Customer Deposit

Report Module Guide: Customer Deposit Report

Module Location

Finance > Reports > Customer Deposit

Module Objective

The **Customer Deposit Report** module is used to generate a detailed report regarding all deposit or down payment transactions received from customers. This report is crucial for tracking the initial deposit amount, how that deposit was used to pay invoices (settlement), and how much of the balance is still available.

1. Report Parameters (Filter)

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 Code/Name**:
    - Filter the report to display deposits from one specific customer, or leave it blank to display all customers.
- **From / To**:

    - Specify the date range of the deposit transactions you wish to display (e.g., September 7, 2025, to October 7, 2025).

- **Unsettled**:

    - Important filter: Check this box to **only display deposits that still have a remaining balance** (that have not been fully used).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, such as the date range or a specific customer. Use the **Unsettled** filter if you only want to see remaining deposits.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the customer deposit report directly on your screen.

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

3. Reading the Report (Report Content)

The generated report will be a list of deposit details, grouped by customer.

This report displays important details such as:

- **Document Number**: The cash receipt number from when the deposit was received.

- **Invoice No.**: The sales invoice number that was paid using the deposit.

- **Deposit**: The initial down payment amount received.

- **Used/Deposit**: The amount of the deposit that has been used/applied.

- **Remaining**: The remaining balance of the deposit that is still available.

Tips & Important Notes

- Use the **Unsettled** filter to quickly see the total down payment **liability** that the company still has towards its customers.

- This report is a recapitulation of the data created in the **Bank/Cash Receipt** module and processed in the **Settlement** module.

- This is an important operational report for the **AR (Account Receivable) and Accounting** teams.

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