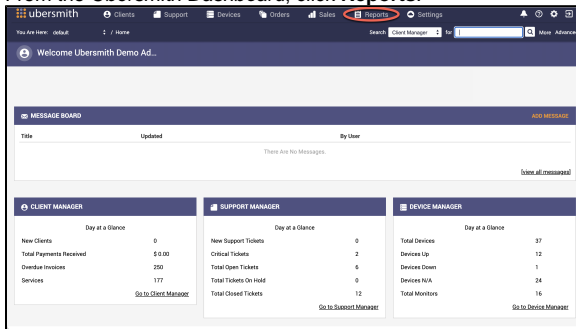


# Using the Aged Balances Report

This report shows the totals of unpaid invoices and unapplied account credits broken down by due date. You can also show the totals at a particular date using the date picker on the top right. From the *Aged Balances* report, you can access the *Aged Invoices* and *Aged Credits* reports, to access client accounts and attend to the outstanding funds.

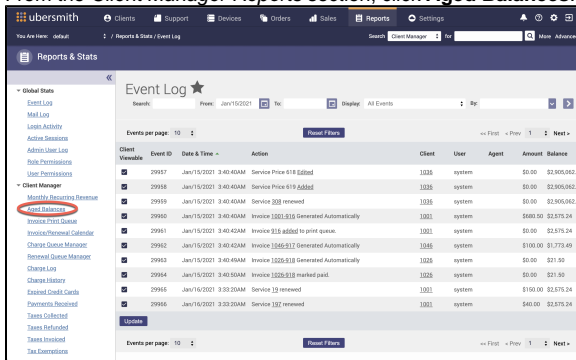
## Accessing the Aged Balances Report

1. From the *Ubersmith Dashboard*, click **Reports**.



The *Reports & Stats* page appears.

2. On the *Reports & Stats* page, click the **Reports & Stats Panel** arrows to toggle the panel on. You can click the **pushpin** icon to keep the panel permanently displayed.
3. From the *Client Manager Reports* section, click **Aged Balances**.



The *Aged Balances* report appears.

## Reading the Aged Balances Report

Once you access the *Aged Balances* report, you will see several ways to view unpaid invoices and unapplied account credits, broken down by due date.

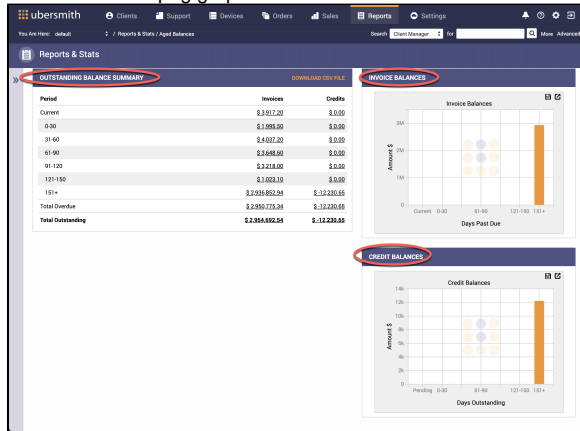
- The *Outstanding Balance Summary* section lists aged account balances broken down by outstanding invoices and unapplied credits for the current period, 0-30 day period, 31-60 period, and so on.
- The *Invoice Balances* section displays a graph that shows how many outstanding invoice have yet to be paid for a specified time period. You can display the graph in a bigger page and save it as a .png graphic file.

On this page:

On this page:

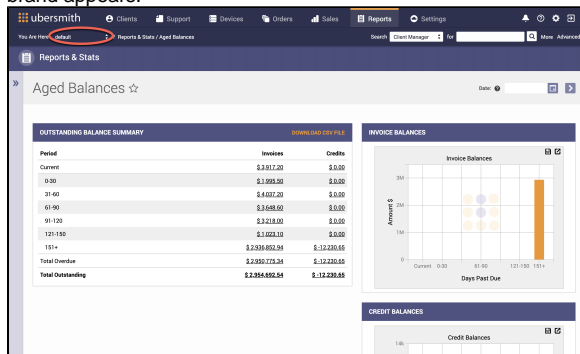
- [Accessing the Aged Balances Report](#)
- [Reading the Aged Balances Report](#)
- [Viewing Brand-Specific Aged Balances](#)
- [Viewing Aged Balances For Specific Dates](#)
- [Viewing Details About Aged Balances](#)
  - [For Aged Invoices](#)
  - [For Aged Credits](#)
- [Related Topics](#)

- The *Credit Balances* section displays a graph that shows how many account credits have not been applied to accounts for a specified time period. You can display the graph in a bigger page and save it as a .png graphic file.



## Viewing Brand-Specific Aged Balances

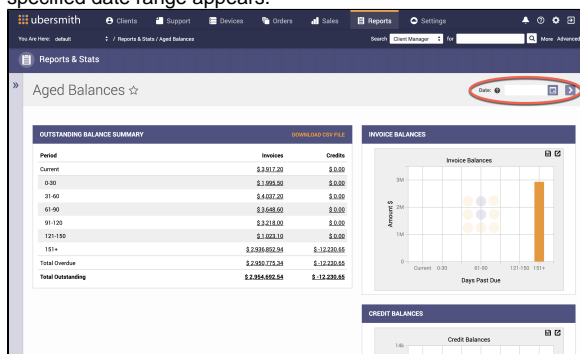
- Access the [Aged Balances](#) report.
- From the *Brand* section, select your desired brand . The *Aged Balances* report for the selected brand appears.



## Viewing Aged Balances For Specific Dates

Search results return aged balances up to the date entered, and may not include invoices that are not closed for the date given.

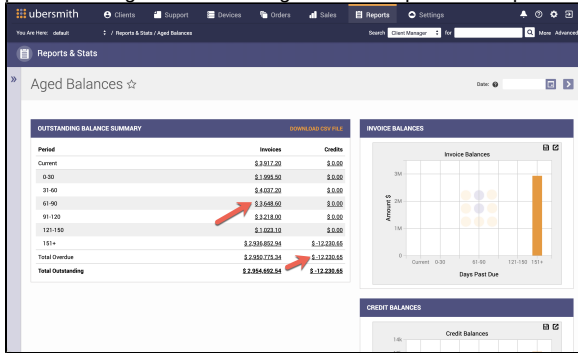
- Access the [Aged Balances](#) report.
- In the **Date** field, enter the beginning date of the date range you need.
- Click the **arrow** icon. The report with aged outstanding and past due balances within your specified date range appears.



## Viewing Details About Aged Balances

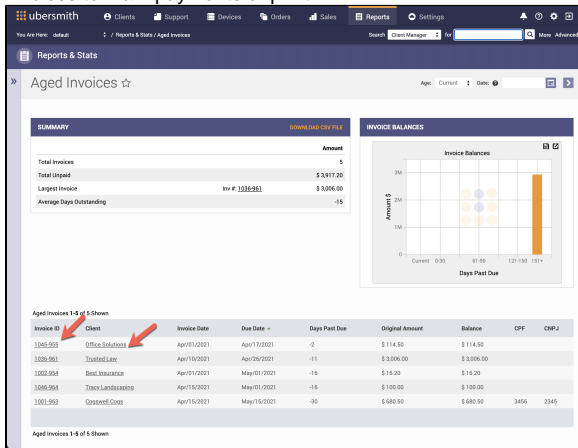
- Access the [Aged Balances](#) report.

2. In the *Outstanding Balance Summary* section, click an invoice or credit link for the desired period. The *Aged Invoices* or *Aged Credits* report for that period displays.



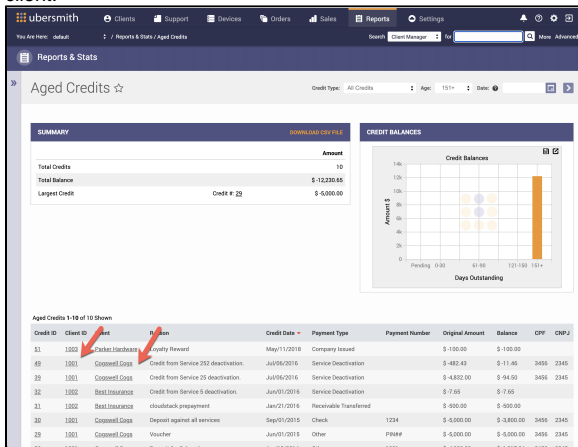
## For Aged Invoices

1. Click on the **Invoice ID** link to display the specific invoice, where you can [mark payments](#), or print.
2. Click on the **Client** link to display the [Invoices](#) page, where you can view their entire list of invoices to mark payments or print.



## For Aged Credits

1. Click on the **Client ID** or **Client** link to display the *Account Credits* page, where you can view credit details, add a note, edit, apply or deactivate a credit.
2. Click on the details link to display the specific read-only *Account Credit Details* page for your client.



## Related Topics

[Managing Invoices](#)

