

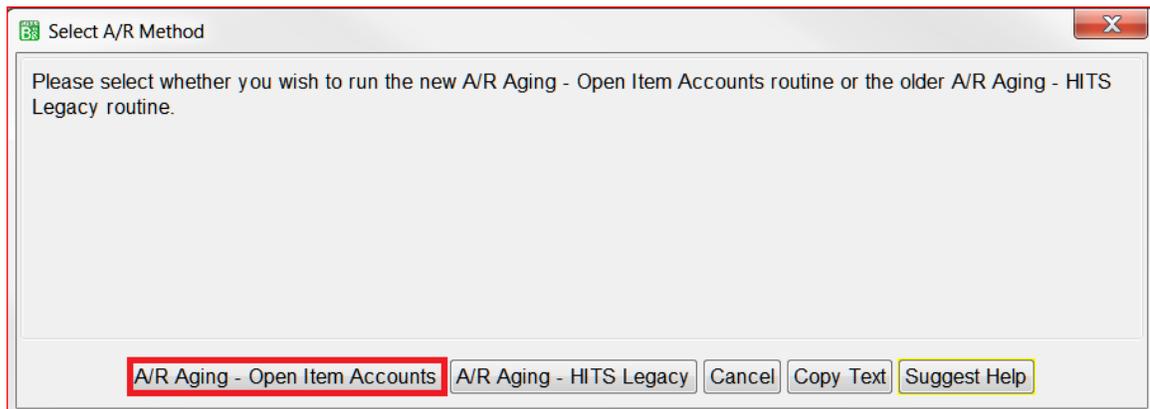
A/R Aging (BPOS)

If you extend in-store credit to your customers and allow them to charge their purchases, you will need to age these accounts once a month in order for the transactions to roll over to the correct aging buckets (Current Due, 1 -30, 31-60, 61-90, 90+) and to assess any finance charges if you choose to calculate those. Please note, this BPOS routine is for Open Item Accounts only.

There is also a video showing how to perform this function:
AR – Aging (3:15) AV #697

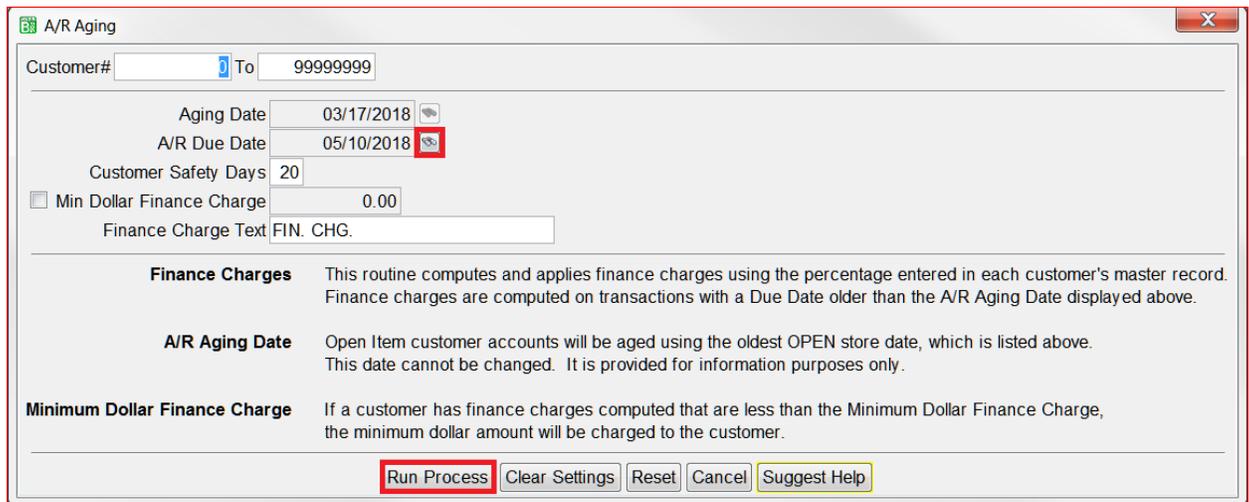
To Age in BPOS:

1. Click on **Views → Bookkeeping**
2. Click on the **A/R Aging** icon 
3. On the **Select A/R Method** pop up screen, click on the option for **A/R Aging – Open Item Accounts**:



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4. Your **Aging Date** is a reference field only and displays the date that the aging will be processed on. This will be your oldest open store date. To age as of a specific date, all other store dates prior need to be closed.
5. The **A/R Due Date** is the Due Date for the **finance charges only** that will be created. Edit as needed.
6. If you would like, you can select the option to charge a minimum finance charge and then type in the minimum amount you would like to add. Usually, this is not necessary as the aging process looks to each individual customer's account to see what % to calculate for each customer.
7. Click on **Run Process** to age your accounts. When it has completed, you will receive a message confirming it is done:



A/R Aging

Customer# To

Aging Date

A/R Due Date

Customer Safety Days

Min Dollar Finance Charge

Finance Charge Text

Finance Charges This routine computes and applies finance charges using the percentage entered in each customer's master record. Finance charges are computed on transactions with a Due Date older than the A/R Aging Date displayed above.

A/R Aging Date Open Item customer accounts will be aged using the oldest OPEN store date, which is listed above. This date cannot be changed. It is provided for information purposes only.

Minimum Dollar Finance Charge If a customer has finance charges computed that are less than the Minimum Dollar Finance Charge, the minimum dollar amount will be charged to the customer.