

Statements Immediately Show Past Due When Billing Is Run Early

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When billing is run, the aging for those bills will begin from the selection in AR buckets. The two options are Invoice Date and Due Date. If you have the selectable set to Invoice Date, then the date you invoice the customer is all that matters. It begins to age immediately. If you have the selectable set to Due Date, then it will begin aging whenever it elapses the date the invoice is due.

In the originating case, the user noticed that when they sent statements, the invoice they were sending the statement for was already past due. This is because they re-aged their customers as part of the process and now there is a new invoice that has already begun to age. Changing to the Due Date resolved the issue. The only pitfall is that this will change how items go into their collection queues since it will take longer for items to be past due.

The screenshot shows the 'Sedona Office Setup (Sedona Security)' window. On the left is a tree view of setup categories. The 'Aging Buckets' category is selected. The main area is titled 'Aging Buckets' and contains two sections: 'Age Invoice By' and 'Aging Categories'.

Age Invoice By

☐ Invoice Date

☒ Due Date

Aging Categories

	Over Days	Column Heading
1st Column	0	1-30 Days
2nd Column	31	Over 30 Days
3rd Column	61	Over 60 Days
4th Column	91	Over 90 Days
5th Column	121	Over 120 Day

An 'Apply' button is located at the bottom right of the window.