



## **BAR4500 - Outstanding Invoices by Customer**



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# BAR4500 - Outstanding Invoices by Customer

**Accounts Receivable > Reports > Accounts Receivable Reports > Outstanding Invoices by Customer**

This report displays all outstanding invoices and the remaining balance for each account of the invoice. The report is grouped by 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
<b>Sort by Account Code (A), Customer Name (C)</b>	A - Sort the report by account code. C - Sort the report by customer name. This is a required field.
<b>Print only Open Invoices (O), or Blank for ALL</b>	O - Print open invoices only. Blank - Print all invoices.
<b>From Invoice Date (MMDDYYYY), or blank for ALL</b>	Type the from invoice date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Invoice Date (MMDDYYYY), or blank for ALL</b>	Type the to invoice date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Select Customer(s), or blank for ALL</b>	Type the customer number separating multiple customer numbers with a comma. Or, click  to <a href="#">search for customers</a> . Otherwise, leave blank to use all customer numbers.
<b>Select Fund(s), or blank for ALL</b>	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to <a href="#">search for funds/years</a> . Otherwise, leave blank to use all fund codes.

[Generate the report.](#)