Account Receivable Detail

Report Module Guide: Account Receivable Detail

Module Location

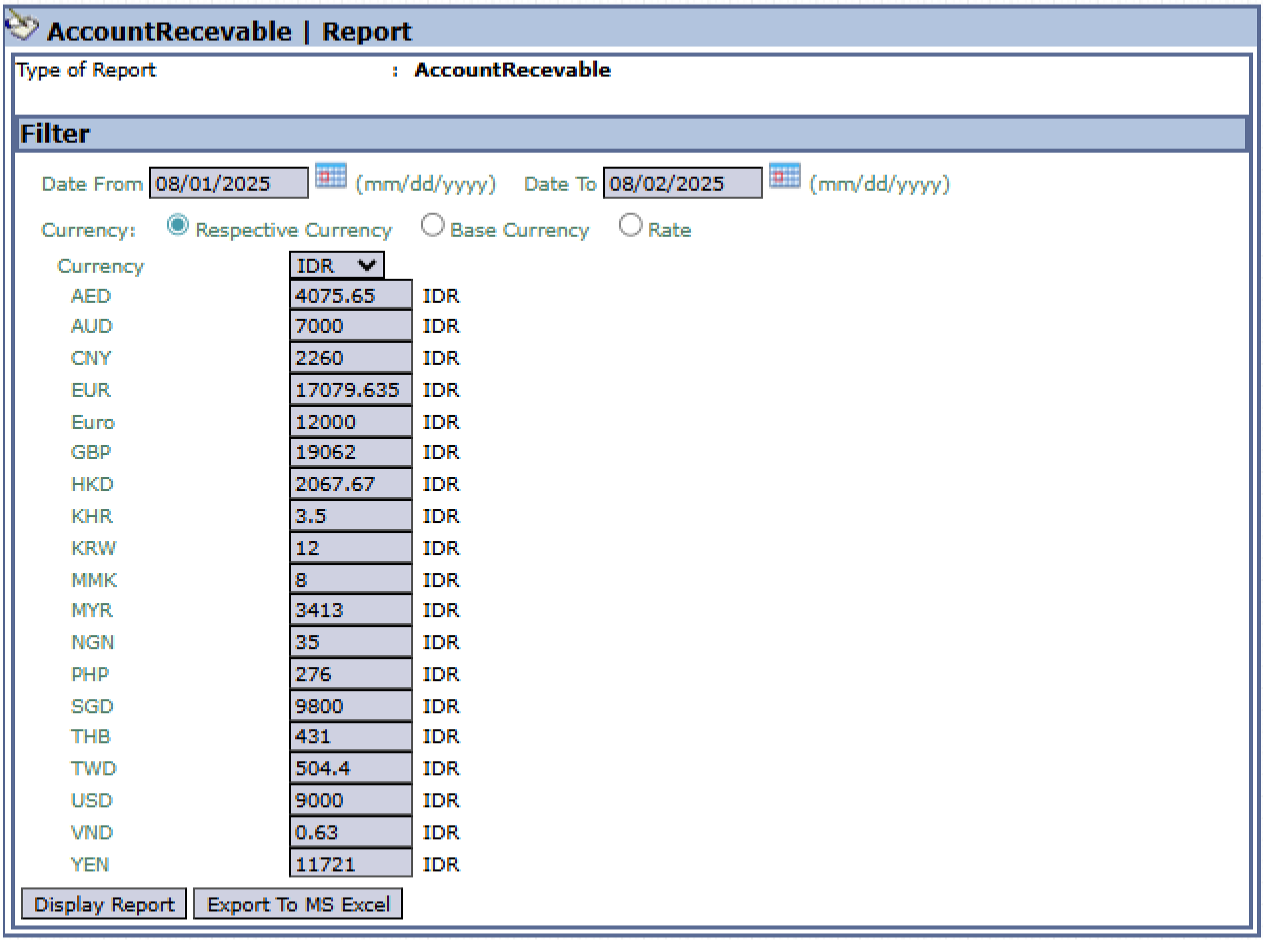
Accounts Receivable > Reports > Account Receivable Detail

Module Objective

The **Account Receivable Detail** report module is used to generate a highly detailed list of all transactions that affect accounts receivable within a specific date range. This report is useful for viewing all receivable activities (invoices, payments, credit/debit notes) chronologically without a customer filter.

1. Report Parameters (Filter)

The main page of this module is a simple form containing several parameters to define the report that will be generated.



Here is an explanation for each parameter:

- **Date From / Date To**:
  - Specify the **Date From** and **Date To** range to define the report's period. This filter is very useful for viewing all receivable activities on a single day or another short period (e.g., 08/01/2025 to 08/02/2025).
- **Currency**:
  - Choose how currency values will be displayed in the report.
  - **Respective Currency**: Displays values in the original currency of each transaction.

  - **Base Currency**: Converts all values to the company's base currency (e.g., IDR).

  - **Rate**: A rate-related option.

2. Steps to Generate the Report

Step 1: Set Report Parameters

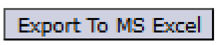
Define the date range in the **Date From** and **Date To** fields, then select the **Currency** option you want.

Step 2: Generate the Report

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

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

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



Tips & Important Notes

- Use this report when you need to see all receivable transaction details that occurred on a specific date, without needing to filter by customer.

- This report is very suitable for **internal audit** purposes or for tracing discrepancies during **daily reconciliation**.

- Because there is no customer filter, this report will display data from all customers. It is advisable to use a **short date range** to get more focused and faster results.

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