# 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

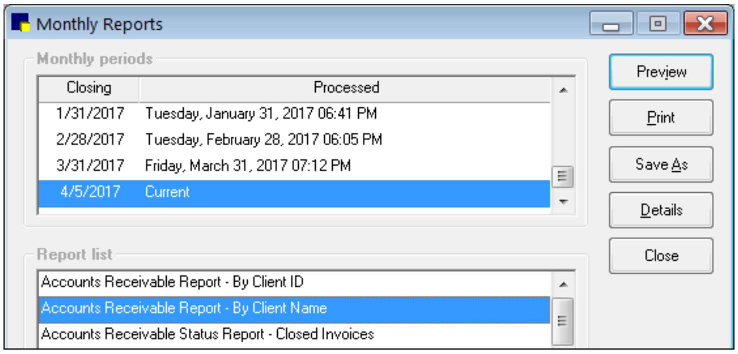
**Accounts Receivable Report**
**By Client Last Name**
**Tuesday, February 28, 2017 06:06 pm through Friday, March 31, 2017 07:12 pm**

| Client ID | Client Name | Balance Due | Current | 30 Days | 60 Days | 90 Days | Last Date Of Pay | Last Pay Amount |
|---|---|---|---|---|---|---|---|---|
| 139 | Aarden, Myrtle<br>(715) 548-2154 | ($45.00) | ($45.00) | $0.00 | $0.00 | $0.00 | | $0.00 |
| 5001 | Adams, Kimberly<br>(715) 681-2605 | ($31.20) | ($31.20) | $0.00 | $0.00 | $0.00 | 6/13/2016 | ($100.00) |
| 5000 | Addams, Kimberly<br>(715) 681-2605 | $189.55 | $24.53 | $0.00 | $0.00 | $165.02 | 3/15/2017 | ($16.05) |
| 1003 | Fuller, Max<br>(800) 555-1212 | ($33.47) | ($33.47) | $0.00 | $0.00 | $0.00 | 7/27/2016 | ($300.00) |
| X3002 | Jones, Lawrence<br>(715) 868-2633 | $56.40 | $7.40 | $0.00 | $0.00 | $49.00 | 5/9/2016 | ($80.00) |
| 1000 | Jones, Patricia W.<br>(715) 456-1263 | $501.22 | $145.23 | $0.00 | $0.00 | $355.99 | | $0.00 |
| 3602 | Jones, Rodney | $69.78 | $29.28 | $0.00 | $0.00 | $40.50 | | $0.00 |

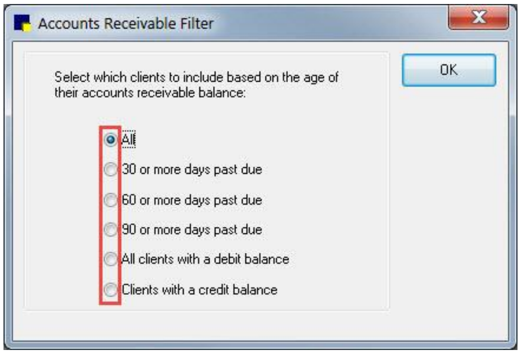
**Tip:** You can find additional information on this report in the Cornerstone Software by selecting **Reports > Find a Report**, typing "accounts receivable by client" in the search field, and then clicking **Search.**

## 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.