

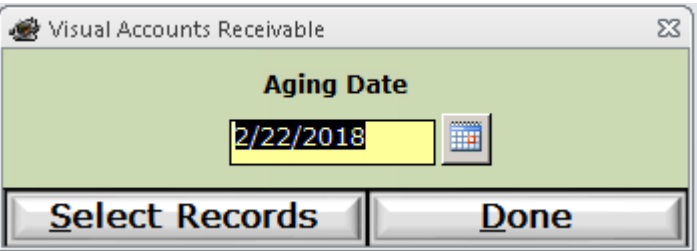
Collections

Category: Collections | Created: March 21, 2026 | Updated: September 01, 2026

Visual Accounts Receivable

Use this option to assist in managing Accounts Receivable collections from your customers. **Print** a Customer Summary to use as a call sheet when making your collection calls.

Screen Location - Main Menu > Accounts Receivable > Collections



Visual Accounts Receivable

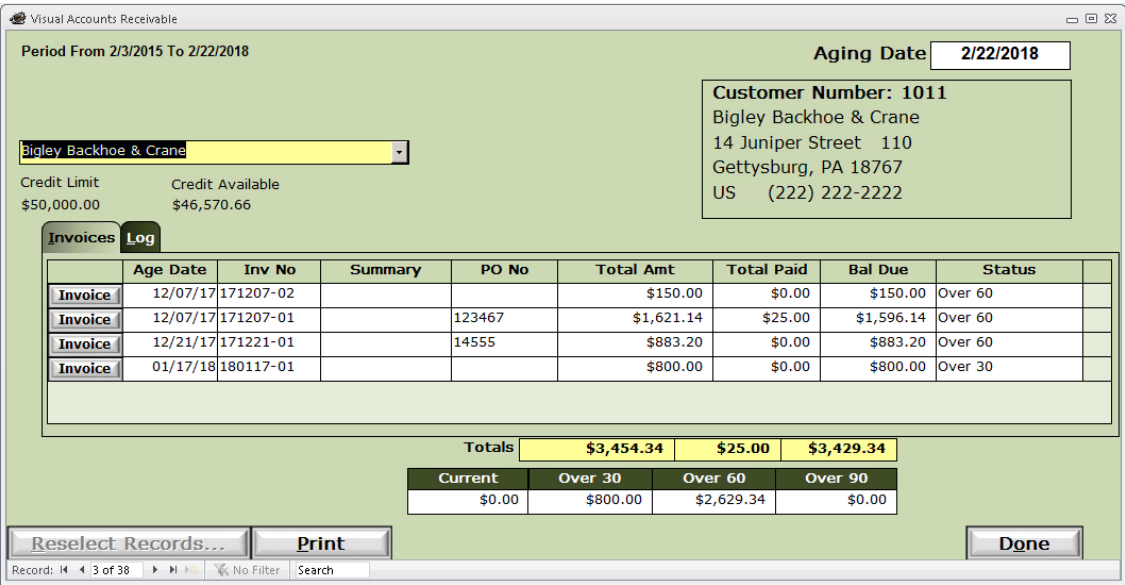
Aging Date

2/22/2018

Select Records Done

The aging date is set by default to today, and gives the Collections a point to begin the 30, 60, 90 day aging totals.

Click the **Select Records** button to continue.



Visual Accounts Receivable

Period From 2/3/2015 To 2/22/2018

Aging Date 2/22/2018

Customer Number: 1011
Bigley Backhoe & Crane
14 Juniper Street 110
Gettysburg, PA 18767
US (222) 222-2222

Bigley Backhoe & Crane

Credit Limit \$50,000.00 Credit Available \$46,570.66

Invoices Log

	Age Date	Inv No	Summary	PO No	Total Amt	Total Paid	Bal Due	Status
Invoice	12/07/17	171207-02			\$150.00	\$0.00	\$150.00	Over 60
Invoice	12/07/17	171207-01		123467	\$1,621.14	\$25.00	\$1,596.14	Over 60
Invoice	12/21/17	171221-01		14555	\$883.20	\$0.00	\$883.20	Over 60
Invoice	01/17/18	180117-01			\$800.00	\$0.00	\$800.00	Over 30

Totals \$3,454.34 \$25.00 \$3,429.34

Current	Over 30	Over 60	Over 90
\$0.00	\$800.00	\$2,629.34	\$0.00

Reselect Records... Print Done

Record: 3 of 38 No Filter Search

NOTE: The customer dropdown will only include the list of customers who have an outstanding balance.

Invoice button - Click to open the invoice or credit memo on that line. Use this to quickly open an invoice to print/email an invoice to your customer.

Reselect Records button - This will be enabled if you click the Invoice button on any invoice or credit memo. Click to close and reopen the screen so the aging totals will be recalculated, in case they may have changed while you had the invoice open.

Print button - Click to print a Customer Summary showing total 30, 60 and 90 day totals for each customer with an outstanding balance. Use this report as your guide to make your collections calls.

ACCOUNTS RECEIVABLE STATEMENT SUMMARY

HaulWare Trucking, Inc.

Aging Date: 2/22/2018

Customer	Total Owed	Current	Over 30	Over 60	Over 90	Over 120
Always On Time Construction	\$661.83	\$9.78	\$0.00	\$0.00	\$0.00	\$652.05
Baldwin Paving Co Inc.	\$10,908.86	\$162.69	\$0.00	\$0.00	\$0.00	\$10,746.17
Bigley Backhoe & Crane	\$3,429.34	\$0.00	\$800.00	\$2,629.34	\$0.00	\$0.00
Caine Transfer, Inc.	\$5,216.27	\$77.11	\$0.00	\$471.85	\$0.00	\$4,667.31
City of Glendale	\$8,458.66	\$1,583.61	\$0.00	\$0.00	\$0.00	\$6,875.05
City of Palmdale	\$2,824.08	\$23.41	\$1,240.00	\$0.00	\$0.00	\$1,560.67
Columbia Construction	\$7,361.80	\$108.81	\$0.00	\$0.00	\$0.00	\$7,252.99
Cowlitz Indian Tribe	\$1,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,150.00
Davison Brothers	\$530.00	\$530.00	\$0.00	\$0.00	\$0.00	\$0.00
Devane Dirt Movers	\$253.75	\$3.75	\$0.00	\$0.00	\$0.00	\$250.00
Dirt Dudes Inc.	\$1,355.42	\$0.00	\$0.00	\$0.00	\$0.00	\$1,355.42
Discovery Landscape & Pond	\$1,249.50	\$0.00	\$427.72	\$821.78	\$0.00	\$0.00
Dogford Dirt Dumpers	\$22,235.04	\$891.07	\$0.00	\$0.00	\$0.00	\$21,343.97
Eastern Shores Excavation	\$12,880.97	\$190.36	\$0.00	\$4,505.25	\$0.00	\$8,185.36
Federation Construction	\$8,814.71	\$130.26	\$0.00	\$0.00	\$0.00	\$8,684.45
Forest Hills Landscape Co	\$41,028.12	\$607.47	\$0.00	\$0.00	\$0.00	\$40,420.65
Gaiten Underground Inc.	\$17,291.32	\$255.53	\$0.00	\$0.00	\$0.00	\$17,035.79
Green Jeans Landscape	\$9,013.87	\$133.22	\$0.00	\$0.00	\$0.00	\$8,880.65
Guthy Renker Inc.	\$2,848.92	\$42.11	\$0.00	\$0.00	\$0.00	\$2,806.81
Harvard's Construction	\$36.54	\$0.54	\$0.00	\$0.00	\$0.00	\$36.00
HaulWare Trucking	\$3,476.19	\$52.11	\$0.00	\$0.00	\$0.00	\$3,424.08
Hoover Stone Quarry LLC	\$4,931.86	\$72.88	\$0.00	\$0.00	\$0.00	\$4,858.98
Hungerford Construction	\$4,380.62	\$64.74	\$0.00	\$0.00	\$0.00	\$4,315.88
Indian Hills Construction	\$95,035.22	\$1,404.48	\$0.00	\$0.00	\$0.00	\$93,630.74
Jim Henry	\$673.10	\$9.95	\$0.00	\$0.00	\$0.00	\$663.15
K Street Contractors	\$3,425.09	\$0.00	\$0.00	\$0.00	\$0.00	\$3,425.09
Kingmen Brothers Landscaping	\$19,056.57	\$281.63	\$0.00	\$0.00	\$0.00	\$18,774.94
Lane Construction	\$3,438.52	\$50.82	\$0.00	\$0.00	\$0.00	\$3,387.70
Lechase Construction Services, LLC	\$4,906.62	\$0.00	\$0.00	\$4,906.62	\$0.00	\$0.00
Longworth Construction	\$4,672.66	\$69.06	\$0.00	\$0.00	\$0.00	\$4,603.60
McDonald & Daughter Construction	\$1,268.25	\$18.75	\$0.00	\$0.00	\$0.00	\$1,249.50
RP Trucking	\$2,095.66	\$30.98	\$0.00	\$0.00	\$0.00	\$2,064.68
Rylander Paving & Excavation	\$4,062.82	\$60.05	\$0.00	\$0.00	\$0.00	\$4,002.77
Southern Dump Systems	\$477.59	\$0.00	\$0.00	\$0.00	\$0.00	\$477.59
Thermo Construction	\$1,455.50	\$21.51	\$0.00	\$0.00	\$0.00	\$1,433.99
Wyoming DOT	\$11,133.81	\$164.54	\$0.00	\$0.00	\$0.00	\$10,969.27
Y&R Construction	\$825,038.82	\$12,216.53	\$0.00	\$0.00	\$0.00	\$812,822.29
Yellow Fly Construction	\$8,543.76	\$126.27	\$0.00	\$0.00	\$0.00	\$8,417.49
Totals	\$1,155,621.66	\$19,394.02	\$2,467.72	\$13,334.84	\$0.00	\$1,120,425.08

Log tab - Log collection call correspondence with your customers.

Visual Accounts Receivable

Invoice Correspondence Log

Period From 2/3/2015 To 2/22/2018

Customer Bigley Backhoe & Crane
14 Juniper Street
Gettysburg PA 18767

Contact
Phone (222) 222-2222 Fax: (222) 222-2222
Alt Phone (222) 222-2222
Email Info@haulware.com

Bigley Backhoe & Crane

Credit Limit \$50,000.00 Credit Available \$46,570.66

Invoices Log

02/22/18 1:38 PM Paul Sieloff

Invoice 171221-01

171207-01
171207-02
171221-01
180117-01
180213-46
180218-03

NOTES

Done

Invoice	Date	Time			
171207-02	02/22/18	1:35 PM	Called Bigley and they said check is in the mail!	Paul Sieloff	

New Log Note

Totals	\$3,454.34	\$25.00	\$3,429.34
Current	\$0.00	Over 30 \$800.00	Over 60 \$2,629.34
		Over 90 \$0.00	

Reselect Records... Print Done

Record: 14 3 of 38 No Filter Search

Click the **New Log Note** button

Invoice dropdown - Select the invoice the correspondence relates to.

Notes - Enter your notes about the call.

Click the **Done** button to save your log note.