

# Account Receivable Card

## Report Module Guide: Account Receivable Card

### Module Location

Accounts Receivable > Report > Account Receivable Card

### Module Objective

The **Account Receivable Card** report module is used to generate an "AR Card" or a detailed transaction report for each customer. This report is very flexible and can be customized for various purposes, from creating a statement of account to a collections worklist, thanks to the numerous available filter options.

## 1. Report Parameters

The main page of this module is a form containing various parameters to customize the report that will be generated.

**Account Receivable | Report | Account Receivable Card**

Invoice Date :  All  Selected

Payment Date :  All  Selected

Due Date :  All  Selected

Customer Status \* :  All  Status

Customer Name :  Category  Leader  Salesman  Selected   Select All

Report Date :

Show All :  Show All  only Half Paid/Not Paid

Detail Payment :  Show All Detail Payment  only Summary

Show Header :  Show All  Only First Header

Discount :  Show All  Discount

Currency :  Respective Currency  Base Currency

Material Category :

Sort By :

Here is an explanation for each key parameter:

- **Customer Name:**

- Filter data by customer in various ways: **Category**, **Leader**, **Salesman**, or **Selected** (to choose one specific customer).

- **Report Date:**

- Specify the end date or "cut-off" date for the report. The system will pull data up to this date (e.g., August 2, 2025).

- **Show All:**

- Filter based on the invoice payment status. Select **only Half Paid/Not Paid** to display only unpaid invoices.

- **Detail Payment:**

- Select **Show All Detail Payment** to display the details of each payment, or **only Summary** to display only the total payment.

- **Sort By:**

- Choose the criteria for sorting the data on the report, for example, by **Due Date** to prioritize collections.

- **Other Filters:**

- Many other filters are available such as **Invoice Date**, **Payment Date**, **Due Date**, **Currency**, and **Material Category** to further narrow down the report results.

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Select all the combinations of parameters you need to generate a specific report. For example, to create a collections list, select a specific **Customer Name**, set **Show All** to **only Half Paid/Not Paid**, and set **Sort By** to **Due Date**.


Invoice Date :  All  Selected

Payment Date :  All  Selected

Due Date :  All  Selected

Customer Status \* :  All  Status

Customer Name :  Category  Leader  Salesman  Selected   Select All

Report Date :  


Show All :  Show All  only Half Paid/Not Paid


Detail Payment :  Show All Detail Payment  only Summary

Show Header :  Show All  Only First Header

Discount :  Show All  Discount

Currency :  Respective Currency  Base Currency

Material Category :  

Sort By :  

### Step 2: Generate the Report

After all parameters are set, click one of the three buttons in the bottom-left section of the page:

- **Display Report:** To preview the report directly on your screen.

- **Export To MS Excel XLS:** To download the report data in an Excel file format (.xls).

- **Export To MS Excel CSV:** To download the data in a CSV format.

## Tips & Important Notes

- This report is a more detailed and flexible version compared to the **Account Receivable Mutation** report.
- Use the **Show All** filter with the **only Half Paid/Not Paid** option to create a daily or weekly collections worklist for the collections team.
- The **Sort By Due Date** feature is very useful for prioritizing collections based on the most overdue invoices.
- This is an essential report for the **Accounts Receivable (AR)** and **Credit Control** teams.

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