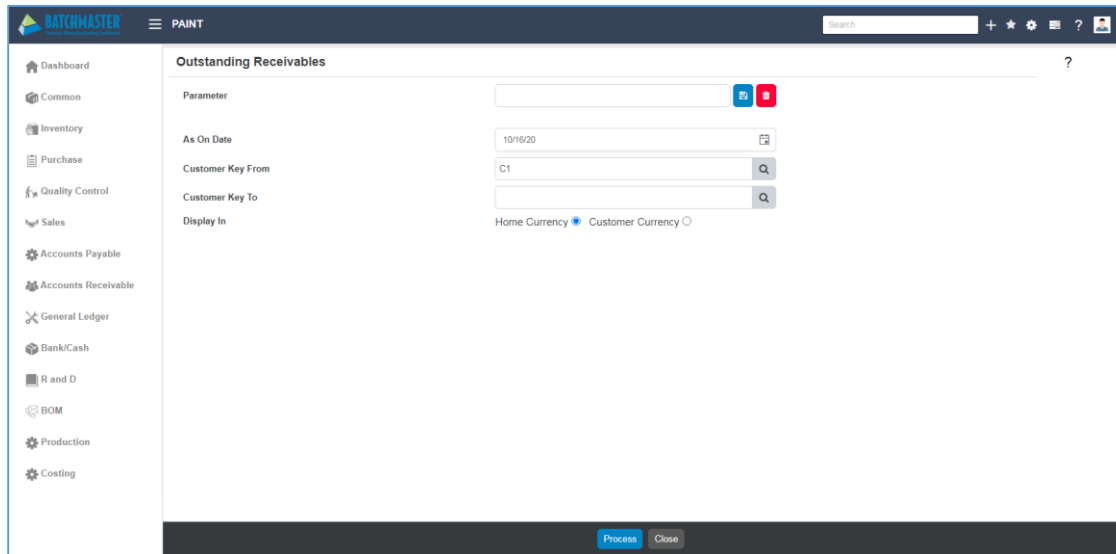


Outstanding Receivables Report

Using this report you can get the range of customers having due amount as on a particular date.

Go To: Accounts Receivable → AR Reports → Outstanding Receivables.

Clicking on the *Outstanding Receivables* option displays the *Outstanding Receivables* window.



The screenshot shows the 'Outstanding Receivables' window in the BACHMASTER software. The window has a dark blue header with the 'BACHMASTER' logo and a search bar. A left sidebar contains a menu with options: Dashboard, Common, Inventory, Purchase, Quality Control, Sales, Accounts Payable, Accounts Receivable, General Ledger, Bank/Cash, R and D, BOM, Production, and Costing. The main area is titled 'Outstanding Receivables' and contains the following fields and controls:

- Parameter:** A text input field with a blue 'P' icon and a red 'A' icon.
- As On Date:** A date input field showing '10/16/20' with a calendar icon.
- Customer Key From:** A text input field with a search icon.
- Customer Key To:** A text input field with a search icon.
- Display In:** Radio buttons for 'Home Currency' (selected) and 'Customer Currency'.

At the bottom of the window, there are 'Process' and 'Close' buttons.

Generating an Outstanding Receivables Report

1. Open the *Outstanding Receivables* window.
2. Select *As On Date* using the drop-down arrow.
3. Complete the *Customer Key From* and *Customer Key To* range using the lookups buttons next to the fields.
4. Select the *Home Currency* or *Customer Currency*, as required.
5. Click the *Process* button to generate a report.

An example of a generated *Outstanding Receivables Report* is provided below.

Outstanding Receivables

1 of 3

150%

Outstanding Receivables						
Integrated Construction Chemicals (Pty) LTD						
Customer Key : C101						
Customer Name : LT Paint Wholesalers						
Batch No.	Document No.	Document Date	Due Date	Document Amount	Due Amount	Currency Key
IN-2	2	03-19-20		13483.20	13483.20	R
IN-4	4	03-19-20		1685.40	1685.40	R
RE@04200002	RE@04200002	04-10-20	04-10-20	-1000.00	-1000.00	R
IN-5	5	06-22-20		1380.00	1380.00	R
IN-6	6	06-30-20		1380.00	1380.00	R
IN-11		07-27-20		1366.32	1366.32	R
IN-12		07-27-20		1200.00	1200.00	R
IN-13	12	07-27-20		1380.00	1380.00	R
IN-8	13	07-27-20		1380.00	1380.00	R
IN-9	14	07-27-20		4140.00	4140.00	R
IN-15	16	07-28-20		25000.01	25000.01	R
Customer Total :				51394.93	51394.93	

Close