

## Step-by-Step Procedure

The Month End Balancing and Year End process consists of running multiple reports.

### A/R Aging Report

**Note: This is a Time Sensitive report that captures balances at the time of execution. Backdating is not allowed. Post all journals prior to executing the report.**

Report format options available:

- A/R Aging Report will report total account balances
- A/R Aging Summary will report as a summary and provides subtotals for each cycle
- A/R Aging by Service will report account balances by utility service (E, W, S, etc.)

How does NorthStar age account balances?

- Due date
- Current/Overdue balances

From the **Credit Control** module, select the **A/R Aging Report by Service** to run.

Enter criteria in the top half of the table per normal utility procedure.

Review report criteria for each field in the lower portion of the setup.

**Order By :** 1 (Cycle, Route, Walk)  
2 (Cycle, Category)  
3 (AlphaCode, Cycle, Route)  
4 (Cycle, AccountNo)

**Exclude:** 0 (None)  
1 (Block 1)  
2 (Block 1, Block 2)  
3 (Block 1, Block 2, Block 3)

Set the **Minimum Balance** if requested by the report type.

*Credit Control > Aging > Aging Report*

A/R Aging Report (FIND)

Cycle:  Category:  Route:   
Account Number:  Date Finalled:  Alpha Code:   
Customer Number:  Class:

Order by: 1    
Exclude: 0    
Minimum Balance:  0.00

A/R Block 1:  30  
2:  60  
3:  90

Crbal:  New Page:   
Zero:  Budget:

Ready

**A/R Blocks 1, 2, & 3** are preset in the Control Table Setup (*Setups > Setups > Standard > Control Table > Main tab > G/L Properties*).

Click the box next to each option to be included on the report.

<b>Crbal</b>	includes all credit balances
<b>New Page</b>	new page per cycle
<b>Zero</b>	excludes accounts with \$0.00 balances
<b>Budget</b>	includes accounts on a budget plan

Click **OK** to begin processing the report.

A new window will open displaying the report progress.

When complete, the report will open.

Review the report.

A/R Aging Report (FIND)

Print Save Cancel Close

Results Status Erlog

ALWAYS ON UTILITIES A / R A G I N G 11/19/2021 14:28:31 Page: 1

Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount	
Cycle: 0											
000	0000			-18.80	0.00	0.00	0.00	-18.80	08/05/2021	164.35	O
000	0000			-438.46	0.00	0.00	0.00	-438.46	07/30/2021	249.53	O
000	0000			0.00	0.00	0.00	110.12	110.12			O
000	0000			0.00	0.00	0.80	80.30	81.10	06/03/2021	151.85	O
000	0000			0.00	0.00	2.22	222.44	224.66	06/21/2021	142.85	O
000	0000			0.00	0.00	3.04	303.93	306.97			O
6 Subtotals for Cycle 000				-457.26	0.00	6.06	716.79	265.59			
Cycle: 1											
001	0000			0.00	0.00	0.00	0.00	0.00			O
001	0000			0.00	0.00	0.00	0.00	0.00	12/11/2020	148.20	O
001	0000			0.00	0.00	0.00	0.00	0.00			O
001	0000			0.00	18.28	0.00	0.00	18.28	08/19/2020	18.28	O
6381 Subtotals for Cycle 001				-17613.32	1789014.35	109371.62	3520.28	1884292.93			
6387 Grand Totals				-18070.58	1789014.35	109377.68	4237.07	1884558.52			

At the end of the report, the Grand Total of accounts and dollars displays as well as the Selection Criteria used.

**Print/Save** the report per normal utility procedure.

Click **Close** when done.

6381 Subtotals for Cycle 001				-17613.32	1789014.35	109371.62	3520.28	1884292.93
6387 Grand Totals				-18070.58	1789014.35	109377.68	4237.07	1884558.52
SELECTION CRITERIA								
Cycle	:		New Page per Cycle	:	N			
Route	:		Exclude Up to Block	:	0			
Account Number	:		Print Credit Balances	:	Y			
Category	:		Order by	:	1			
Alpha Code	:		Zero Supress	:	Y			
End Date	:		Include Budget Cust.	:	N			
			Minimum Balance	:	0.00			
			A/R Block 1	:	30			
			A/R Block 2	:	60			
			A/R Block 3	:	90			
Filter:								
1=1								