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 #	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					S$877.51	(S$10,000.00)	(S$9,122.49)	(S$9,122.49)	-1,486
4110.011/SA004	Sasa - Bugis	SGD			(S$13.38)				(S$13.38)	(S$13.38)	
4110.011/SE002	7-11 - HQ	SGD			S$18.49				S$18.49	S$18.49	26
4110.012/MA001	Marc Anthony Cosmetics Inc.	SGD						S$305.80	S$305.80	S$305.80	
4110.011/RO001	Robinson	SGD						S$4,696.02	S$4,696.02	S$4,696.02	
4110.011/SA002	Sasa - Gateway	SGD		S$42.24					S$42.24	S$42.24	68
4110.011/TA001	Tang's Department Store	SGD				S$208.39			S$208.39	S$208.39	162
4110.011/MU001	Mustafa	SGD						S$462.79	S$462.79	S$462.79	221
4110.011/SE001	Sephora	SGD						S$1,070.00	S$1,070.00	S$1,070.00	357
4110.011/WA001	Watsons - HQ	SGD					S$155.77	S$5,060.20	S$5,215.97	S$5,215.97	202
4110.011/SA001	Sasa - HQ	SGD						S$11,500.00	S$11,500.00	S$11,500.00	299
PR-BGD	Prime Stores Bangladesh	SGD					S$27,555.93	(S$1,459.57)	S$26,096.36	S$26,096.36	222
4110.011/GU001	Guardian - HQ	SGD		S$131,075.00		S$1,061.87	S$546.72		S$132,683.59	S$132,683.59	229
Total :			S$131,117.24		S$5.11	S$1,426.03	S$34,040.36	S$6,575.04	S$173,163.78	S$166,352.02	

As On: 24/08/2016 Group: < Select All > Outstanding This Week

Ageing Summary | Ageing Details
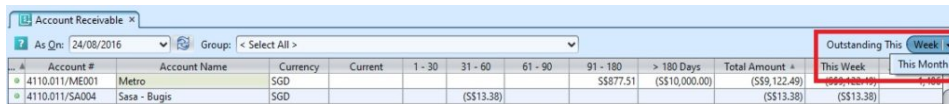
Field Name	Description	Mandatory Information
As On	Select a date for account receivable status	Y
Group	Select partner group to view or select all	Y
Outstanding This	Select to show receivables by week or month view	Y
Account #	Self-Explanatory	Y
Account Name	Self-Explanatory	Y
Currency	Self-Explanatory	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 Week button (top right side of screen) to change the account receivable outstanding

period from week to month and vice versa
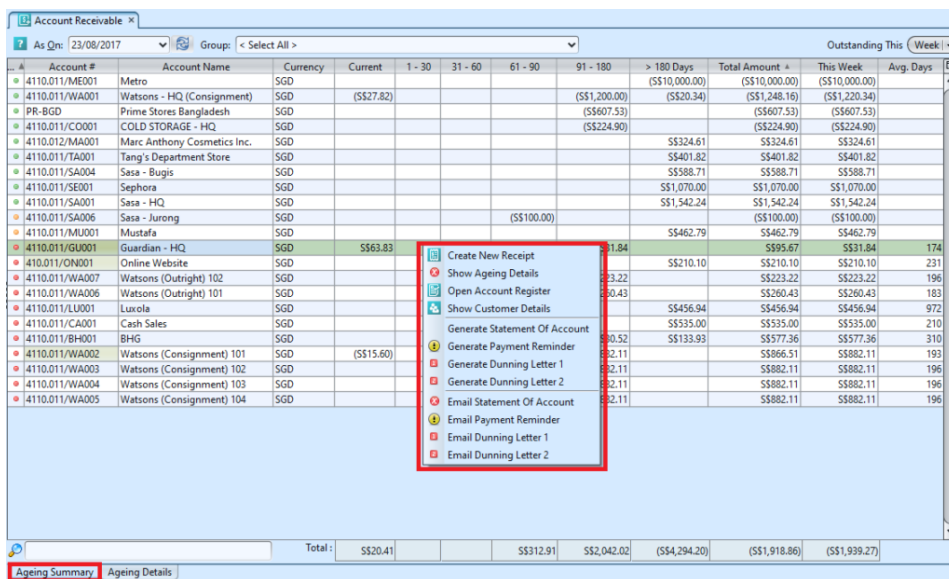
3. Click on refresh button to refresh the account receivable table

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

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

6. Right click a document entry from the **"Ageing Details"** tab table to open options to see more details of the document