




Account Receivable

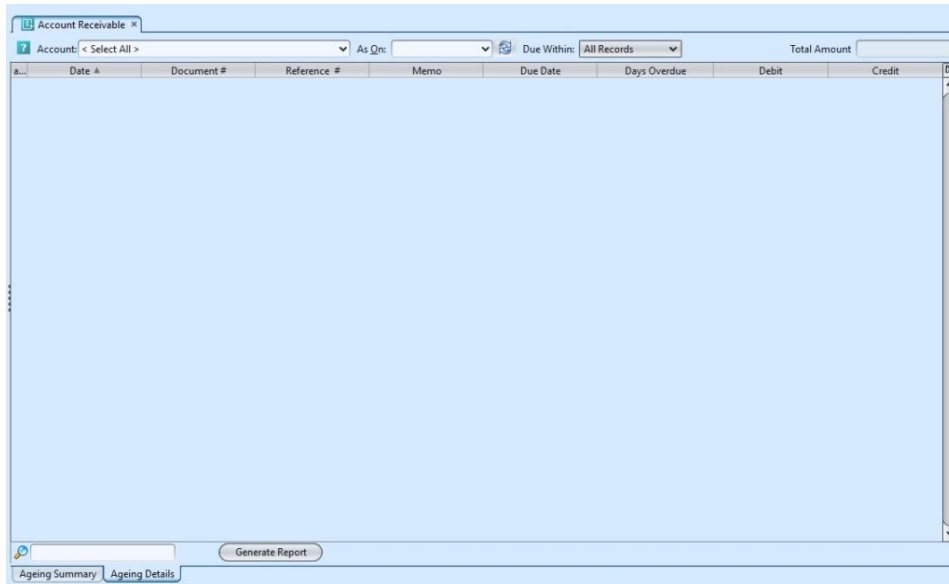
Accounts receivable is the money that a company has a right to receive because it had provided customers with goods and/or services. Below actions are available from **"Account Receivable"**:

 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												
As On: 24/08/2016		Group: < Select All >		Outstanding This (Week)								
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					\$5877.51	(\$510,000.00)	(\$59,122.49)	(\$59,122.49)	-1,486	
4110.011/SA004	Sasa - Bugis	SGD			(\$513.38)				(\$513.38)	(\$513.38)		
4110.011/SE002	7-11 - HQ	SGD			\$518.49				\$518.49	\$518.49	26	
4110.012/MA001	Marc Anthony Cosmetics Inc.	SGD						\$5305.80	\$5305.80	\$5305.80		
4110.011/RO001	Robinson	SGD						\$4,696.02	\$4,696.02	\$4,696.02		
4110.011/SA002	Sasa - Gateway	SGD	\$542.24						\$542.24	\$542.24	68	
4110.011/TA001	Tang's Department Store	SGD				\$5208.39			\$5208.39	\$5208.39	162	
4110.011/MU001	Mustafa	SGD						\$5462.79	\$5462.79	\$5462.79	221	
4110.011/SE001	Sephora	SGD						\$1,070.00	\$1,070.00	\$1,070.00	357	
4110.011/WA001	Watsons - HQ	SGD				\$5155.77	\$5,060.20		\$5,215.97	\$5,215.97	202	
4110.011/SA001	Sasa - HQ	SGD						\$11,500.00	\$11,500.00	\$11,500.00	299	
PR-BGD	Prime Stores Bangladesh	SGD					\$27,555.93	(\$1,459.57)	\$26,096.36	\$26,096.36	222	
4110.011/GU001	Guardian - HQ	SGD	\$5131,075.00			\$51,061.87	\$5546.72		\$5132,683.59	\$5132,683.59	229	
Total:			\$5131,117.24		\$55.11	\$51,426.03	\$534,040.36	\$66,575.04	\$5173,163.78	\$5166,352.02		



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 **Week** 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	Outstanding This
										This Week	This Month
4110.011/ME001	Metro	SGD					\$5877.51	(\$510,000.00)	(\$59,122.49)	\$5877.51	\$5877.51
4110.011/SA004	Sasa - Bugis	SGD			(\$513.38)				(\$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)	(\$510,000.00)	
4110.011/WA001	Watsons - HQ (Consignment)	SGD	(\$527.82)				(\$51,200.00)	(\$520.34)	(\$51,248.16)	(\$51,220.34)	
4110.011/CO001	COLD STORAGE - HQ	SGD					(\$5607.53)		(\$5607.53)	(\$5607.53)	
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					\$595.87	\$595.87	\$595.87	
410.011/ON001	Online Website	SGD					11.84		\$210.10	\$210.10	231
4110.011/WA007	Watsons (Outright) 102	SGD					23.22		\$223.22	\$223.22	196
4110.011/WA006	Watsons (Outright) 101	SGD					20.43		\$260.43	\$260.43	183
4110.011/LU001	Luxola	SGD						\$456.94	\$456.94	\$456.94	972
4110.011/CA001	Cash Sales	SGD						\$535.00	\$535.00	\$535.00	210
4110.011/BH001	BHG	SGD					20.52		\$577.36	\$577.36	310
4110.011/WA002	Watsons (Consignment) 101	SGD	(\$515.60)				22.11		\$866.51	\$866.51	193
4110.011/WA003	Watsons (Consignment) 102	SGD					22.11		\$882.11	\$882.11	196
4110.011/WA004	Watsons (Consignment) 103	SGD					22.11		\$882.11	\$882.11	196
4110.011/WA005	Watsons (Consignment) 104	SGD					22.11		\$882.11	\$882.11	196
Total:			\$520.41		\$5312.91		\$52,042.02	(\$54,294.20)	(\$51,918.66)	(\$51,939.27)	

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

Generate Report

Ageing Summary Ageing Details

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

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Open Journal Entry
Show Credit Note