

# Tip of the Week: Aged Accounts Receivable Listed on Invoices

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Aged Accounts Receivable shows a record of unpaid invoice balances along with the duration for which they've been outstanding. This is a principle factor in helping identify open invoices and narrows down on those clients that are prone to get overdue. By showing that record of unpaid invoice balances to your clients, you can let them know that you are on top of your invoicing and collection process, as well as appropriately dealing with those regularly struggling to pay on time. This increases your cash flow and helps rid your business of factors weighing down on your revenue. TimeSolv's just rolled out a new update that allows you to customize your Flexible Billing Template to include a grid of Aged Accounts Receivable on your bills. This week's Tip of the Week takes a look at how to enable this and how it'll look for your clients.

Users can turn on the Aged Accounts Receivable grid for the Cover Page, Main Invoice Page, Statement Page, and Remittance Page. Just head under **Invoices>Settings>Flexible Templates** tab. Open up either an existing template or perhaps create a new 'Aged Accounts Receivable' template and check those boxes under each appropriate page tab.

**Edit Flexible Template**

Template Name \*  ☒ Active

Description   or

Global Settings | Cover Page | Main Page | Service | Time | Expense | Statement Page | Remittance Page

☐ Include Cover Page

☒ Logo  ☐ Letterhead  inches from top

(You can set up your logo on the Firm Setting page)

☒ Include Firm Address

☒ Include Firm Name in Address

☒ Include Client Address

☒ Include Client Name in Address

☒ Include Client Contact Name in Address

☒ Include Responsible Timekeeper

Label

☒ Append Title to Name

☐ Reference

☐ PO Number

☒ Narrative

☒ Date

☒ Invoice Number

☒ Invoice Period

☒ Show Totals

☒ Show Matter Number

☒ Include Matter Names for Consolidated Invoices

☐ Accounts Receivable Aging

So let's say you have a specific Client that you know for sure you'll be needing that Accounts Receivable Aging grid on their invoices. You can set the new template you created (above) against that client from under **Clients>Clients & Matters>[Client name]>Invoice Settings** and set the **'Default Flexible Template'** as the one that has the Aged Accounts Receivable checkboxes enabled.

Alternatively, users can also set this up under individual invoices as and when needed. To do this, click under **Invoices>Drafts**. Click on the dollar amount of the invoice to open it up for editing. Under the **'General'** tab specify the template with the Aged Accounts Receivable checkboxes enabled in the **'Template'** field.

Now, whenever you need your Client's to see their outstanding invoices they'll be able to see the following grid:

Outstanding Balance as of 06-22-2020

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
4,950.00	0.00	0.00	0.00	0.00	0.00	4,950.00

When you generate an invoice with the above grid on it, you can ensure your clients have all the information they need for what they owe along

with a clear cut visible of their financial history.

If you'd like to contact TimeSolv support for help, please call 1.800.715.1284 or Contact support!

[Contact support](#)