Account Receivable Mutation

Report Module Guide: Account Receivable Mutation

Module Location

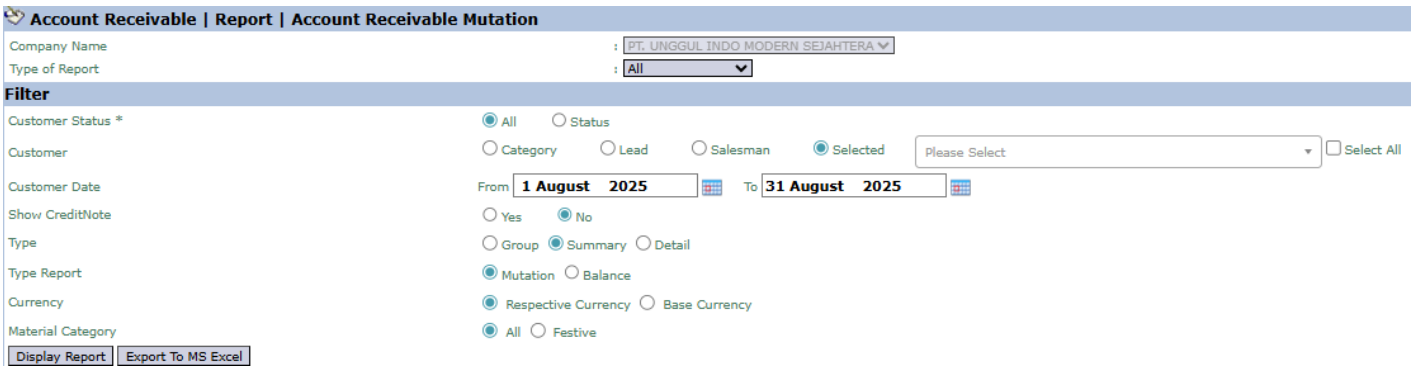
Accounts Receivable > Report > Account Receivable Mutation

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.



Here is an explanation for each parameter:

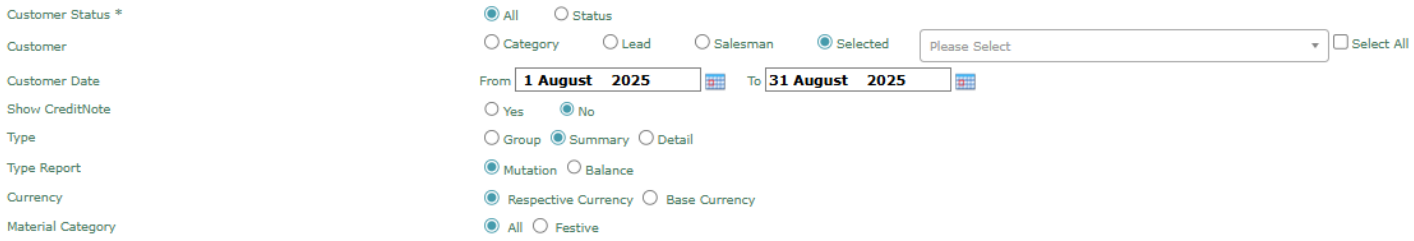
- **Customer**:
  - Filter data by customer in various ways: **All**, **Category**, **Lead**, **Salesman**, or **Selected** (Specific Customer).
- **Customer Date**:
  - Specify the **From** and **To** date range to define the mutation period to be displayed (e.g., August 1, 2025, to August 31, 2025).
- **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**.



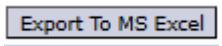
Step 2: Generate the Report

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.



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



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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