

# Aging Invoices Report

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### Description

This email template is sent to all **active** staff members that have subscribed to receive the Aging Invoices Report (under **[My Info] -> [Notices]**). The Aging Invoices Report is sent on the first of each month. It contains a CSV attachment listing all unpaid, open, invoices that were due at intervals of 30, 60, and 90+ days before the time the report was generated. The report is identical to the Aging Invoices report that can be generated under **[Billing] -> [Reports]** at any time.

## Supported Tags

The tags described in Blesta are only a list of commonly-used tags, for brevity.

Edit Email Template

Aging Invoices Report

English, US

From Name  
Billing

From Email  
billing@domain.com

Subject  
Monthly Aging Invoices Report

Available Tags  
{staff.first\_name} {staff.last\_name} {company.name}

HTMLText

SourcePreviewBoldItalicUnderlineStrikethroughLinkUnlinkListOrderedListTableImage

BBIU~~X~~IxStylesFormatFontSizeA-Insert Link

Hi {staff.first\_name},  
  
An Aging Invoices Report has been generated for {company.name} and is attached to this email as a CSV file.

The tags below are all of those available for this email template. For other email and tag customizations, see [Customizing Emails](#).

Tag	Description
{staff.first_name}	The staff's first name
{staff.last_name}	The staff's last name
{staff.email}	The staff's email address
{company.name}	The name of the company from which the report was generated

Due to the nature of tag objects containing several fields, many of which are likely irrelevant for use in email templates, but may be useful to you in certain circumstances, an example dump of the tag objects are shown below.

## The {staff} object

```
std::class Object
{
    [id] => 1
    [user_id] => 1
    [first_name] => First
    [last_name] => Last
    [email] => first.last@domain.com
    [email_mobile] =>
    [status] => active
}
```

### The {company} object

```
stdClass Object
(
    [id] => 1
    [hostname] => domain.com
    [name] => My Company
    [address] =>
    [phone] =>
    [fax] =>
)
```