

Aged Debtors Report (Aged Receivables Report)

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The CareRight system provides a built in Aged Debtors report, showing amounts as at a particular date.

To access this, it is available via either:

- Reconciliation > Aged Debtors (system wide)
- Locations > Choose a location > Reconciliation > Aged Debtors (specific to location)

This view presents the debtor, total amount and amount per 30 day bracket.

Aged Debtors

Download CSV

Dashboard / Locations / Adelaide / Reconciliation

06/10/2022

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| Debtors | Total Due | 0 - 30 | 31 - 60 | 61 - 90 | 90+ |
|----------------|-------------|-------------|---------|---------|--------|
| Mock HF (TST) | \$4,550.00 | \$4,550.00 | \$0.00 | \$0.00 | \$0.00 |
| BUPA Australia | \$7,340.00 | \$7,340.00 | \$0.00 | \$0.00 | \$0.00 |
| Totals | \$11,890.00 | \$11,890.00 | \$0.00 | \$0.00 | \$0.00 |

You are able to drill down to the precise invoices and other transactions by clicking on the linked debtor.

Aged Debtors

Change Search Criteria

Download CSV

Dashboard / Locations / Adelaide / Reconciliation

Search Criteria

- Aged Date 06/10/2022
- Location Adelaide
- Guarantor Mock HF (TST)
- Allocations Hide

Results

Report does not take into account any partial allocations. Full amount is shown in Total Due.

| Id | Date | Total Due | 0 - 30 | 31 - 60 | 61 - 90 | 90+ |
|--------|------------|------------|------------|---------|---------|--------|
| 5 | 04/10/2022 | \$400.00 | \$400.00 | \$0.00 | \$0.00 | \$0.00 |
| 7 | 04/10/2022 | \$3,500.00 | \$3,500.00 | \$0.00 | \$0.00 | \$0.00 |
| 8 | 04/10/2022 | \$650.00 | \$650.00 | \$0.00 | \$0.00 | \$0.00 |
| Totals | | \$4,550.00 | \$4,550.00 | \$0.00 | \$0.00 | \$0.00 |

You are able to download a CSV of either the summary or detailed information; suitable for import into other applications.

To change the date at which the aging calculations occur, you can simply change the search criteria on the summary view:

06/10/2022



Or adjust the criteria on the detail view:

Search

Aged Date 06/10/2022



Location NotSetup

Guarantor Select from list



Patient Mr Ronald MERRETT - 26/01/1989 - 000017



Allocations Hide



Search

Advanced search criteria

- Aged Date - The date at which all aging calculations are performed. Useful for calculating month end totals or looking back at previous financial years.
- Location
- Guarantor - The Debtor. Either a health fund, or where a private guarantor, individual patient.
- Patient - An individual patient (in addition to the guarantor)
- Allocations - Whether to detail the full allocations of monies to invoices.

Additional Note

- It is possible that the 30 , 60, 90 day totals may not match between the Age debtor totals page and the age debtor details page. This is due to when items were created and reversed. To minimise records shown on the details page we are hiding any items that are fully allocated / reversed by default.

- If you change the search criteria to:

- Allocations - Show

All records will be displayed. Exporting the result and totaling the columns will give you the same total as displayed on the Age debtors total screen. showing money added in one period and money removed in another period.

eg. If a invoice for \$30 is created 60 days ago and is reversed 30 days ago the age debtor totals page will show

| total Due | 0-30 | 31-60 | 61-90 | 90+ |
|-----------|-------|-------|-------|-----|
| \$0 | -\$30 | \$30 | \$0 | \$0 |

But when we look at the age debtor details page we see

| total Due | 0-30 | 31-60 | 61-90 | 90+ |
|-----------|------|-------|-------|-----|
|-----------|------|-------|-------|-----|

| | | | | |
|-----|-----|-----|-----|-----|
| \$0 | \$0 | \$0 | \$0 | \$0 |
|-----|-----|-----|-----|-----|

If we look at the age debtor details page with:

Allocation - Show,

| total due | 0-30 | 31-60 | 61-90 | 90+ |
|-----------|-------|-------|-------|-----|
| \$0 | -\$30 | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$30 | \$0 | \$0 |

Additional note:

Dates in report:

- Invoice date raised - Invoices
- Last updated date - Reversed Invoices
- Date - Receipts
- Reversal timestamp - Reversed Receipts
- Date - Refunds
- Date - Adjustment credits / debits
- Last updated date - Reversed Adjustments
- Date - opening balances

Please note:

- Opening balances are just deleted from the system not reversed
 - last updated date is used for reversals as this is the last change that can be made to record before being read only.
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