AR By Customer

Report Module Guide: AR By Customer

Module Location

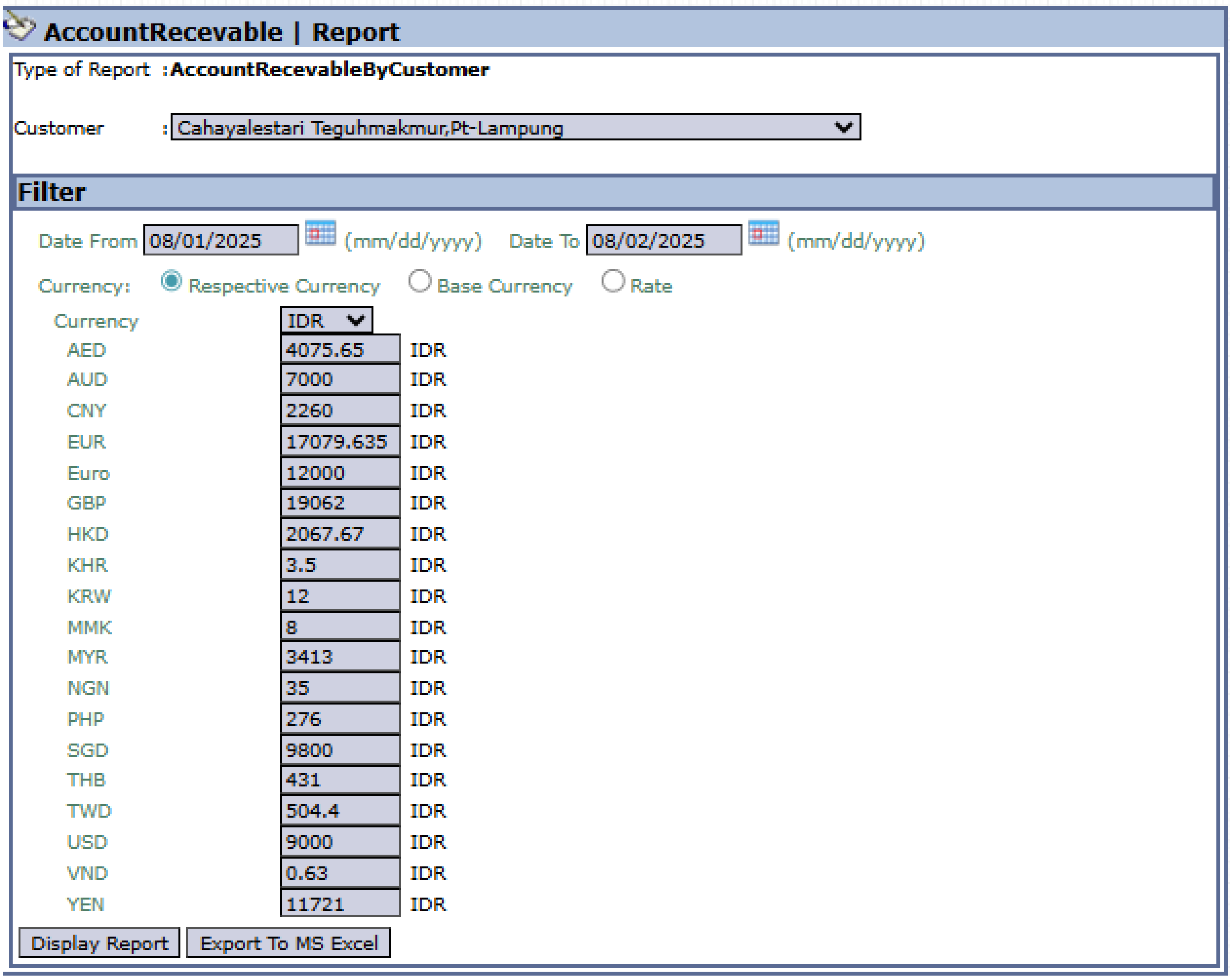
Accounts Receivable > Report > AR By Customer

Module Objective

The **AR By Customer** (Account Receivable By Customer) report module is used to generate a detailed report of receivable transactions filtered for **one specific customer**. This report is essentially an **Account Receivable Detail** focused on a single customer, making it very useful for tracing transaction history on an individual basis.

1. Report Parameters (Filter)

The main page of this module is a form containing several parameters to generate a report that is specific to one customer.



Here is an explanation for each parameter:

- **Customer**:
  - This is the primary and **mandatory** filter. Select the customer whose report you want to see from the dropdown (e.g., Cahayalestari Teguhmakmur,Pt-Lampung).
- **Date From / Date To**:
  - Specify the **Date From** and **Date To** range to define the period of transactions to be displayed (e.g., 08/01/2025 to 08/02/2025).
- **Currency**:

- Choose how currency values will be displayed in the report, whether in **Respective Currency**, **Base Currency**, or based on a **Rate**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the desired **Customer** from the list and define the date range in the **Date From** and **Date To** fields.

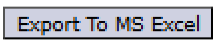
Step 2: Generate the Report

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 to get the complete details of all transactions (invoices, payments, credit/debit notes) for **one specific customer**.
- This report is very useful when handling **inquiries or disputes** from customers regarding their account balance, as it presents a complete transaction history.

- This is a more focused version of the **Account Receivable Detail** report.

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