Account Receivable Mutation Detail

Report Module Guide: Account Receivable Mutation Detail

Module Location

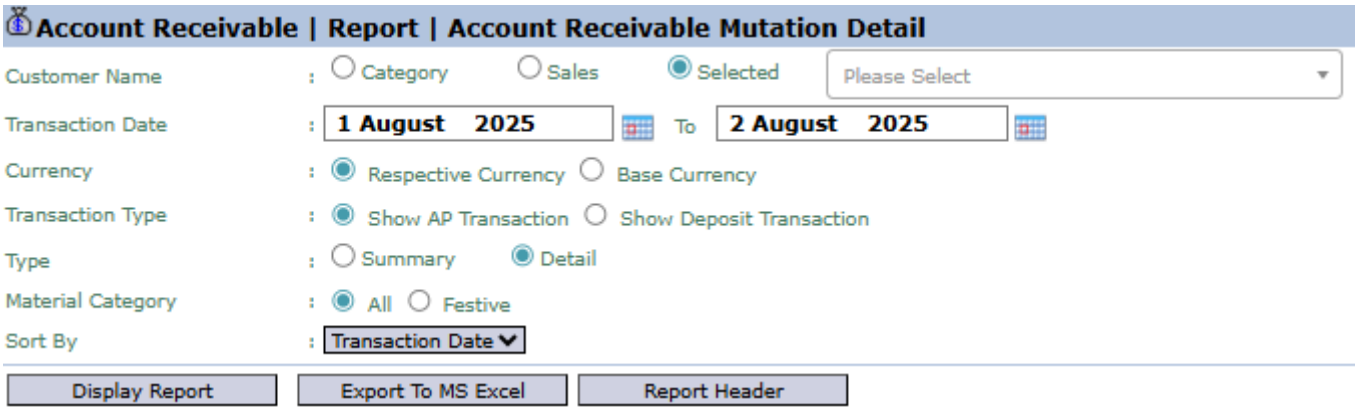
Accounts Receivable > Report > Account Receivable Mutation Detail

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.



Here is an explanation for each parameter:

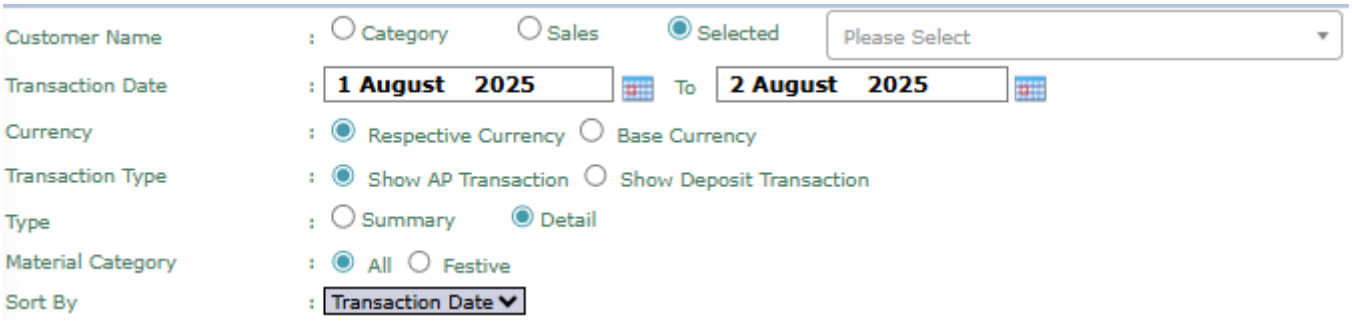
- **Customer Name**:
  - Filter data by customer in various ways: **Category**, **Sales** (Salesman), or **Selected** (to choose one specific customer).
- **Transaction Date**:
  - Specify the **From** and **To** date range to define the mutation period to be displayed (e.g., August 1, 2025, to August 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.



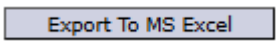
Step 2: Generate the Report

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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