

Account Receivable Mutation Detail

Report Module Guide: Account Receivable Mutation Detail

Module Location

Accounts Receivable > Report > Account Receivable Mutation Detail

Module Objective

The **Account Receivable Mutation Detail** report module is used to generate a highly detailed accounts receivable mutation report with various advanced filter options. This report is designed for in-depth analysis and complex customer account reconciliations, including the ability to display related payable or deposit transactions.

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 Mutation Detail

Customer Name : Category Sales Selected

Transaction Date : To

Currency : Respective Currency Base Currency

Transaction Type : Show AP Transaction Show Deposit Transaction

Type : Summary Detail

Material Category : All Festive

Sort By :

Here is an explanation for each parameter:

- **Customer Name:**

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

- **Transaction Date:**

- Specify the **From** and **To** date range to define the mutation period to be displayed (e.g., August 1, 2025, to August 2, 2025).

- **Transaction Type:**

- A special filter to include other types of transactions in the receivables report:
- **Show AP Transaction:** To display accounts payable (AP) transactions that could potentially be offset (netted) against the receivable.
- **Show Deposit Transaction:** To display deposit or down payment transactions from the customer.

- **Type:**

- Select the report's level of detail: **Summary** or **Detail**.

- **Sort By:**

- Choose the criteria for sorting the data on the report, for example, by **Transaction Date**.

• Other Filters:

- Other filters such as **Currency** and **Material Category** are available 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 highly specific report according to your analysis needs.

Customer Name	:	<input type="radio"/> Category	<input type="radio"/> Sales	<input checked="" type="radio"/> Selected	<input type="text" value="Please Select"/>
Transaction Date	:	<input type="text" value="1 August 2025"/>	To	<input type="text" value="2 August 2025"/>	
Currency	:	<input checked="" type="radio"/> Respective Currency	<input type="radio"/> Base Currency		
Transaction Type	:	<input checked="" type="radio"/> Show AP Transaction	<input type="radio"/> Show Deposit Transaction		
Type	:	<input type="radio"/> Summary	<input checked="" type="radio"/> Detail		
Material Category	:	<input checked="" type="radio"/> All	<input type="radio"/> Festive		
Sort By	:	<input type="text" value="Transaction Date"/>			

Step 2: Generate the Report

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

- **Display Report:** To preview the 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 for **in-depth analysis** or for complex reconciliation cases where you need to see related **payable (AP) or deposit transactions** from the customer.
- The **Sort By** feature helps you organize the data for easier analysis, for example, by sorting by transaction date.
- This report is a powerful analysis tool for the **Accounts Receivable (AR)** and **Credit Control** teams.

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