Outstanding Debtors

Report Module Guide: Outstanding Debtors Report

Module Location

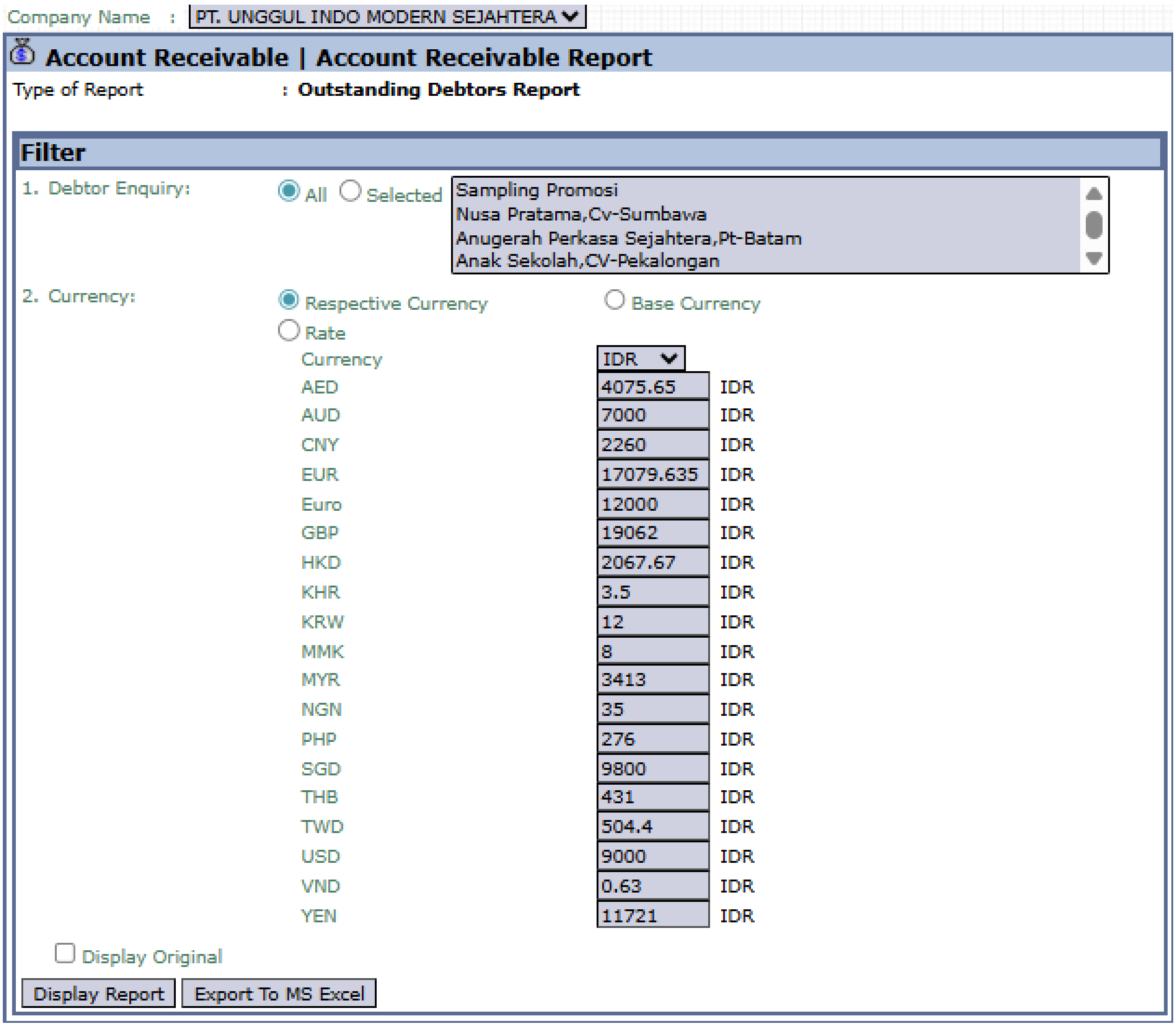
Accounts Receivable > Report > Outstanding Debtors

Module Objective

The **Outstanding Debtors Report** module is used to generate a list of customers who have an outstanding receivable balance. This report provides a quick general overview to see which customers currently have payment obligations to the company.

1. Report Parameters (Filter)

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



Here is an explanation for each parameter:

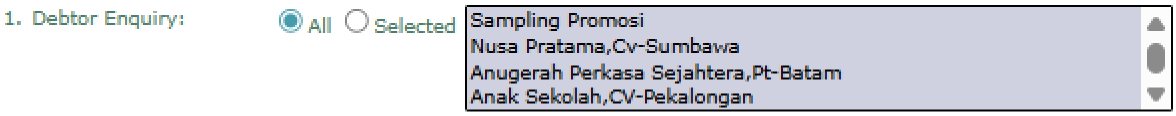
- **Debtor Enquiry**:
  - This is the primary filter for selecting customers.
  - **All**: Select this to display a list of all customers who have a receivable.
  - **Selected**: Select this to display the receivables for one or more specific customers that you choose from the list.
- **Currency**:

- Choose how currency values will be displayed in the report.
- **Respective Currency**: Displays values in the original transaction currency.
- **Base Currency**: Converts all values to the company's base currency (e.g., IDR).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the scope of customers you want to see in the **Debtor Enquiry** filter.

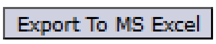


Step 2: Generate the Report

After the parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the 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 a quick list of all customers who have a receivable balance.

- This report is different from the **Aged Receivables Report** because its focus is on **"who"** is indebted, not **"how long"** the debt has been outstanding.

- This is a useful report for the **Sales** and **Accounts Receivable (AR)** teams to monitor the general status of customer receivables.

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