

Account Receivable Mutation

Report Module Guide: Account Receivable Mutation

Module Location

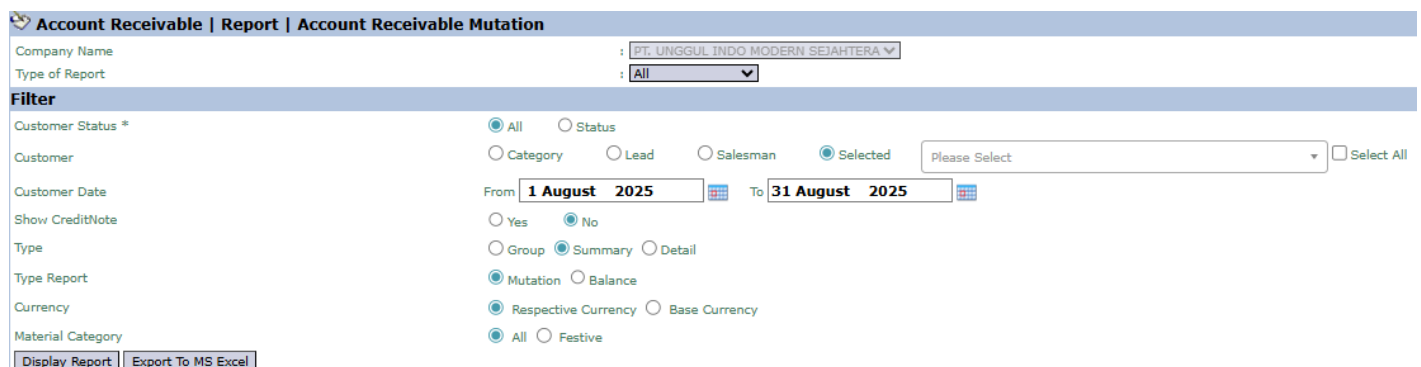
Accounts Receivable > Report > Account Receivable Mutation

Module Objective

The **Account Receivable Mutation** report module is used to generate a report that shows the movement or mutation of receivables for a specific customer within a single period. This report will detail the **beginning balance**, all **additions** (from sales invoices/debit notes), all **reductions** (from payments/credit notes), to arrive at the **ending balance**. This is a primary tool for customer account reconciliation and for creating a **Statement of Account**.

1. Report Parameters (Filter)

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



The screenshot shows the 'Account Receivable Mutation' report filter form. The form is titled 'Account Receivable | Report | Account Receivable Mutation'. It includes the following fields and options:

- Company Name: PT. UNGGUL INDO MODERN SEJAHTERA
- Type of Report: All
- Filter section:
 - Customer Status: All, Status
 - Customer: Category, Lead, Salesman, Selected, Please Select (dropdown), Select All
 - Customer Date: From 1 August 2025 To 31 August 2025
 - Show CreditNote: Yes, No
 - Type: Group, Summary, Detail
 - Type Report: Mutation, Balance
 - Currency: Respective Currency, Base Currency
 - Material Category: All, Festive
- Buttons: Display Report, Export To MS Excel

Here is an explanation for each parameter:

- **Customer:**

- Filter data by customer in various ways: **All**, **Category**, **Lead**, **Salesman**, or **Selected** (Specific Customer).

- **Customer Date:**

- Specify the **From** and **To** date range to define the mutation period to be displayed (e.g., August 1, 2025, to August 31, 2025).

- **Show CreditNote:**

- Select **Yes** or **No** to determine whether to include Credit Note transactions in the report.

- **Type:**

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

- **Type Report:**

- This is a key filter that determines the type of report:
- **Mutation:** Displays the complete movement report (beginning balance, transactions, ending balance).
- **Balance:** Only displays the final receivable balance.

- **Currency / Material Category:**

- Additional filters to screen by currency or material category.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need in the **Filter** section. The most common combination is selecting a specific **Selected Customer**, defining a **Customer Date** range, and choosing the **Mutation Type Report**.

The screenshot shows a filter interface with the following elements:

- Customer Status ***: Radio buttons for All, Status.
- Customer**: Radio buttons for Category, Lead, Salesman, Selected, and a dropdown menu with "Please Select" and a "Select All" checkbox.
- Customer Date**: Date pickers for "From" (1 August 2025) and "To" (31 August 2025).
- Show CreditNote**: Radio buttons for Yes, No.
- Type**: Radio buttons for Group, Summary, Detail.
- Type Report**: Radio buttons for Mutation, Balance.
- Currency**: Radio buttons for Respective Currency, Base Currency.
- Material Category**: Radio buttons for All, Festive.

Step 2: Generate the Report

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

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

[Display Report](#)

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

[Export To MS Excel](#)

Tips & Important Notes

- This report is the primary tool for the **Accounts Receivable (AR) team** to create a **Statement of Account** to be sent to

customers.

- Use **Type Report 'Mutation'** and **Type 'Detail'** to trace every transaction that occurred on a customer's account during a period.
- To see a summary of the final receivable balance per customer on a specific date, use **Type Report 'Balance'**.
- This report is very useful for monitoring customer payment activity and following up on unpaid invoices.

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