

# How to use the Account Receivable module

This video will show users the How to use the Account Receivable module

Navigate to Accounting, Account Receivable (AR), New Receipt, View.

## STEP-BY-STEP:

1. Go to Accounting menu
  2. Select Account Receivable (AR)
  3. In the AR Ageing Summary, user can view the list of outstanding Accounts.
  4. Right click on an account and select option to Show Ageing Details.  
System will show the list of invoices pending payments for the selected account, and when they are overdue.
  5. User can filter the list of invoices in the AR Ageing Details using the available parameters and keyword search
  6. In the AR Ageing Summary, right click on an account and select option to Create New Receipt document.  
System will create new Receipt doc for the selected Debtor.
  7. In the AR Ageing Summary, user can filter the list of invoices in the AR Ageing Summary using the available parameters and keyword search
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