

# Revenue Reports | Aged Trial Balance

11 Steps [View most recent version](#) 

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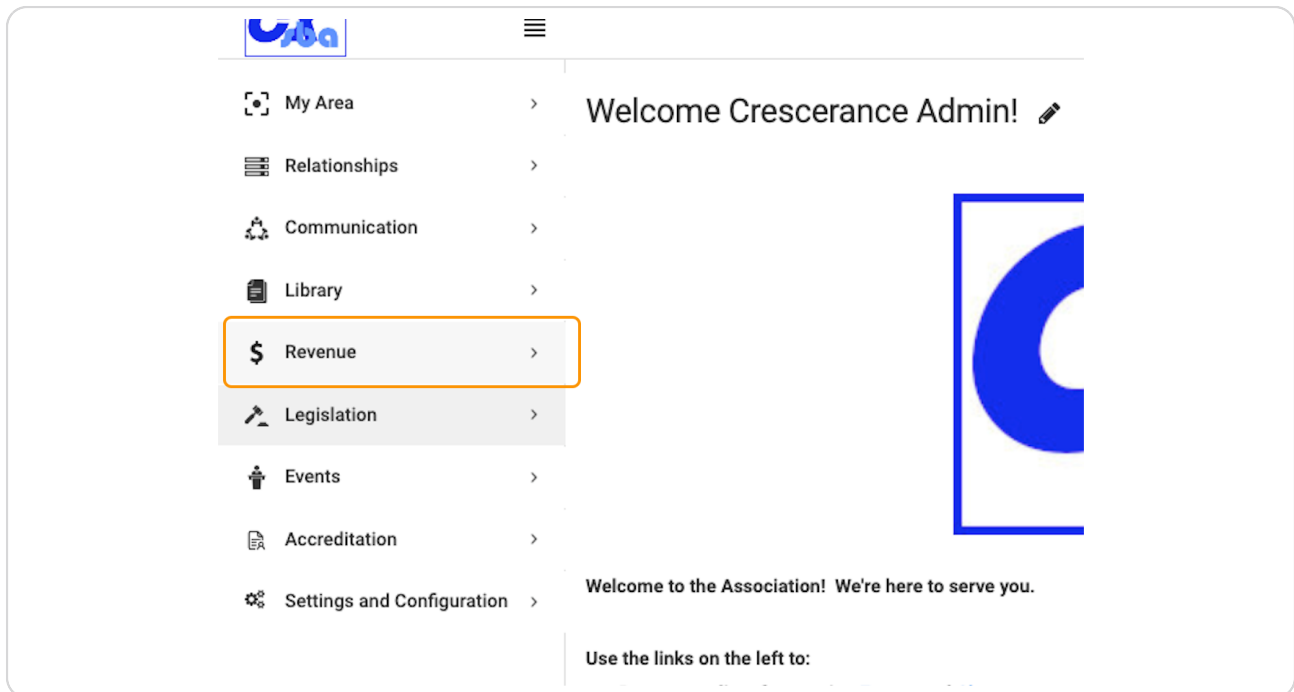
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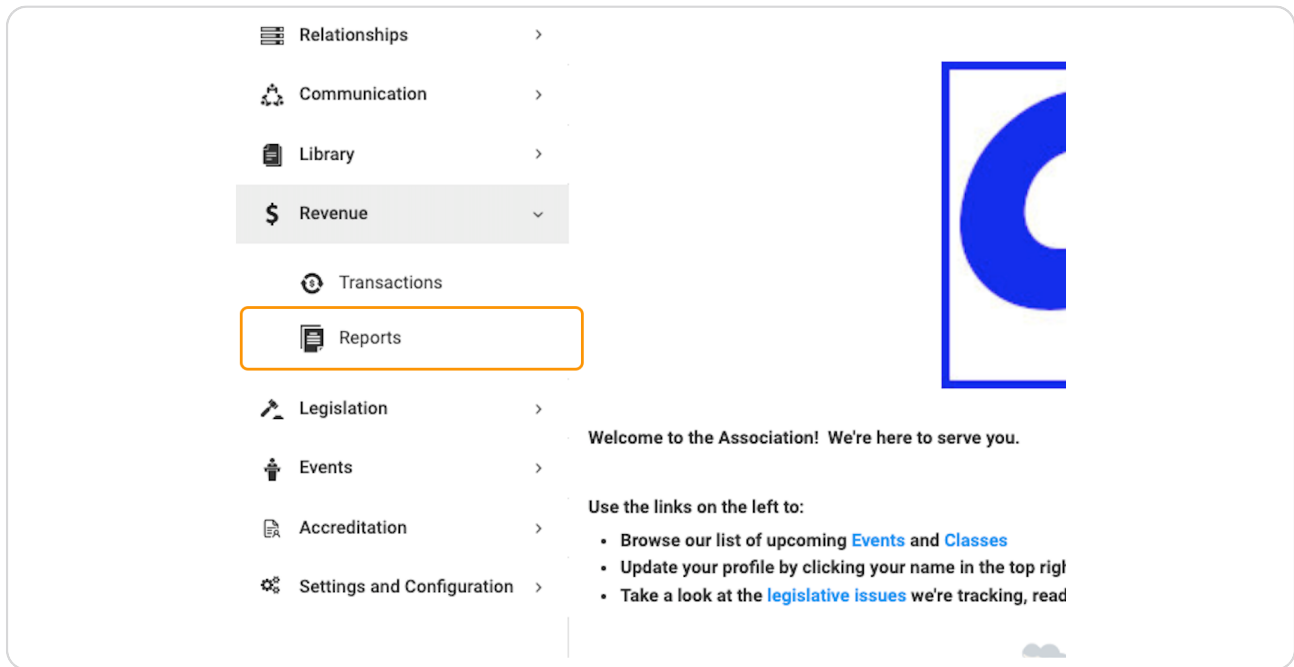
## STEP 1

### Click on Revenue



## STEP 2

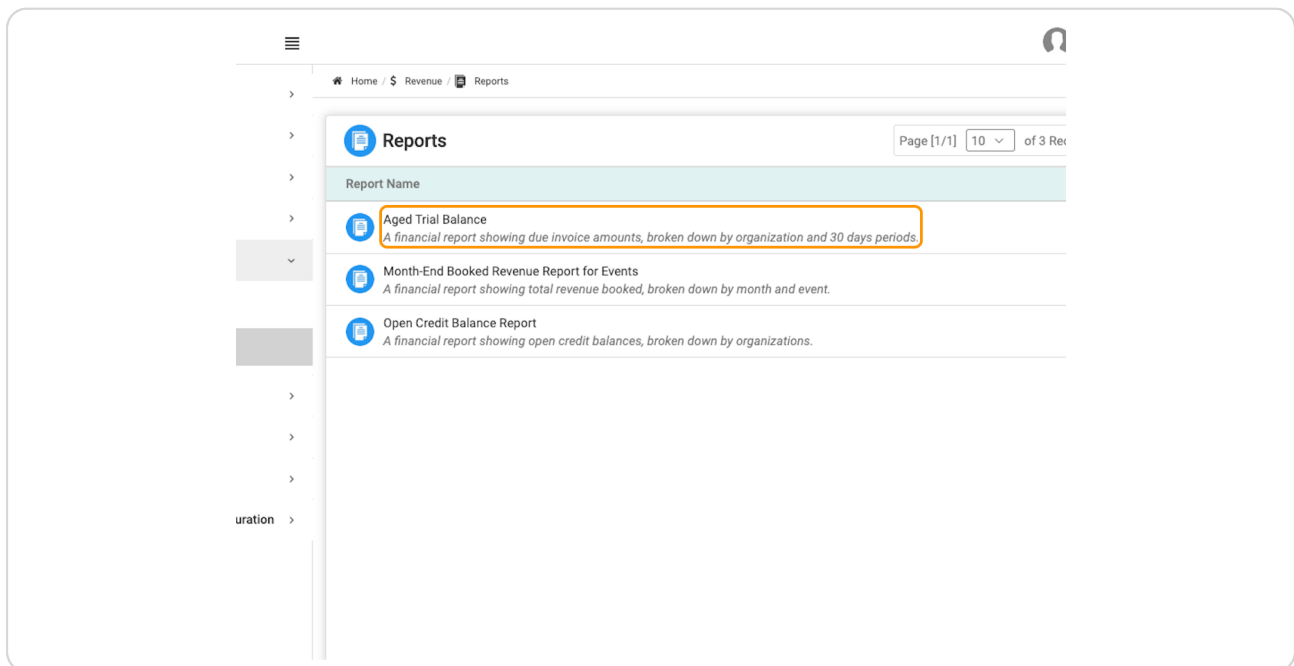
### Click on Reports



A screenshot of a web application's navigation menu. The menu items are: Relationships, Communication, Library, Revenue, Transactions, Reports, Legislation, Events, Accreditation, and Settings and Configuration. The 'Reports' item is highlighted with an orange border. To the right of the menu is a large blue 'C' logo. Below the menu, there is a welcome message: 'Welcome to the Association! We're here to serve you.' and a list of instructions: 'Use the links on the left to: Browse our list of upcoming Events and Classes; Update your profile by clicking your name in the top right; Take a look at the legislative issues we're tracking, read'.

## STEP 3

### Click on Aged Trial Balance...



A screenshot of the 'Reports' page in the application. The page title is 'Reports' and it shows a list of reports. The 'Aged Trial Balance' report is highlighted with an orange border. The report description is: 'A financial report showing due invoice amounts, broken down by organization and 30 days periods.' Other reports listed include 'Month-End Booked Revenue Report for Events' and 'Open Credit Balance Report'. The page also shows a breadcrumb trail: Home / Revenue / Reports. A pagination control shows 'Page [1/1] 10 of 3 Rev'.

## STEP 4

To expand for any organization, click on the Plus sign to the left to expand the invoices within

The screenshot shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes: Library, Revenue, Transactions, Reports (highlighted), Legislation, Events, and Accreditation. The main content area is titled 'Group by Buyers' and features a search bar for 'Search Buyer Name or Org. Name'. Below the search bar is a 'Total:' section. A list of organizations follows, each with a plus sign to its left and a count in brackets: ACCA (1), Association of Denver Property (1), Denver VRBO/AirBnB Associat (1), and Howard Hughes (1) with a sub-link for '2 Organizations'. The plus sign for ACCA is circled in orange.

## STEP 5

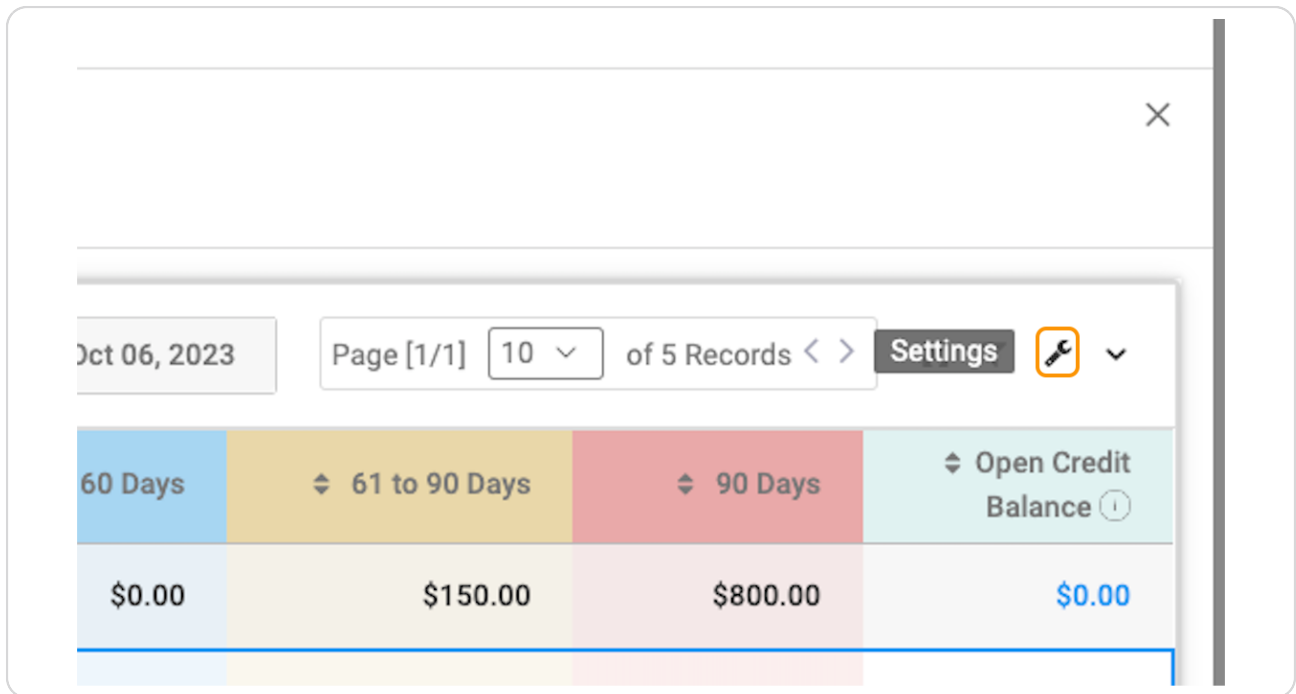
In the expanded view, you'll see the list of invoices and the state that they are in

The screenshot displays the 'Aged Trial Balance' report. At the top, it states: 'Aged Trial Balance - A financial report showing due invoice amounts, broken down by organization and 30 days periods'. The report is filtered by 'Group by Buyers' and 'AS OF Oct 06, 2023'. The table has columns for 'Outstanding Amount', '0 to 30 Days', '31 to 60 Days', '61 to 90 Days', '90 Days', and 'Open Credit Balance'. The 'ACCA' organization is expanded, showing a list of invoices. One invoice is highlighted with an orange border: 'Sep 13, 2023' for 'Inv 10000018' from 'ACCA Crescence Admin' for 'Example AASB Conference' with an 'Outstanding Amount' of '\$50.00' and a status of 'Unpaid'. Other organizations listed include Association of Denver Property Owners, Denver VRBO/AirBnB Association, Howard Hughes, and Rod Nunez.

	Outstanding Amount	0 to 30 Days	31 to 60 Days	61 to 90 Days	90 Days	Open Credit Balance
Total :	\$1,300.00	\$350.00	\$0.00	\$150.00	\$800.00	\$0.00
- [1] ACCA ACCA	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00
+ [1] Association of Denver Property Owners	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00
+ [1] Denver VRBO/AirBnB Association	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00
+ [1] Howard Hughes 2 Organizations	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00
+ [1] Rod Nunez Denver VRBO/AirBnB Association	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00

## STEP 6

Click on the Settings icon (wrench)

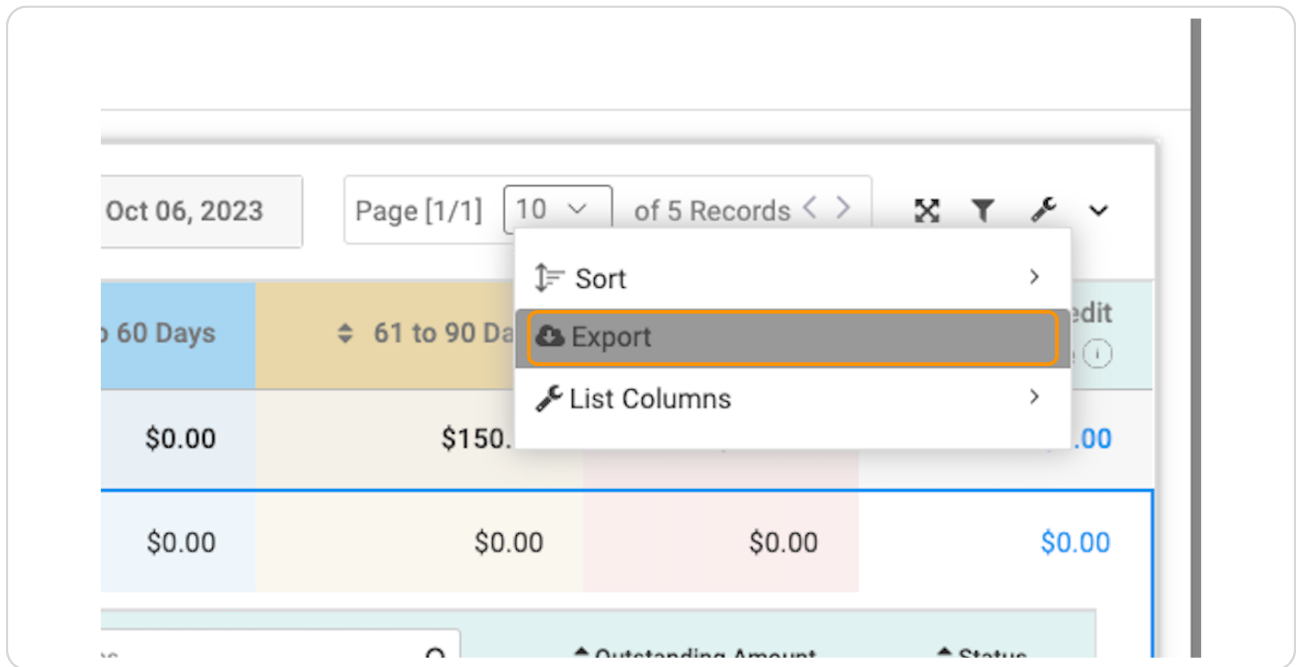


The screenshot shows a report interface with a table. The table has four columns: "60 Days", "61 to 90 Days", "90 Days", and "Open Credit Balance". The values in the table are \$0.00, \$150.00, \$800.00, and \$0.00 respectively. Above the table, there is a navigation bar with a date "Oct 06, 2023", a page indicator "Page [1/1] 10 of 5 Records", and a "Settings" button with a wrench icon. The wrench icon is highlighted with a yellow border.

60 Days	61 to 90 Days	90 Days	Open Credit Balance
\$0.00	\$150.00	\$800.00	\$0.00

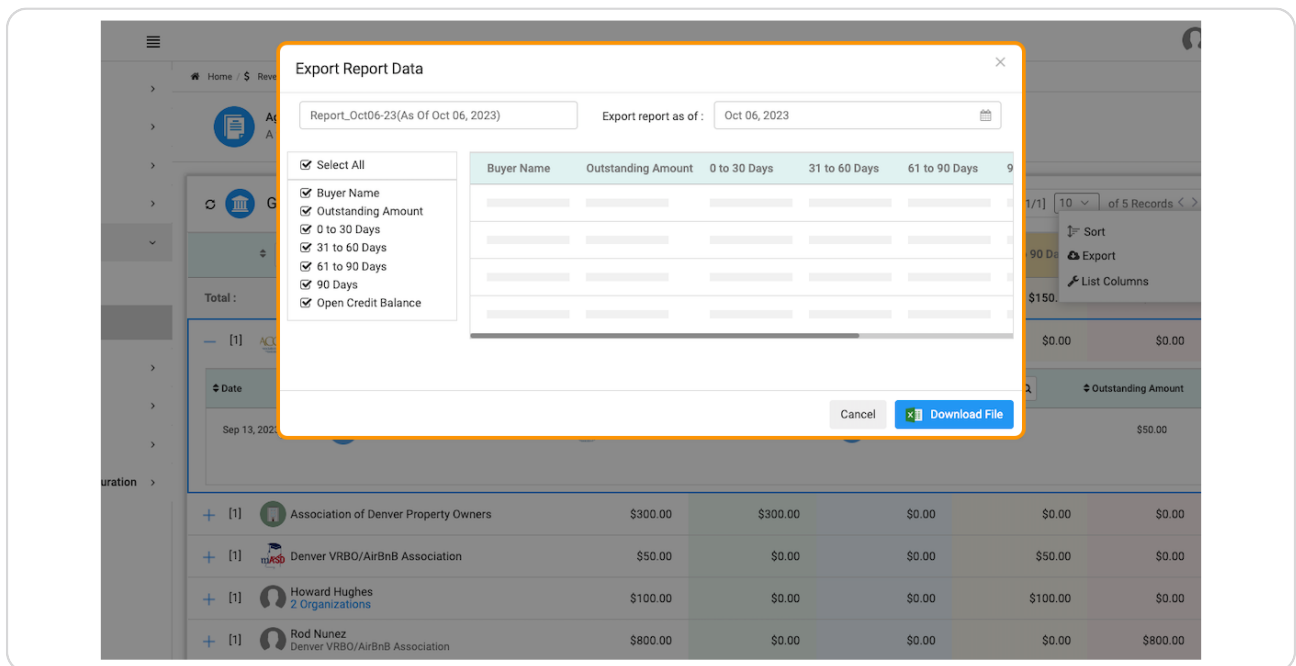
## STEP 7

Click on Export



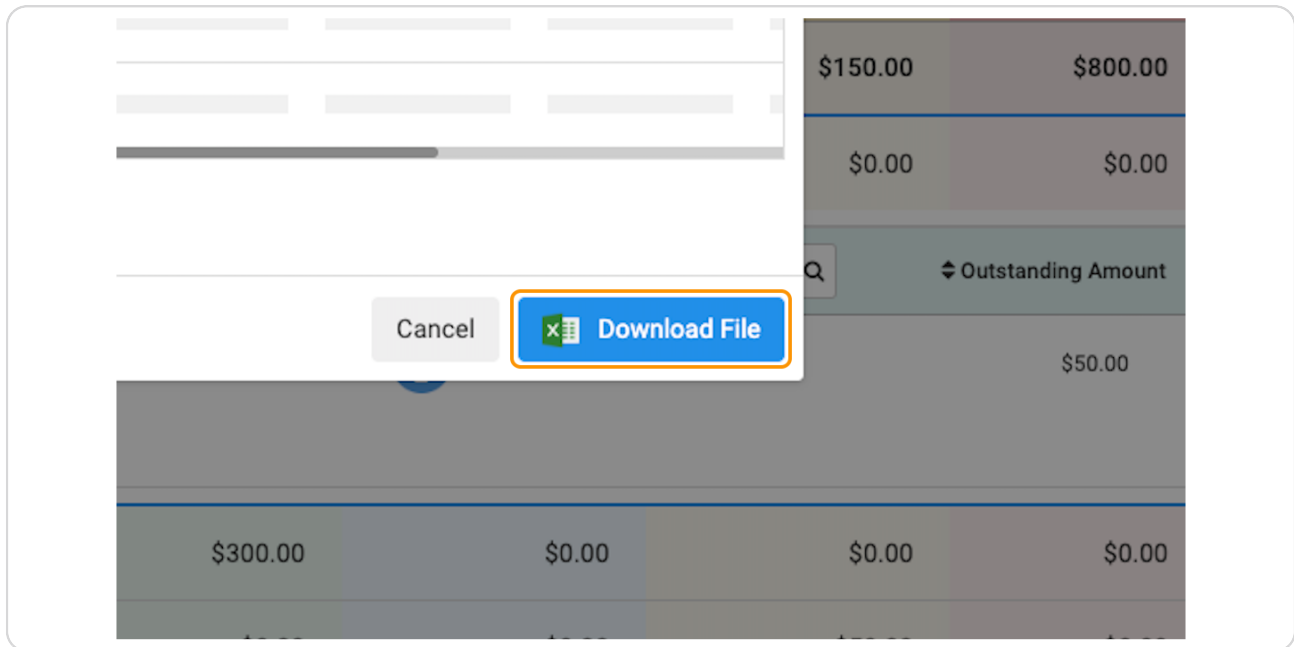
## STEP 8

Choose the fields in the left hand section that you want in your export



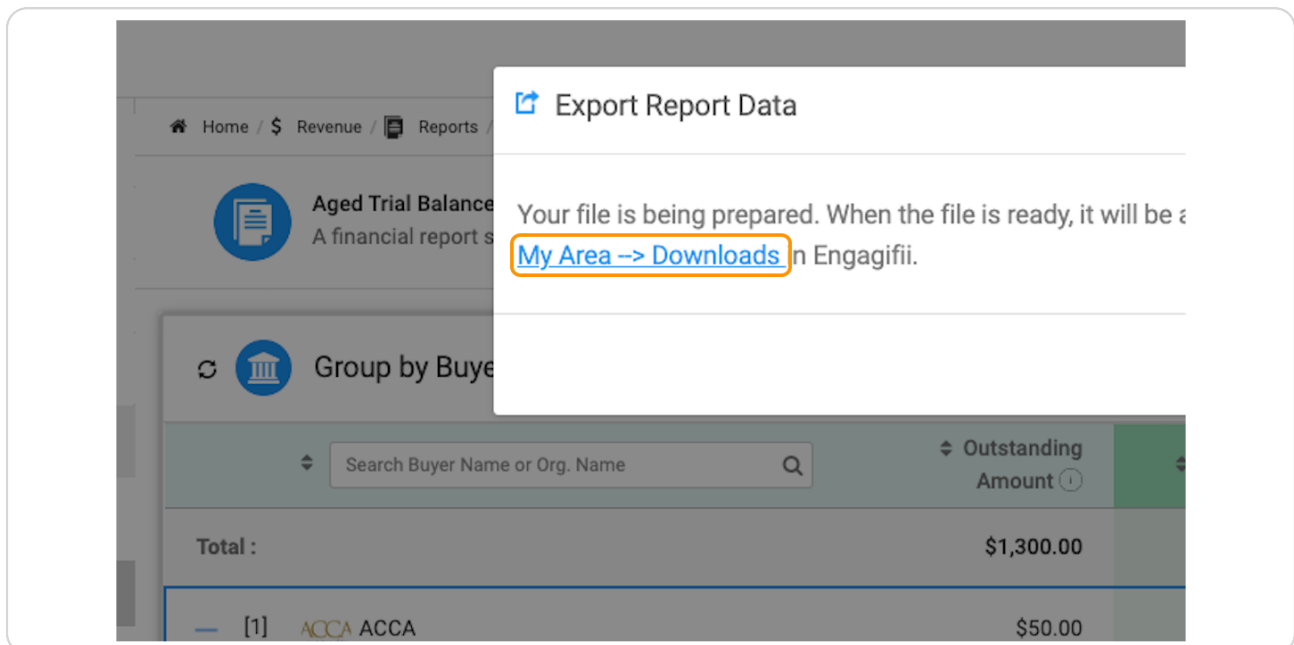
## STEP 9

Click on Export Report Data...



## STEP 10

To immediately go to your download, click the link in the pop up window that says "My Area -> Downloads"



## STEP 11

You'll see your report listed here

The screenshot displays a web interface for 'My Downloads'. At the top, there is a breadcrumb trail: Home / My Area / My Downloads. Below this, the 'My Downloads' section is titled with a download icon and a refresh icon. A note states, 'The files will be automatically deleted in 7 days', and a red 'Clear Downloads' button is present. A search bar labeled 'Search Downloads' is available. The file list has a 'Requested' column. One file is listed: 'Report\_Oct06-23(As Of Oct 06, 2023)', which is highlighted with an orange border. The file's date and time are 'Oct 06, 2023 at 12:52 PM'. A left-hand navigation menu contains items like 'Favorites', 'Downloads', 'Lists', 'Attachments', 'Message Center', 'Transactions', 'Jobs', and 'Notification'. The 'Downloads' item is currently selected.



