

Financial- How to run an aging report

Last Modified on 12/07/2020 7:17 am EST

There are several aging reports within the system. The easiest way to pull an aging report is to go to payments > outstanding-

The screenshot shows a software interface with a top navigation bar containing 'Home', 'Family', 'Payments', 'Attendance', 'Lessons', 'Meals', 'Connect', 'Approvals', 'Reports', 'Staff', and 'Setup'. A search bar is located at the top left. The 'Payments' menu is open, showing options: Journal, Deposit, Third Party Journal, Add/Edit Third Party Refund, Third Party Refund Allocation, Payments/Adjustments, Mass Change, Outstanding (highlighted), Autopay Batch, Online/POS Payments, Family Payment, and POS Payment. The background shows a 'Classroom List' table with columns for Classroom, M, and T.

	Classroom	M	T
Transactional- Center 1	AM, Before School Care	5	3
Transactional- Center 1	Flexible Care, PM	0	0
Transactional- Center 1	Flexible Child Care Registration	0	0
Transactional- Center 1	PM, After School Care	2	2

Enter search criteria, press view

Showing results for:

Include/Exclude Selected Group:: Include this Group Balance Type:: Outstanding Family Status:: N/A Auto-Pay:: N/A

Include Zero Balance Families:: No Include Third Party Families:: Yes Past Due:: Greater Than

Search Criteria ▾

Outstanding Payments List

Family
<input checked="" type="checkbox"/> Baggins Family (ID: 323500)
<input checked="" type="checkbox"/> Brave Family (ID: 317254)
<input checked="" type="checkbox"/> Child Family (ID: 361527)
<input checked="" type="checkbox"/> Doolittle Family (ID: 320241)
<input checked="" type="checkbox"/> Frozen Family (ID: 317246)
<input checked="" type="checkbox"/> Giant Family (ID: 323498)
<input checked="" type="checkbox"/> Oz Family (ID: 323497)
<input checked="" type="checkbox"/> Peter Pan Family (ID: 317251)
<input checked="" type="checkbox"/> Uphill Family (ID: 334656)
<input checked="" type="checkbox"/> Wonderland Family (ID: 320245)

Total:

Search Criteria

Center: --

Category: -- Classroom: --

Semester: --

Reporting Group: -- Include/Exclude Selected Group:: Include this Group Exclude this Group

Balance Type: Outstanding Credit Any Family Status: N/A Active Only Withdrawn

Auto-Pay: N/A Only Exclude Include Zero Balance Families: No Yes

Include Third Party Families: No Yes

Statement ID: Assigned Invoice Nbr:

Past Due: Greater Than Amount: \$

Days Past Due:

[View](#)

Then select the actions icon and choose Outstanding Balance Export or Outstanding Balance-Detail.

Showing results for:

Include/Exclude Selected Group:: Include this Group Balance Type:: Outstanding Family Status:: N/A Auto-Pay:: N/A

Include Zero Balance Families:: No Include Third Party Families:: Yes Past Due:: Greater Than

Search Criteria

Actions

Outstanding Payments List

Family	Balance Due	Parent Due
<input checked="" type="checkbox"/> Baggins Family (ID: 323500)	445.00	
<input checked="" type="checkbox"/> Brave Family (ID: 317254)	277.25	
<input checked="" type="checkbox"/> Child Family (ID: 361527)	370.00	
<input checked="" type="checkbox"/> Doolittle Family (ID: 320241)	375.00	
<input checked="" type="checkbox"/> Frozen Family (ID: 317246)	765.00	
<input checked="" type="checkbox"/> Giant Family (ID: 323498)	325.00	
<input checked="" type="checkbox"/> Oz Family (ID: 323497)	335.00	
<input checked="" type="checkbox"/> Peter Pan Family (ID: 317251)	129.00	27.00
<input checked="" type="checkbox"/> Upthehill Family (ID: 334656)	510.00	
<input checked="" type="checkbox"/> Wonderland Family (ID: 320245)	822.00	

- Email Statement
- Email Reminder
- Email Invoice
- Pay Registered
- Funding Export
- Funding Export Active
- Funding Export Terminated
- Open Detail Export
- Center Copy
- Outstanding Balance Export
- Outstanding Balance - Detail

Outstanding Balance Export

Outstanding Balance Listing as of 05/23/2018						
Family Name	Family ID	Balance Due	Parent Due	30 Days Past Due	60 Days Past Due	
Baggins Family	323500	445.00		0.00	445.00	
Brave Family	317254	277.25		0.00	277.25	
Child Family	361527	370.00		0.00	0.00	
Doolittle Family	320241	375.00		0.00	375.00	
Frozen Family	317246	765.00		40.00	605.00	
Giant Family	323498	325.00		0.00	325.00	
Oz Family	323497	335.00		0.00	335.00	
Peter Pan Family *	317251	129.00	27.00	0.00	0.00	
Upthehill Family	334656	510.00		0.00	510.00	
Wonderland Family	320245	822.00		0.00	822.00	
Totals:		\$4,353.25	\$27.00	\$40.00	\$3,694.25	

Outstanding Balance- Detail

Outstanding Balance Detail as of 05/23/2018												
Family Name	Family ID	Center	Guardian 1 Name	Guardian 1 Email	Guardian 1 Home Phone	Guardian 1 Cell Phone	Guardian 2 Name	Guardian 2 Email	Guardian 2 Home Phone	Guardian 2 Cell Phone	Outstanding Balance	
Baggins Family	323500	DCW Transactional- Center 1	Gass, Kristina	kgass@cirrusgroup.com	54884119401018	54884119401018	N/A, N/A	N/A	N/A	N/A	445.00	
Brave Family	317254	DCW Transactional- Center 1	Brave, King Ferigus	test1@cirrusgroup.com	(123) 123-1231	(132) 312-3123	Brave, Queen Elinor	test1@cirrusgroup.com	(223) 123-1231	(123) 123-1231	277.25	
Child Family	361527	DCW Transactional- Center 1	Test, Test	test123@cirrusgroup.com	(123) 123-1231	(123) 123-1231	N/A, N/A	N/A	N/A	N/A	370.00	
Doolittle Family	320241	DCW Transactional- Center 1	Doolittle, Henry	hdoolittle@cirrusgroup.com	222-222-2222	111-111-1111	Doolittle, Mary	mary@cirrusgroup.com	222-222-2222	111-111-1111	375.00	
Frozen Family	317246	DCW Transactional- Center 1	Frozen, Queen	kgass@cirrusgroup.com	123-123-1234	(123) 213-1231	Frozen, King	KingFrozen@cirrusgroup.com	123-123-1234	(123) 123-1231	765.00	
Giant Family	323498	DCW Transactional- Center 1	Giant, Guardian 1				Giant, Guardian 2				325.00	
Oz Family	323497	DCW Transactional- Center 1	Oz, Aunty Em				Oz, Wizard				335.00	
Peter Pan Family*	317251	DCW Transactional- Center 1	Peter Pan, Wendy								27.00	
Peter Pan Family*	317251	DCW Transactional- Center 1					Peter Pan, Peter				0.00	
Upthehill Family	334656	DCW Transactional- Center 1	Upthehill, Guardian 1				Upthehill, Guardian 2				510.00	
Wonderland Family	320245	DCW Transactional- Center 1	Wonderland, Jane				Wonderland, Frank				822.00	
Denotes split balance families												

Other Aging Report Options can be found by going to Reports > Financial and selecting the [aging report category](#).

- [Aging- A/R Aging Report](#)- multi-tab
- [Family Aging Report- Excel One Tab](#)- this will only pull family balances not third party/sponsor balances
- [Third Party Aging](#)- this report will display third party/sponsor balances owed

Reports > Financial Reports

The screenshot displays the 'Financial Reports' section of a software interface. On the left, there are filters for 'Report Category' (set to 'Aging') and 'Center' (set to '--'). A 'Search Criteria' dropdown is also visible. On the right, a 'Quick Search' bar is present above a 'Report' dropdown menu. The dropdown menu is open, showing a list of report options including 'A/R Aging Report', 'Age and Income Analysis Report - Excel', 'Aging By Center Report - Excel', 'Aging by Program Center - Excel', 'Cash Receipts - Excel', 'Family Aging by Program Center - Excel', 'Family Aging by Program Center - PDF', 'Family Aging Report - Excel', 'Family Aging Report - Excel One Tab', 'Family Aging Report - PDF', 'LIFO Aging Report - Excel', 'LIFO Family Aging Report - Excel', 'Receivable Aging Report - Excel', 'Receivable Aging Report - Excel-Version-1', 'Third Party Account Aging Summary Report - PDF', 'Third Party Aging - Excel', and 'Third Party Aging - PDF'. At the bottom left, there is a 'Privacy Policy' link and a session timeout notice: '0:00:00:048 - Session will expire in approximately 00 minutes'.