Account Receivable Card

Report Module Guide: Account Receivable Card

Module Location

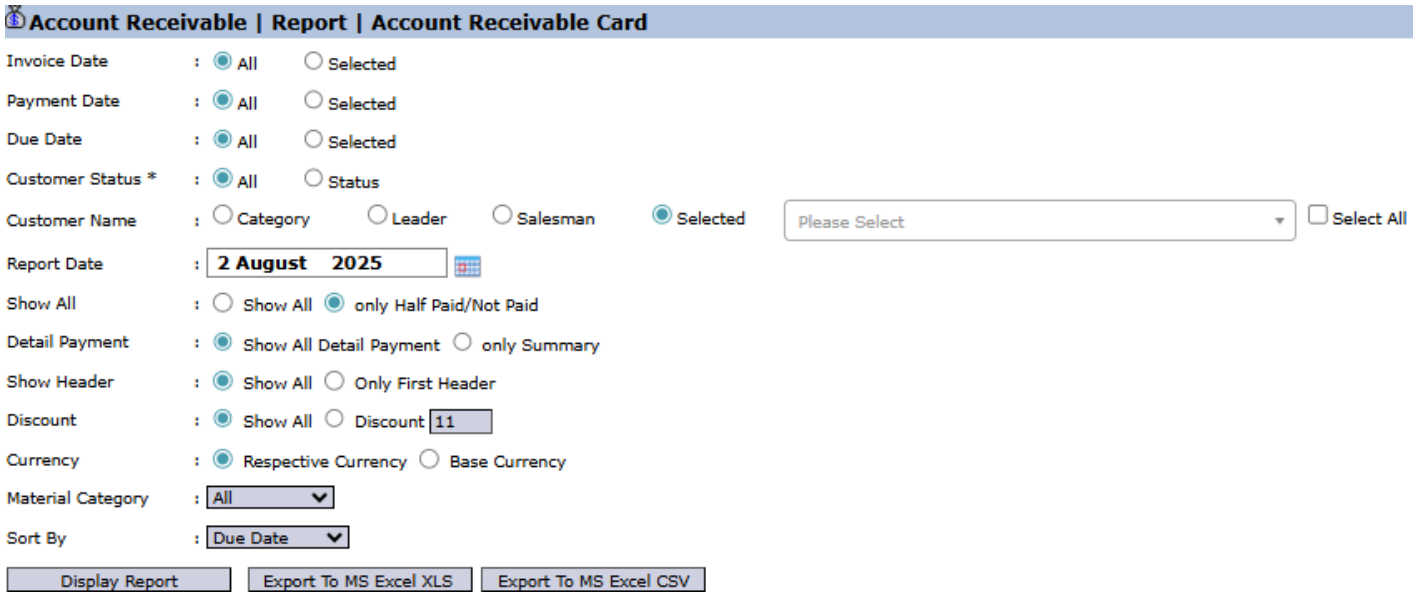
Accounts Receivable > Report > Account Receivable Card

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.



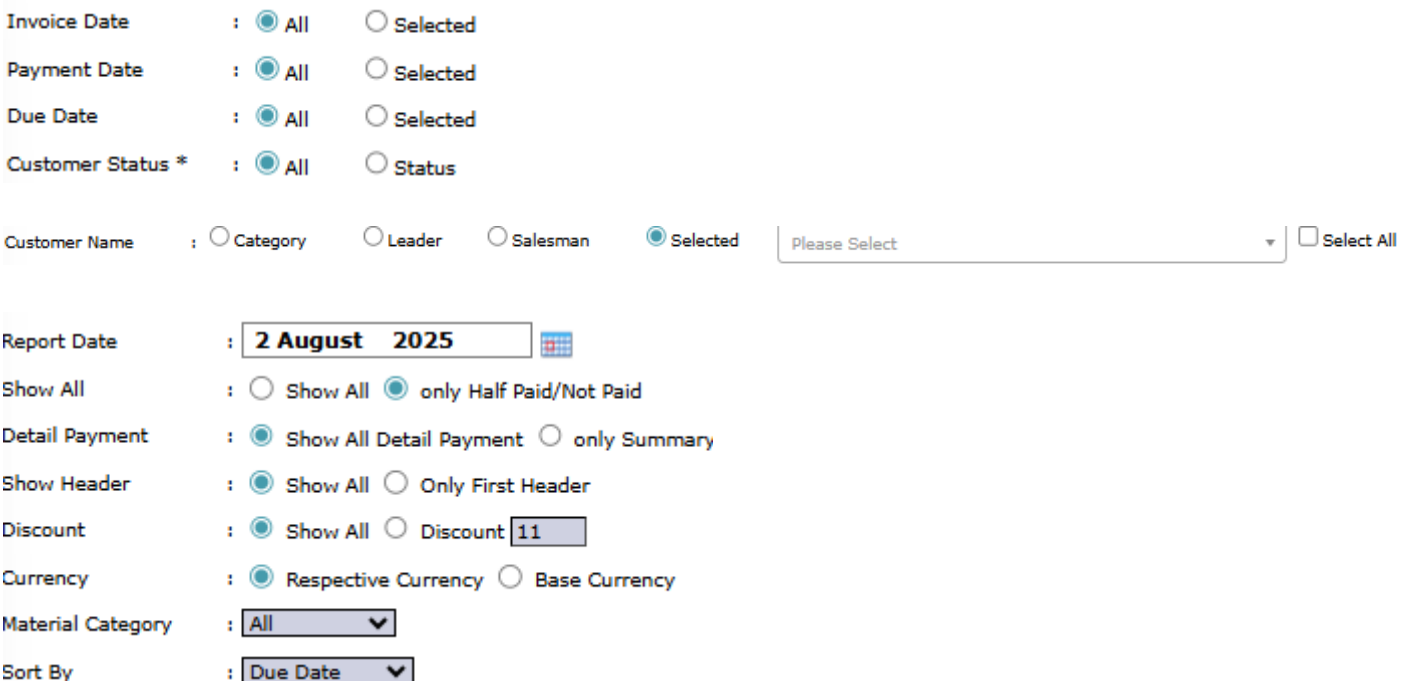
Here is an explanation for each key parameter:

- **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

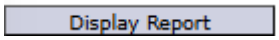
Step 1: Set Report Parameters

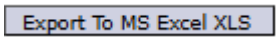
Select all the combinations of parameters you need to generate a specific report. For example, to create a collections list, select a specific **Customer Name**, set **Show All** to **only Half Paid/Not Paid** , and set **Sort By** to **Due Date**.



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.

Export To MS Excel CSV

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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