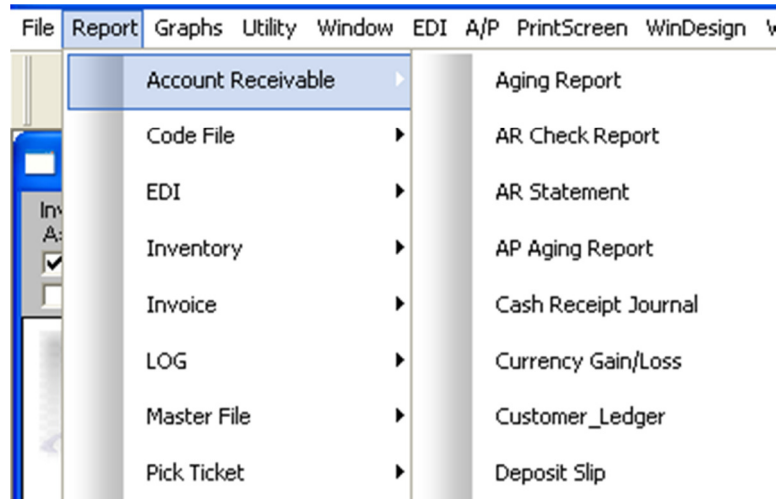# Accounts Receivable

The **account receivable** reports show the different aspects of your company receivables.

· Click **Report** on the **Menu** Bar

· Choose **Accounts Receivable**

Aging Report

This **report** allows you to see **customer's aging report by Invoice**. **Accounts Receivable Aging** refers to the length of time the customer has had an Invoice balance. The **standard aging** for this report is 30, 60, 90, and 120 days. However, the **aging days** can be changed/customized.

· Click **Report** on the **Menu** Bar

· Choose **Account Receivable**

· Select **Aging Report**

· Enter a **Customer** in the From field and enter another Customer in the To field.

· If necessary, change the As of date by clicking on the box next to the field.

·   Click on the **Go** button to retrieve the **aging information** by **customer**.

   NOTE: Aging Button: To change the default aging days (i.e. -30, -60, -90, -120, etc), click on the Aging button. Aging days will appear. In each box, type in the aging dates that you want to appear on the Aging Report. Click on the Go button to see the new report.

Report - AP Aging

Cut AsOf:	01/01/2011		● All	From	WINFASH			OK	Filter*	Re-Sort*	Print	Export
			○ Debits	To	A			Aging	GrandTotal	Summary	Preview	Exit
☐ Shipment Details			○ Credits									

AP Aging Report

Ending Date : 2011-01-01
Vendors : A   to WINFASH

Page 1 of 2
11/5/13 6:37:12 PM
currency

EXPRESS   EXPRESS SHIPPING   1. 021-2223-3338

WH	DivCut #	CT Date	Cust PO#	Cut. Amt	Duedate	days	Terms	Closed	BalanceDue	Current	-30	-60	-90	-120	Over 120
00	A 1	2/23/2010		$120.00	02/23/10	312		☐	-$250.00						-$250.00
EXPRESS	EXPRESS SHIPPING		Cust Total:						-$250.00	0					-$250.00
															100.00%

SOUTH   SOUTH HANGZHOU FACTORY   1. 021-222-3344-3

WH	DivCut #	CT Date	Cust PO#	Cut. Amt	Duedate	days	Terms	Closed	BalanceDue	Current	-30	-60	-90	-120	Over 120
00	A 23	8/18/2010	PO888	$400.00	08/18/10	136		☐	$400.00						$400.00
SOUTH	SOUTH HANGZHOU FACTORY		Cust Total:						$400.00	0					$400.00
															100.00%

WINFASH   WINFASHION   1. 213-627-9951   DAN CHONG   COO

WH	DivCut #	CT Date	Cust PO#	Cut. Amt	Duedate	days	Terms	Closed	BalanceDue	Current	-30	-60	-90	-120	Over 120
00	A 26	9/10/2010	888	$420.00	09/30/10	93		☐	$420.00					$420.00	
00	A 35	4/26/2010	xx1001	$120.00	04/26/10	250	N30	☐	$120.00						$120.00
WINFASH	WINFASHION		Cust Total:						$540.00	0				$420.00	$120.00
														77.78%	22.22%

DAN   DANIEL FASHION   1. 213-627-9951

WH	DivCut #	CT Date	Cust PO#	Cut. Amt	Duedate	days	Terms	Closed	BalanceDue	Current	-30	-60	-90	-120	Over 120
00	A 8	3/30/2010	ABC1001	$1,400.00	04/26/10	250		☐	$1,400.00						$1,400.00
00	A 9	3/30/2010	ABC1001	$385.00	04/30/10	246		☐	$385.00						$385.00
00	A 18	7/28/2010		$180.00	07/28/10	157		☐	$180.00						$180.00

Aging Report – Summary [Summary]

This **report** allows you to see all of **customer's aging report by Invoice summary**.

Aging Report – Grand Total GrandTotal

This **report** allows you to see **Grand total of customer's aging report by Invoice**.

AR Check Report

This **report** allows you to see customer's what are the payment we received **by cheque for the invoice**. **Accounts Receivable Aging** refers to the length of time the customer has had an Invoice balance. The **standard aging** for this report is 30, 60, 90, and 120 days. However, the **aging days** can be changed/customized.

· Click **Report** on the **Menu** Bar

· Choose **Account Receivable**

· Select **AR Check Report**

· Enter a **Customer** in the **From** field and enter another Customer in the **To** field.

· If necessary, change the As of date by clicking on the box next to the field.

· Click on the **Go** button to retrieve the **aging information** by **customer**.

Report - AR Check Posting Record

Customers:
From: 01/01/2013
To: 17/12/2013 zzz
Sort Order
OK
Sort | Filter* | Summary | preview
Print* | 2Excel | Save | Export
Exit

AR Check Log

Page 1 of 1
2/16/13 10:38:45 AM

User Id : winsof   Filter :?

Memo	Customer Name	Paiddate	Refno	CheckAmt	Code	Memo	Batch#	CheckID	Invoice#	Invoice Amt	Applied	Curncy	ExCh_Rt
ZZARUN	ARUN	12/12/2013	123445567	€3,100.65	CHK		1234123						
						TEST			10008	€0.00	€0.00	EURO	0.00
ZZARUN	ARUN	12/12/2013	23423423	€200.00	CHK		test						
						testing			10009	€0.00	€0.00	EURO	0.00
						testing			100398	€3,100.65	€3,395.95	EURO	
ZZTEST01	ARUN TEST	12/12/2013	12321	$91.49	CHK								
									100164	$91.49	$91.49	USD	1.00
			Total:	$3,392.14									

AR Statement

This report allows you to **print a statement for your customers**. This report prints **one statement per customer**. Included in this statement is a **remittance stub** that your customer can include with their **payment(s).**

- Click **Report** on the **Menu** Bar

- Choose **Accounts Receivable**

- Select **AR** Statement

- Enter a **Customer** in the From field by clicking on the box next to the field

- Enter another **Customer** in the To field by clicking on the box next to the field

- If necessary, change the As Of **date** by clicking on the button next to the field

- Click on the **Go** button to **retrieve** the **Accounts Receivable Statement**

Accounts Receivable Cash Journal Report*

This report allows you to see the **payments received** by your customers. This report is organized by payment type. It obtains the payment information from the invoice, **Cash Posting** and **Cash Posting2**. And within the report the payments are grouped by payment type.

·   Click **Report** on the **Menu Bar**

·   Choose **Account Receivable**

·   Select **Cash Receipt Journal**

·   Enter a **From Date** by clicking on the box to the right of the **From** field

·   Enter a **To Date** by clicking on the box to the right of the **To** field

·   Enter a customer in the field under the Customer heading and enter another customer in the other field

·   Click on the **Go button** to retrieve the Cash Received information

Currency Gain/Loss Report

This report allows you to see the **Currency Exchange Rate received** by your Invoice. This report is organized by payment type. It obtains the payment information/Invoice Exchange Rate from the invoice

·   Click **Report** on the **Menu Bar**

·   Choose **Account Receivable**

·   Select **Currency Gain/Loss**

·   Enter a **From Date** by clicking on the box to the right of the **From** field

·   Enter a **To Date** by clicking on the box to the right of the **To** field

·   Click on the **OK button** to retrieve the Currency Gain/Loss information

Customer Ledger

The **customer ledger** includes the **invoice**, **payment and credit memo** information for a customer. The ledger is located within the **Customer** section of Winfashion.

· 	Click on the **Customer button** on the tool bar

· 	To use the **Ledger**, highlight the customer in the **List View**

· 	Then click on the **Ledger tab**

· 	To see detailed reports that include the customer information, see the related section below.

Customer	Invoice#	Custpo	Date	Invoice Total	Actual Cash	Writeoff	Balance
ZZ606							
ZZ606	100381		6/17/201:	$1,270.08	$1,270.08		
			Subtotal	$1,270.08·	$1,270.08	$0.00·	$0.00
1908							
1908	100366		6/08/201:	$4,248.00	$4,248.00		
			Subtotal	$4,248.00	$4,248.00	$0.00	$0.00
500001							
500001	100364		6/04/201:	$26,505.00	$26,505.00		
			Subtotal	$26,505.00	$26,505.00	$0.00	$0.00
ALICEOLIV							
ALICEOLIV	100017		6/27/201:	$7,680.00	$7,500.00	$168.00	$12.00
			Subtotal	$7,680.00	$7,500.00	$168.00	$12.00

Deposit Slip

The **deposit slip** option allows you to create a deposit slip for cash or check received. The deposit slips obtain their information from the **payment type code table.**

NOTE: The Deposit Slip is an optional feature and additional charges may incur to add this feature to your Winfashion.

·   Go to the **Menu Bar**

·   Click on **Report**

·   Choose **Accounts Receivable**

·   Select **Deposit Slip**

·   Input the **Start** and **End** date

·   Select **OK Button**

The **Paid Amounts** for the **Start** and **End** dates will appear on the **Deposit Slip**. For Example, You enter 01/01/01 for the Start date and 02/01/01 for the End date. Next click on the **OK** button. The computer will **generate a deposit slip** for transactions between those two dates.