List of Outstanding Receivables

Module Guide: Outstanding Receivables

Module Location

Accounts Receivable > Outstanding Receivables

Module Objective

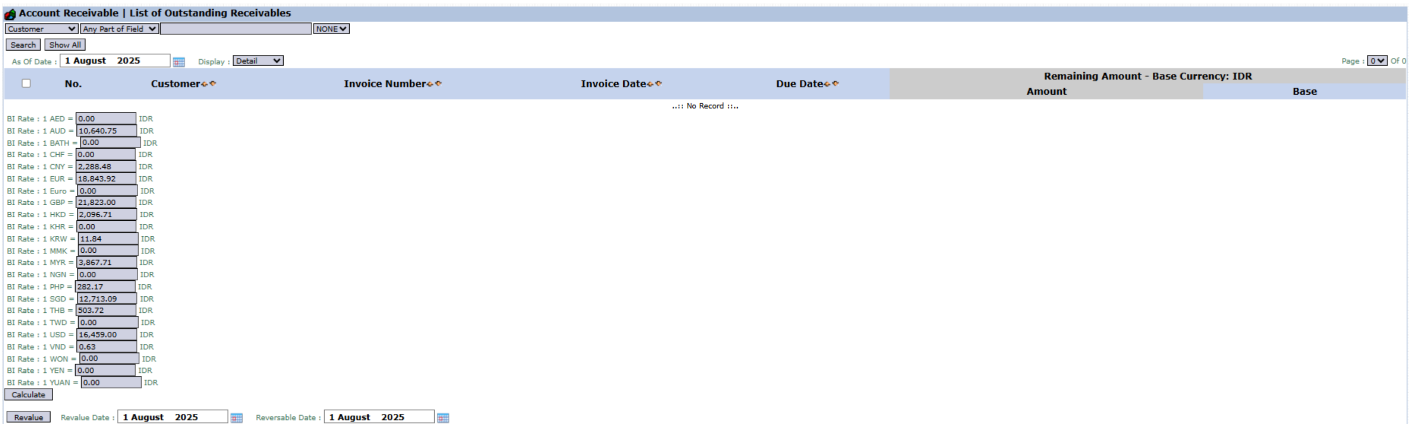
The **List of Outstanding Receivables** module is the primary work tool for the Accounts Receivable (AR) team. This module has two main functions:

1. **Viewing the Receivables List**: Displays a list of all customer invoices that are unpaid (outstanding) as of a specific date.

2. **Revaluation**: Performs a revaluation process for receivables in foreign currencies to recognize any foreign exchange gain or loss at the end of the period.

1. Main View (Receivables List)

The main page of this module displays a list of all outstanding receivables along with the tools to perform a revaluation.



View Explanation & Filters

- **Customer Filter**: You can search for receivables from a specific customer using the **Customer** search bar.

- **Date Filter**: The **As Of Date** parameter is the key filter. Enter a date to see all receivables that are still outstanding as of that date (e.g., August 1, 2025).

- **Receivables List**: The table in the middle will display all unpaid invoices according to the selected filters. The table currently shows "...No Record...".

Column Explanation

- **Customer**: The name of the customer who has the receivable.

- **Invoice Number**: The number of the unpaid sales invoice.

- **Invoice Date**: The date the invoice was issued.

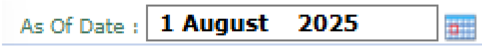
- **Due Date**: The payment due date for the invoice.

- **Remaining Amount**: The remaining balance of the receivable that has not been paid.

2. Usage Steps

A. Viewing the Receivables List

1. Open the **Outstanding Receivables** module.

2. Set the date in the **As Of Date** filter according to the period you want to see. 

3. Click **Show All** to display all receivables or use the **Customer** filter and click **Search** for a specific customer. 

B. Performing a Receivables Revaluation

This process is typically done at the end of the month.

1. Display the receivables list as in the steps above.

2. Update the exchange rate values in the **BI Rate** table on the left according to the prevailing period-end rates.

3. Select one or more invoices in a foreign currency to be revalued by checking the box in the leftmost column.

4. Click the **Calculate** button to see the calculation of the foreign exchange gain/loss.

5. Click the **Revalue** button to process and automatically create the foreign exchange adjustment journal.

Tips & Important Notes

- Use the **As Of Date** to view the history of outstanding receivables on a specific date in the past, which is useful for analysis.

- The **Revalue** feature is an important accounting process during the monthly closing to ensure the value of foreign currency receivables is presented accurately in the financial statements.

- This module is the primary work tool for the **Accounts Receivable (AR) and Finance teams** to manage collections and ensure the accuracy of financial reporting.

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