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# Accounts Receivable



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This guide explains each piece of the Accounts Receivable report in the Accounting Module.

**ACCOUNTING**

Accounts Receivable
Cash Box

**Agent**

Select one or more agents

Returned not paid ☐ 3

Declines only ☐ 4

Run Autopay

2,038.17 6

(964.49) 7

2.00 8

18.98 9

UNBILLED 30 60 90

**Payment option**

Select one or more payment options

Customer	Agent	Payment Terms	Statement	Print	Unbilled	30	60	90	Payment
Admin Admin	Balboa	POS			37.30				Pay
Ross Medina	Balboa	POS			1.00				Pay
Amy Ratner	Balboa	Autopay				(4.50)			Autopay
Gabrielle & Scott Chernis	Route 1	Autopay			99.32				Declined Pay
Jessica & Evelyn (Asst) England	Balboa	Autopay			55.85				Declined Pay
Karl And Mark Jefferson	Balboa	Autopay			9.70				Declined Pay
Fares Hadid	Balboa	POS			202.16	(1.40)			Pay
Mikaela & Daniel Peniworth	Route 1	Autopay				(12.36)			Autopay
Alex Smith	Route 1	Autopay			208.94				Declined Pay
Carole Sudzer	Route 1	Statement			4.05	273.15			Pay
Ray Allen	Balboa	Autopay			146.20				Declined Pay
Adam Lyrén	Route 1	POS				(6.00)	2.00		Pay
Natalie Oly	Balboa	POS			49.19				Declined Pay
Kendall Michaels	Balboa	POS			70.68				Pay
Amador Bergan	Balboa	POS			8.10				Pay
Bill Mayer	Balboa	Autopay			28.09				Declined Pay
Joseph Olongrid	Balboa	POS			28.15				Pay
Miriam Kasper	Balboa	POS			25.41				Pay
Susana Bateman	Balboa	Autopay				(40.00)			Expired Pay
Ivan Starvkiz	Balboa	Autopay				(9.70)			Autopay

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**1. Agent Filter:** Use this filter to limit the report to specific sales agents.

**2. Payment Option:** Use this filter to limit the report to specific payment types (Autopay, POS, and Statement)

**3. Returned Not Paid:** Selecting this checkbox will limit the report to only customers that have an outstanding balance and have at least one order returned to them. Turning this on in addition to filtering by POS and Autopay customers will give you a report of all "walk out" customers or customers that an employee forgot to charge.

**4. Declines Only:** Selecting this checkbox will show only customer's who have a Declined or Expired credit card.

**5. Run Autopay:** This button charges all Autopay customers with a card on file and a balance. The same function occurs automatically, but you can manually execute it with this button.

**6. Unbilled Total:** This section displays the total unbilled receivables and the number of customers that make up that total. An unbilled order is a ready order that is not on a statement or invoice.

**7. 30 Total:** This section displays the total billed receivables up to 60 days old and the number of customers that make up that total. 30 also includes any credits, prepayments, rewards, and overpayments, as a negative amount. If your 30 total is a negative value then you have more unused credits than billed sales.

**8. 60 Total:** This section displays the total billed receivables that are 60 to 90 days old and the number of customers that make up that total.

**9. 90 Total:** This section displays the total billed receivables that are over 90 days old and the number of customers that make up that total.

**10. Column Headers:** You can click each column header to sort the report by that column's values. Sorting the report by the Payment column with Declines, Expirations, and missing cards at the top with the report filtered by your routes is an easy way to see which route customers you need to get credit cards from.

**11. Customer Details:** This arrow opens a drop down with details for the customer, see descriptions below.

Doug Baldwin <b>A</b>		Balboa	POS		202.16	(1.40)				<b>D</b> Pay
<b>B</b>	Order #	Items	Total	Created	Ready	Returned	<b>C</b> Pays on pickup			
	158490	1 pc	\$72.00	12/3	12/6		(415) 415-4155			
	158198	2 pcs	\$26.10	11/23	11/25		(510) 524-0310			
	158197	1 pc	\$43.20	11/23	11/25		baldwin.doug@gmail.com			
	158096	7 pcs	\$60.86	11/18	11/22					

**A.** Customer Name, click this to open the customer's account.

**B.** The order number, piece count, price, created date, ready date, and returned date for each order the customer's total A/R is comprised of is shown here. Click a row to open that order.

**C.** Customer Contact Info, click this to send an email or text to the customer.

**D.** Pay button, click this to make a payment on the customer's account.

**12. Page Navigator:** Use the numbers or arrows to navigate the pages of the report.



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