



BAR4500 - Outstanding Invoices by Customer

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This report displays all outstanding invoices with a positive balance and the remaining balance for each account of the invoice. The report also includes credit memo amounts in the account and total invoice balance calculations. In addition, the .csv file includes the overpayment credit and credit memo amounts for the account as well as the invoice total adjustment, payment, balance, and credit memo totals.

The report is grouped by the customer and sorted by customer name, invoice number, and account code. Subtotals are provided by customer invoice (if there is more than one account), and a grand total is printed for the district.

Note: Under **Product Description**, only the first product description for an invoice is displayed.

Parameter	Description
From Invoice Date (MMDDYYYY), or blank for ALL	Type the from invoice date in the MMDDYYYY format, or leave blank to use all from dates.
To Invoice Date (MMDDYYYY), or blank for ALL	Type the to invoice date in the MMDDYYYY format, or leave blank to use all to dates.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click  to search for customers . Otherwise, leave blank to use all customer numbers.

[Generate the report.](#)