




# Account Receivable

Accounts receivable is the money that a company has a right to receive because it had provided customers with goods and/or services. Below actions are available from **“Account Receivable”**:

-  View and search for account receivable summary and ageing details of who owes to the company
-  Create new Receipt for the selected Customer
-  Generate & email Statement of Account, payment reminder, or dunning letter for the selected Customer

Account Receivable										Outstanding This Week	
As On: 24/08/2016		Group: < Select All >								This Week	
#	Account #	Account Name	Currency	Current	1 - 30	31 - 60	61 - 90	91 - 180	> 180 Days	Total Amount +	Avg. Days
+	4110.011/ME001	Metro	SGD					\$5877.51	(\$510,000.00)	(\$59,122.49)	(\$59,122.49)
+	4110.011/SA004	Sasa - Bugis	SGD			(\$513.38)				(\$513.38)	(\$513.38)
+	4110.011/FE002	7-11 - HQ	SGD			\$518.49				\$518.49	\$518.49
+	4110.012/MA001	Marc Anthony Cosmetics Inc.	SGD						\$3305.80	\$3305.80	\$3305.80
+	4110.011/RO001	Robinson	SGD					\$54,696.02	\$54,696.02	\$54,696.02	\$54,696.02
+	4110.011/SA002	Sasa - Gateway	SGD	\$542.24						\$542.24	\$542.24
+	4110.011/TA001	Tang's Department Store	SGD				\$5208.39			\$5208.39	\$5208.39
+	4110.011/MU001	Mustafa	SGD					\$5462.79		\$5462.79	\$5462.79
+	4110.011/SE001	Sephora	SGD					\$51,070.00		\$51,070.00	\$51,070.00
+	4110.011/WA001	Watsons - HQ	SGD			\$5155.77	\$55,060.20			\$55,215.97	\$55,215.97
+	4110.011/SA001	Sasa - HQ	SGD					\$511,500.00		\$511,500.00	\$511,500.00
+	PR-BGD	Prime Stores Bangladesh	SGD					\$527,555.93	(\$51,459.57)	\$526,096.36	\$526,096.36
+	4110.011/GU001	Guardian - HQ	SGD	\$5131,075.00			\$51,061.87	\$5546.72		\$5132,683.59	\$5132,683.59
Total :				\$5131,117.24		\$55.11	\$51,426.03	\$534,040.36	\$56,575.04	\$5173,163.78	\$5166,952.02

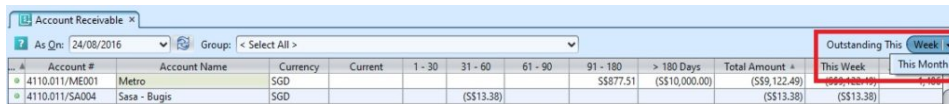
Field Name	Description	Mandatory Information
As On	Select a date for account receivable status	Y
Group	Select partner group to view or select all	Y
Outstanding This	Select to show receivables by week or month view	Y
Account #	Self-Explanatory	Y
Account Name	Self-Explanatory	Y
Currency	Self-Explanatory	Y
Current	Not overdue yet	N
1-30	Receivable age from 1 to 30 days old	N
31-60	Receivable age from 31 to 60 days old	N
61-90	Receivable age from 61 to 90 days old	N
91-180	Receivable age from 91 to 180 days old	N
>180 Days	Receivable age more than 180 days old	N
Total Amount	Self-Explanatory	Y
This Week / Month	Amount overdue for the account receivable this week / month	N
Avg. Days	Average number of days passed since the creation date of receivable document(s)	N

## View and Search for Account Receivable Summary and Aging Details


1. Select date and group from the drop-down lists at the top of the screen of the ***“Ageing Summary”*** tab, it will pull up all the outstanding account receivable entries for the selected parameters

2. Click on arrow on  button (top right side of screen) to change the account receivable outstanding

period from week to month and vice versa



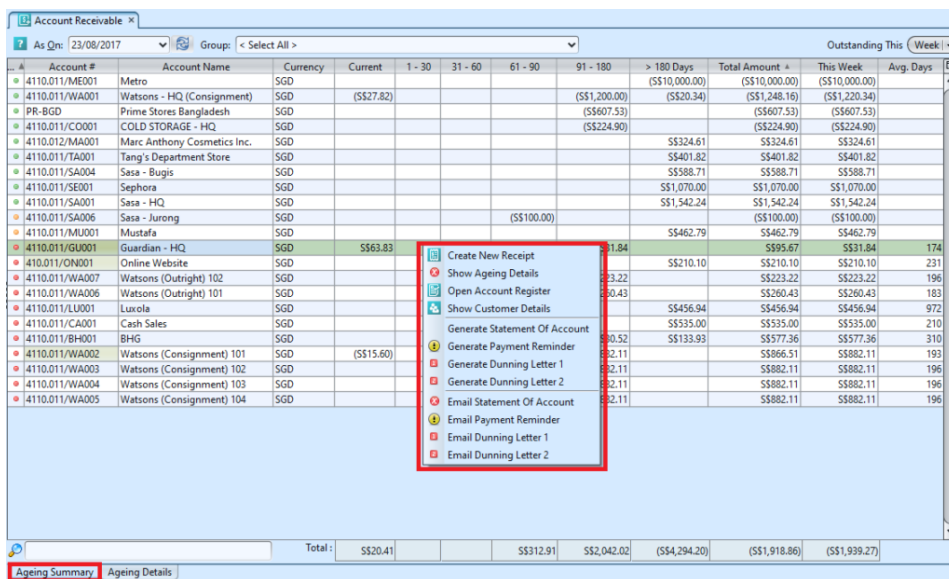
Account #	Account Name	Currency	Current	1 - 30	31 - 60	61 - 90	91 - 180	> 180 Days	Total Amount +	Outstanding This	Week
4110.011/ME001	Metro	SGD					\$5877.51	(\$510,000.00)	(\$59,122.49)	This Week	This Month
4110.011/SA004	Sasa - Bugis	SGD			(\$513.38)				(\$513.38)	(\$513.38)	

3. Click on refresh  button to refresh the account receivable table

4. Right-click on an account line to view options available, i.e. **"Create New Receipt"** for the selected Customer

5. User also able to generate and email the following from this view:

- Statement of Account
- Payment Reminder
- Dunning Letter



Account #	Account Name	Currency	Current	1 - 30	31 - 60	61 - 90	91 - 180	> 180 Days	Total Amount +	This Week	Avg. Days
4110.011/ME001	Metro	SGD						(\$510,000.00)	(\$510,000.00)	(\$510,000.00)	
4110.011/WA001	Watsons - HQ (Consignment)	SGD	(\$527.82)				(\$51,200.00)	(\$520.34)	(\$51,248.16)	(\$51,220.34)	
PR-BGD	Prime Stores Bangladesh	SGD					(\$5607.53)		(\$5607.53)	(\$5607.53)	
4110.011/CO001	COLD STORAGE - HQ	SGD					(\$5224.90)		(\$5224.90)	(\$5224.90)	
4110.012/MA001	Marc Anthony Cosmetics Inc.	SGD						\$5324.61	\$5324.61	\$5324.61	
4110.011/TA001	Tang's Department Store	SGD						\$5401.82	\$5401.82	\$5401.82	
4110.011/SA004	Sasa - Bugis	SGD						\$5588.71	\$5588.71	\$5588.71	
4110.011/SE001	Sephora	SGD						\$51,070.00	\$51,070.00	\$51,070.00	
4110.011/SA001	Sasa - HQ	SGD						\$51,542.24	\$51,542.24	\$51,542.24	
4110.011/SA006	Sasa - Jurong	SGD				(\$5100.00)			(\$5100.00)	(\$5100.00)	
4110.011/MU001	Mustafa	SGD						\$5462.79	\$5462.79	\$5462.79	
4110.011/GU001	Guardian - HQ	SGD	\$563.83						\$595.67	\$531.84	174
4110.011/ON001	Online Website	SGD						\$5210.10	\$5210.10	\$5210.10	231
4110.011/WA007	Watsons (Outright) 102	SGD						\$5223.22	\$5223.22	\$5223.22	196
4110.011/WA006	Watsons (Outright) 101	SGD						\$5260.43	\$5260.43	\$5260.43	183
4110.011/LU001	Luxola	SGD						\$5456.94	\$5456.94	\$5456.94	972
4110.011/CA001	Cash Sales	SGD						\$5535.00	\$5535.00	\$5535.00	210
4110.011/BH001	BHG	SGD						\$5577.36	\$5577.36	\$5577.36	310
4110.011/WA002	Watsons (Consignment) 101	SGD	(\$515.60)					\$5866.51	\$5866.51	\$5866.51	193
4110.011/WA003	Watsons (Consignment) 102	SGD						\$5882.11	\$5882.11	\$5882.11	196
4110.011/WA004	Watsons (Consignment) 103	SGD						\$5882.11	\$5882.11	\$5882.11	196
4110.011/WA005	Watsons (Consignment) 104	SGD						\$5882.11	\$5882.11	\$5882.11	196

Create New Receipt

Show Ageing Details

Open Account Register

Show Customer Details

Generate Statement Of Account

Generate Payment Reminder

Generate Dunning Letter 1

Generate Dunning Letter 2

Email Statement Of Account

Email Payment Reminder

Email Dunning Letter 1

Email Dunning Letter 2

Total : \$520.41 \$5312.91 \$52,042.02 (\$54,294.20) (\$51,918.86) (\$51,939.27)

Ageing Summary Ageing Details

6. Double click an account from the table to see the ageing details

7. Click **"Generate Report"** button at the bottom of the **"Ageing Details"** tab to print the result

Account Receivable									
Account: 4110.011/GU001 - Guardian - HQ			As Qtr: 23/08/2017	Due Within: All Records	Total Amount			\$595.67	
	Date	Document #	Reference #	Memo	Due Date	Days Overdue	Debit	Credit	
Feb 2, 2017	OSI-17-020024	test UOM wo movement	Invoice To : Guardian - HQ	Apr 30, 2017	115		\$531.84		
Aug 11, 2017	OSI-17-080036	po170811	Invoice To : Guardian - HQ	Oct 31, 2017	-69		\$578.62		
Aug 12, 2017	ROUT-17-080019	RET-253435	Credit Note From : Guardian - HQ	Oct 31, 2017	-69				\$514.79