How to Create a Cornerstone* Accounts Receivable Report—Sorted by Client

This Cornerstone* Software report shows a breakdown of all clients with a non-zero balance, including the balance and age of balance for each client. The bottom of the report shows a grand total of all client balances.

Fields included on the report for each client:
- Client ID
- Client Name
- Client Phone Number
- Balance Due
- Current, 30, 60, and 90 day balance totals
- Last Date Of Pay
- Last Pay Amount

Preview

Accounts Receivable Report
By Client Last Name
Tuesday, February 28, 2017 06:06 pm through Friday, March 31, 2017 07:12 pm

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Balance Due</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>Last Date Of Pay</th>
<th>Last Pay Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>139</td>
<td>Aiden, Myrtle</td>
<td>($45.00)</td>
<td>$45.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>6/13/2016</td>
<td>$0.00</td>
</tr>
<tr>
<td>5001</td>
<td>Adams, Kimberly</td>
<td>($31.20)</td>
<td>$31.20</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>3/15/2017</td>
<td>$100.00</td>
</tr>
<tr>
<td>5002</td>
<td>Addams, Kimberly</td>
<td>$189.55</td>
<td>$24.53</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>3/7/2017</td>
<td>$10.00</td>
</tr>
<tr>
<td>1003</td>
<td>Fuller, Max</td>
<td>($33.47)</td>
<td>($33.47)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>7/27/2016</td>
<td>($300.00)</td>
</tr>
<tr>
<td>1005</td>
<td>Jones, Lawrence</td>
<td>$56.40</td>
<td>$7.40</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>5/9/2016</td>
<td>$80.00</td>
</tr>
<tr>
<td>1006</td>
<td>Jones, Patricia YL</td>
<td>$501.22</td>
<td>$45.23</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>3/5/2017</td>
<td>$355.99</td>
</tr>
<tr>
<td>3001</td>
<td>Jones, Rodney</td>
<td>$69.78</td>
<td>$29.28</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>4/5/2017</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Tip: You can find additional information on this report in the Cornerstone Software by selecting Reports > Find a Report, typing “accounts receivable by client” in the search field, and then clicking Search.

Create the report

1. On the menu bar, select Reports > End of Period > End of Month.
2. Select one of the following reports:
   - Accounts Receivable Report—By Client ID
     Sorts the report numerically by Client ID.
   - Accounts Receivable Report—By Client Name
     Sorts the report alphabetically by Client last name.
3. In the Monthly Periods area, click the current period. This ensures that all balances owed are current.
4. Click Preview.
5. In the Accounts Receivable Filter window, select the clients to include in the report, based on the age of their accounts receivable balance:

- All
- 30 or more days past due
- 60 or more days past due
- 90 or more days past due
- All clients with a credit balance
- All clients with a debit balance

Find this guide
Look under “Resources by Topic” on the Cornerstone Software Resources page.