

Customer Payment Report

Report Module Guide: Customer Payment Report

Module Location

Accounts Receivable > Report > Customer Payment Report

Module Objective

The **Customer Payment Report** module is used to generate a list of all payments received from customers within a specific time period. This report is crucial for monitoring cash inflow and for the reconciliation of daily, weekly, or monthly cash receipts.

1. Report Parameters (Filter)

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

Filter

1. Customers: All Selected

2. Invoice Date: Start Date To Date

3. Currency: Respective Currency Base Currency

Rate

Currency	Rate	Base Currency
IDR		IDR
AED	4,075.65	IDR
AUD	7,000.00	IDR
CNY	2,260.00	IDR
EUR	17,079.64	IDR
Euro	12,000.00	IDR
GBP	19,062.00	IDR
HKD	2,067.67	IDR
KHR	3.50	IDR
KRW	12.00	IDR
MMK	8.00	IDR
MYR	3,413.00	IDR
NGN	35.00	IDR
PHP	276.00	IDR
SGD	9,800.00	IDR
THB	431.00	IDR
TWD	504.40	IDR
USD	9,000.00	IDR
VND	0.63	IDR
YEN	11,721.00	IDR

Display Report

Export To MS Excel

Here is an explanation for each parameter:

• Customers:

- Select **All** to display payments from all customers.
- Select **Selected** to display payments from one specific customer.

• Payment Date:

- Specify the **Start Date** and **To Date** range to define the payment period to be reported (e.g., August 1, 2025, to August 31, 2025).

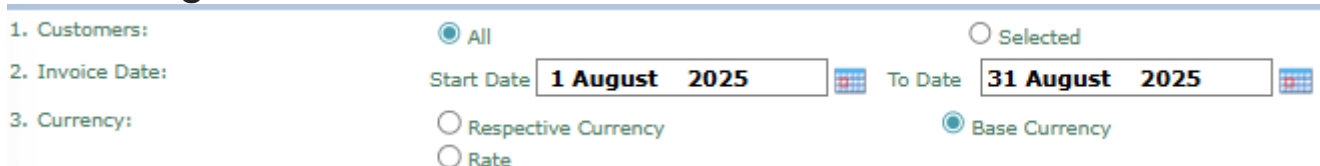
- **Currency:**

- Choose how currency values will be displayed, either in **Respective Currency** (original transaction currency) or **Base Currency** (company's base currency).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the payment date range.



The screenshot shows a form with three sections: 1. Customers: with radio buttons for 'All' (selected) and 'Selected'. 2. Invoice Date: with 'Start Date' set to '1 August 2025' and 'To Date' set to '31 August 2025', each with a calendar icon. 3. Currency: with radio buttons for 'Respective Currency' and 'Base Currency' (selected).

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 payment 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

- Use this report to summarize the **total cash receipts** from customers in a day, week, or month.

- This report is very helpful for the **Finance and Accounts Receivable (AR) teams** in the process of **reconciling cash receipts with the bank statement**.
 - To see the payment history for a single customer only, use the **Selected** option in the **Customers** filter.
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