21700000-01-001-01 | A/R Credit Memos - charlotte | | 1,450.00 $ | 423,376.56 $ | manager |
| 223 | 04/04/2012 | 1734 | PS | 59 | 59 | | 59 | 11220000-01-001-01 | Outgoing Payments - charlotte | 1,450.00 $ | | 424,826.56 $ | manager |
| 224 | 04/04/2012 | 1735 | DT | 7 | 7 | PO56985 | 1 | 21500000-01-001-01 | A/R Down Payment - charlotte | 1,000.00 $ | | 425,826.56 $ | manager |
| 225 | 04/04/2012 | 1736 | RC | 82 | 82 | | 82 | 11200000-01-001-01 | Incoming Payments - charlotte | | 1,000.00 $ | 424,826.56 $ | manager |
| 226 | 04/04/2012 | 1737 | DT | 8 | 8 | PO56985 | 1 | 21500000-01-001-01 | A/R Down Payment - charlotte | 1,000.00 $ | | 425,826.56 $ | manager |
| 227 | 04/04/2012 | 1738 | RC | 83 | 83 | | 83 | 11200000-01-001-01 | Incoming Payments - charlotte | | 1,000.00 $ | 424,826.56 $ | manager |
| 228 | 04/04/2012 | 1739 | IN | 231 | 231 | PO56985 | 1 | 41100000-01-001-01 | A/R Invoices - charlotte | 0.00 $ | | 424,826.56 $ | manager |
| 229 | 04/04/2012 | 1740 | DT | 9 | 9 | | 1 | 21500000-01-001-01 | A/R Down Payment - charlotte | 200.00 $ | | 425,026.56 $ | manager |
| 230 | 04/04/2012 | 1741 | IN | 232 | 232 | Correction | 1 | 21700000-01-001-01 | A/R Invoices - charlotte | 0.00 $ | | 425,026.56 $ | manager |
| 231 | 04/04/2012 | 1742 | CN | 11 | 11 | | 1 | 21700000-01-001-01 | A/R Credit Memos - charlotte | | 1,000.00 $ | 424,026.56 $ | manager |
| 232 | 04/04/2012 | 1743 | PS | 60 | 60 | | 60 | 11220000-01-001-01 | Outgoing Payments - charlotte | 1,000.00 $ | | 425,026.56 $ | manager |
| 233 | 04/26/2012 | 1750 | RC | 84 | 84 | | 84 | 11300000-01-001-01 | Incoming Payments - C20000 | | 250.00 $ | 424,776.56 $ | manager |
| 234 | 05/08/2012 | 1756 | CN | 12 | 12 | 232 | 1 | 21700000-01-001-01 | A/R Credit Memos - charlotte | 0.00 $ | | 424,776.56 $ | manager |
| 235 | 05/08/2012 | 1757 | DT | 10 | 10 | | 1 | 21500000-01-001-01 | A/R Down Payment - C20000 | 1,690.00 $ | | 426,466.56 $ | manager |
| 236 | 05/08/2012 | 1758 | RC | 85 | 85 | | 85 | 11230000-01-001-01 | Incoming Payments - C20000 | | 1,690.00 $ | 424,776.56 $ | manager |
| 237 | 05/08/2012 | 1759 | IN | 233 | 233 | | 1 | 41100000-01-001-01 | A/R Invoices - C20000 | 0.00 $ | | 424,776.56 $ | manager |

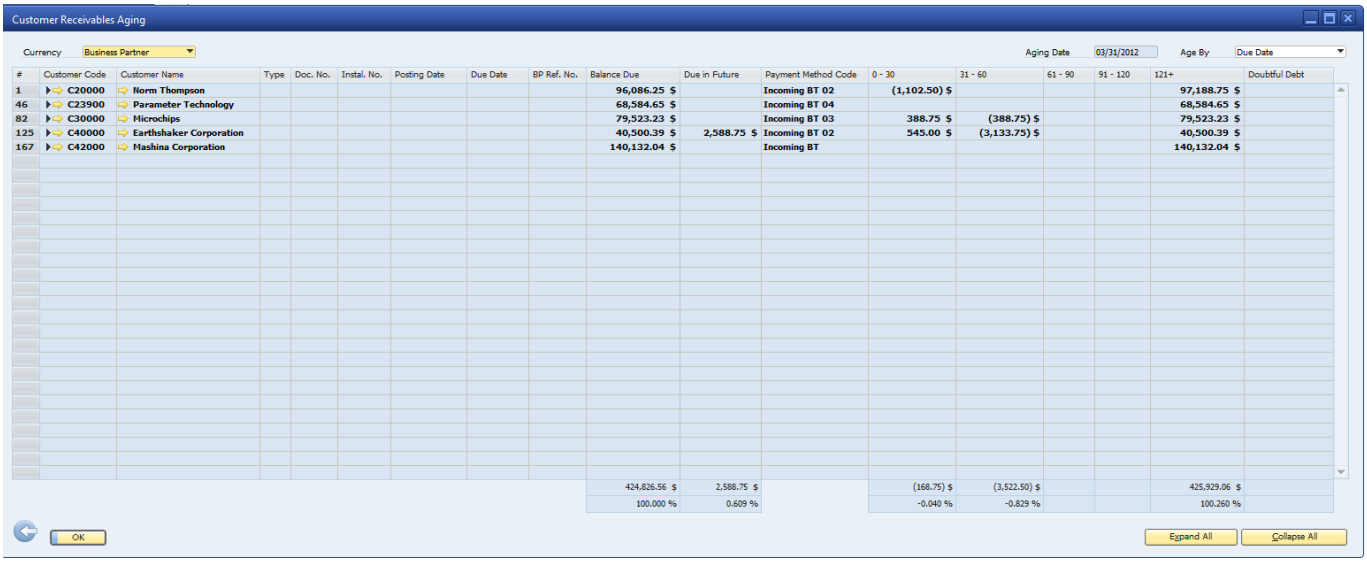
5. Record the Cumulative Balance for the row.
   a. In this example the Cumulative Balance for the last transaction posted in March 2012 is $424,826.56

6 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 th4e 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



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




| # | Customer Code | Customer Name | Type | Doc. No. | Instal. No. | Posting Date | Due Date | BP Ref. No. | Balance Due | Due in Future | Payment Method Code | 0 - 30 | 31 - 60 | 61 - 90 | 91 - 120 | 121+ | Doubtful Debt |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | C20000 | Norm Thompson | | | | | | | 96,086.25 $ | | Incoming BT 02 | (1,102.50) $ | | | | 97,188.75 $ | |
| 46 | C23900 | Parameter Technology | | | | | | | 68,584.65 $ | | Incoming BT 04 | | | | | 68,584.65 $ | |
| 82 | C30000 | Microchips | | | | | | | 79,523.23 $ | | Incoming BT 03 | 388.75 $ | (388.75) $ | | | 79,523.23 $ | |
| 125 | C40000 | Earthshaker Corporation | | | | | | | 40,500.39 $ | 2,588.75 $ | Incoming BT 02 | 545.00 $ | (3,133.75) $ | | | 40,500.39 $ | |
| 167 | C42000 | Mashina Corporation | | | | | | | 140,132.04 $ | | Incoming BT | | | | | 140,132.04 $ | |
| | | | | | | | | | 424,826.56 $ | 2,588.75 $ | | (168.75) $ | (3,522.50) $ | | | 425,929.06 $ | |
| | | | | | | | | | 100.000 % | 0.609 % | | -0.040 % | -0.829 % | | | 100.260 % | |