

Credit Limit Usage

Report Module Guide: Credit Limit Usage

Module Location

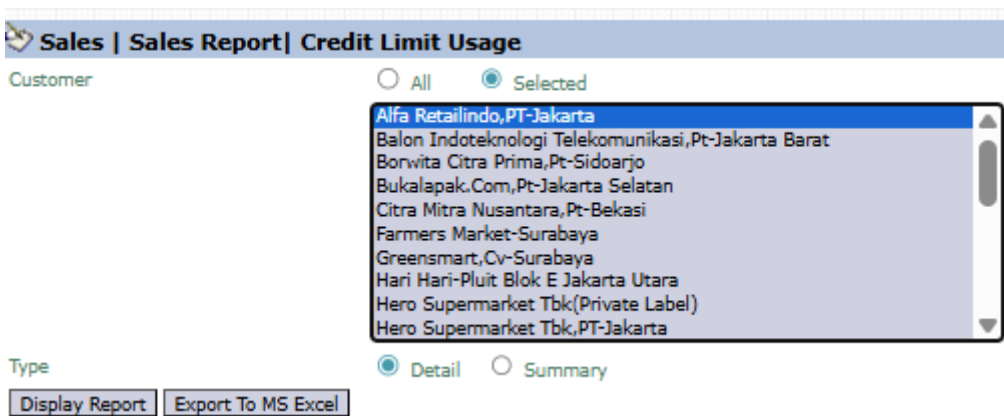
Sales > Reports > Invoice Reports > Credit Limit Usage

Module Objective

The **Credit Limit Usage** report module is used to generate a report that details the usage of the credit limit by customers. This report displays all outstanding (unpaid) documents that contribute to a customer's total receivable balance, making it easier for the sales and finance teams to manage credit risk.

1. Report Parameters (Filter)

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



The screenshot shows the 'Credit Limit Usage' report filter form. At the top, there is a breadcrumb trail: 'Sales | Sales Report | Credit Limit Usage'. Below this, there are two main sections: 'Customer' and 'Type'. The 'Customer' section has two radio buttons: 'All' and 'Selected'. The 'Selected' radio button is selected. Below the radio buttons is a list box containing the following customer names: Alfa Retailindo,PT-Jakarta; Balon Indoteknologi Telekomunikasi,Pt-Jakarta Barat; Bonwita Citra Prima,Pt-Sidoarjo; Bukalapak.Com,Pt-Jakarta Selatan; Citra Mitra Nusantara,Pt-Bekasi; Farmers Market-Surabaya; Greensmart,Cv-Surabaya; Hari Hari-Pluit Blok E Jakarta Utara; Hero Supermarket Tbk(Private Label); and Hero Supermarket Tbk,PT-Jakarta. The 'Type' section has two radio buttons: 'Detail' and 'Summary'. The 'Detail' radio button is selected. At the bottom of the form, there are two buttons: 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

- **Customer:**

- Filter the report by **All** customers or a **Selected** customer that you wish to check.

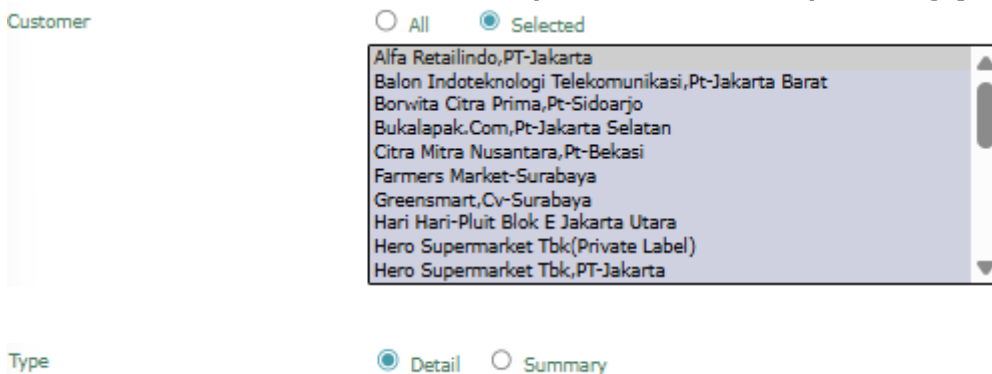
- **Type:**

- Select the report's level of detail:
- **Detail:** Displays the details of each outstanding document (invoice, debit/credit note).
- **Summary:** Displays a summary of the total credit limit usage.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the **Customer** scope and the report **Type** that you want.



Customer

☐ All ☒ Selected

Alfa Retailindo, PT-Jakarta
Balon Indoteknologi Telekomunikasi, PT-Jakarta Barat
Borwita Citra Prima, PT-Sidoarjo
Bukalapak.Com, PT-Jakarta Selatan
Citra Mitra Nusantara, PT-Bekasi
Farmers Market-Surabaya
Greensmart, CV-Surabaya
Hari Hari-Pluit Blok E Jakarta Utara
Hero Supermarket Tbk (Private Label)
Hero Supermarket Tbk, PT-Jakarta

Type

☒ Detail ☐ Summary

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 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

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every document that affects the customer's receivable balance.

 Print Close



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Credit Limit Usage

Printed On 08/08/2025 09:09:40

Customer Name : Alfa Retailindo,PT-Jakarta
Address : Jl Lebak bulus no 8 pondok pinang kebayoran lama jakarta selatan DKI jakarta raya 12310

No	Type	Document No	Date	Invoice Due Date	Approve Date	Amount
...:: No Record Found ::...						

Report Explanation: This report will display a detailed list of all the documents that make up the customer's total outstanding receivable.

Key Columns:

- **Type:** The type of document (e.g., Invoice, Debit Note).
- **Document No:** The document's reference number.
- **Invoice Due Date:** The due date.
- **Amount:** The value of each outstanding document.

Tips & Important Notes

- Use this report **before approving a new Sales Order** to ensure a customer does not exceed their approved credit limit.
- This is an important tool for the **Credit Control, Sales, and Accounts Receivable (AR)** teams.
- The accuracy of this report depends on the **Credit Limit** data being set up correctly in the customer master data or in the Sales Contract / MOU.

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