



TIPS AND TRICKS

How is the field 'Prior Period Balance' populated in the 'Customer Statement' print out?

The 'Prior Period Balance' field, which appears in the 'Customer Statement Report' printout, displays the cumulative open balance for that customer prior to the starting posting/due/document date range defined in the 'Customer Receivable Aging' selection criteria window.

The printout is launched through Financials -> Financial Reports -> Accounting -> Aging -> Customer Receivables Aging. In the toolbar click Tools -> Print Layout Designer.

Customer Receivables Aging - Selection Crit

Code From To

Customer Group All

Properties Ignore

Control Accounts ... Select All

Aging Date 16.09.08

Interval Days

Posting Date	From	11.09.08	To	16.09.08
Due Date	From		To	
Document Date	From		To	

Display Customers with Zero Balance

Display Reconciled Transactions

OK Cancel

For example, consider this scenario where BP C1000 at the precise point of the aging date has a balance of GBP 1,194.09 as shown below. The last transaction before the above defined 'From' Posting Date took place on 20.05.2008. The cumulative balance at that point was GBP 868.09, which will now be automatically inserted in the 'Prior Period Balance' field.

If the 'From' date was prior to 15.05.08, the 'Prior Period Balance' would be GBP 343.09.

Business Partner Master Data

Code: C1000 Customer Local Currency

Name: Funsports UK Account Balance 1,194.09

Foreign Name: Deliveries 23,777.96

Group: Retail stores Orders 18,415.91

Currency: British Pound Opportunities 3

Account Balance - C1000, Funsports UK

BP Code: C1000 Funsports UK

Posting Date From: 01.01.08

Display: 30 Last Transactions

Display Unreconciled Trans. Only

#	Posting Date	Origin	Origin No.	Offset Account	Details	C/D (LC)	Balance Due (LC)	Cumulative B...
1		OB					GBP 108.09	GBP 108.09
2	09.04.08	IN	115	400000	A/R Invoices - C1000	GBP 235.00	GBP 235.00	GBP 343.09
3	15.05.08	JE	976	207000		GBP 110.00	GBP 110.00	GBP 453.09
4	19.05.08	IN	117	400000	A/R Invoices - C1000	GBP 121.00	GBP 121.00	GBP 574.09
5	20.05.08	IN	118	400000	A/R Invoices - C1000	GBP 294.00	GBP 294.00	GBP 868.09
6	12.09.08	IN	121	400000	A/R Invoices - C1000	GBP 109.00	GBP 109.00	GBP 977.09
7	12.09.08	IN	122	400000	A/R Invoices - C1000	GBP 109.00	GBP 0.00	GBP 1,086.09
8	12.09.08	RC	59	101010	Incoming Payments -	GBP (109.00)	GBP (0.00)	GBP 977.09
9	12.09.08	IN	123	400000	A/R Invoices - C1000	GBP 123.00	GBP 123.00	GBP 1,100.09
10	17.09.08	IN	127	400000	A/R Invoices - C1000	GBP 94.00	GBP 94.00	GBP 1,194.09

GBP 1,194.09

View by Control Account

OK Aging Report Internal Reconciliation

Note: If the 'Prior Period Balance' does not match the figure in the 'Cumulative Balance' column in the BP account balance window, untick the checkbox for 'Display Unreconciled Trans. Only' and ascertain that the date in the 'Posting Date From' field is prior to the 'From' Posting Date defined in the selection criteria for the aging report. Access the Financials -> Financial Reports -> Accounting -> Aging -> to open the 'Customer Receivables Aging' report. Define a posting date range from 12.09.2008 to 19.09.2008 with the 'Aging' date as 19.09.2008.

The screenshot shows a dialog box titled "Customer Receivables Aging - Selection Criteria". It contains several input fields and checkboxes. The "Code" field has "From" and "To" sub-fields, both containing "C1000". The "Customer Group" dropdown is set to "All". There are buttons for "Properties", "Ignore", and "Select All". A checkbox for "Control Accounts" is unchecked. The "Aging Date" field contains "19.09.08" and the "Interval" dropdown is set to "Days". Below this are three rows of date ranges: "Posting Date" (From: 12.09.08, To: 19.09.08), "Due Date" (From: , To:), and "Document Date" (From: , To:). At the bottom, there are two checkboxes: "Display Customers with Zero Balance" (unchecked) and "Display Reconciled Transactions" (unchecked). "OK" and "Cancel" buttons are at the bottom left.

When the customer statement is printed, the 'Prior Balance Due' field will show the value of GBP 868.09.

The screenshot shows a dialog box titled "Print Options". It contains four radio button options: "Receivables Aging Summary Report", "Detailed Receivables Aging Report", "Customer Statement Report (One Page per Customer)", and "Dunning Letters". The "Customer Statement Report (One Page per Customer)" option is selected and highlighted with a red rectangular box. "OK" and "Cancel" buttons are at the bottom.

