

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.

Company Name : PT. UNGGUL INDO MODERN SEJAHTERA ▼

Account Receivable | Account Receivable Report

Type of Report : **Outstanding Debtors Report**

Filter

1. Debtor Enquiry: ☒ All ☐ Selected

Sampling Promosi
Nusa Pratama,Cv-Sumbawa
Anugerah Perkasa Sejahtera,Pt-Batam
Anak Sekolah,CV-Pekalongan

2. Currency: ☒ Respective Currency ☐ Base Currency

☐ Rate

Currency	IDR ▼	
AED	4075.65	IDR
AUD	7000	IDR
CNY	2260	IDR
EUR	17079.635	IDR
Euro	12000	IDR
GBP	19062	IDR
HKD	2067.67	IDR
KHR	3.5	IDR
KRW	12	IDR
MMK	8	IDR
MYR	3413	IDR
NGN	35	IDR
PHP	276	IDR
SGD	9800	IDR
THB	431	IDR
TWD	504.4	IDR
USD	9000	IDR
VND	0.63	IDR
YEN	11721	IDR

☐ Display Original

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.

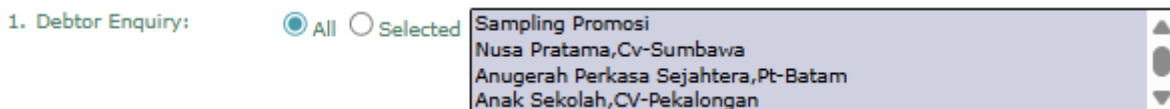
- **Currency:**

- 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.

Export To MS Excel

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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