

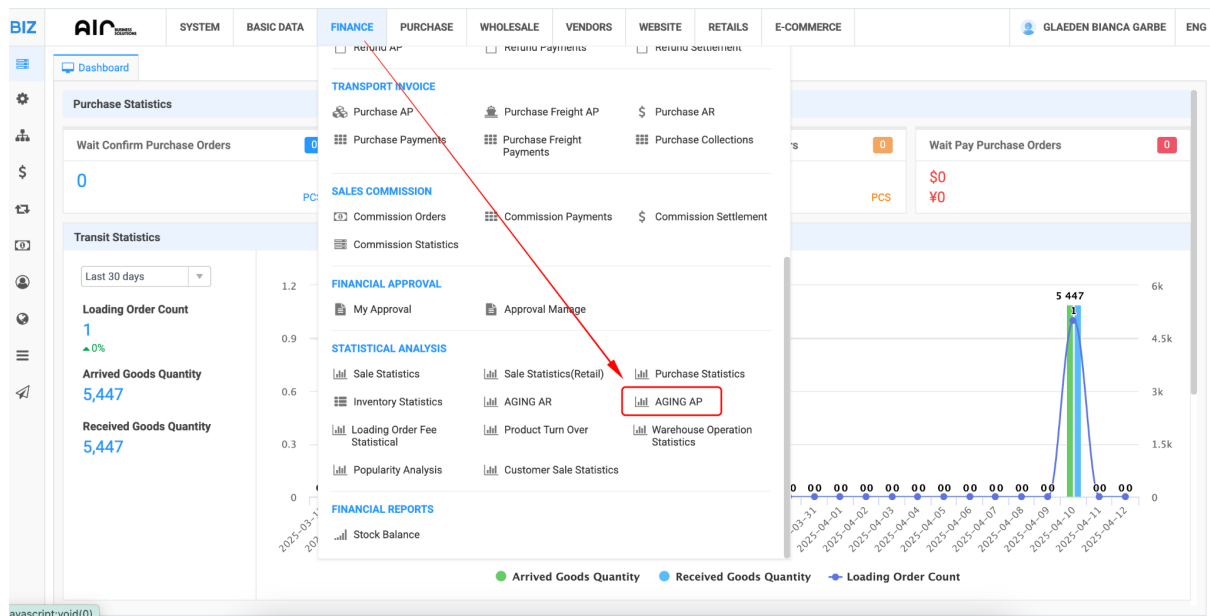
Finance - AGING AR

The **AGING AR** (Accounts Receivable) tab is a critical part of the ERP system that provides visibility into outstanding balances, aging periods, and customer payment behavior. It helps the finance and sales teams track overdue amounts, prioritize collections, and analyze receivables by customer and sales representative.

This module is split into two main views:

- **Sales AR Statistics**
- **Sales AR Statistics (By Week)**

Navigation



To access the **AGING AR** tab:

1. Log in to the **ERP System**.
2. Navigate to the **Finance** module.
3. Click on **AGING AR**.
4. Choose the relevant sub-tab:
 - **Sales AR Statistics**

○ Sales AR Statistics (By Week)

Customer Name	Sale Representative	Balance Due	Current	0-30	31-60	61-90	91-120	121-160	Dc
My Trading Panama Corp		\$11,991		\$11,991					

SALES AR STATISTICS

This view provides an overview of customer balances, broken down by aging periods. It helps teams monitor which accounts are overdue and by how long.

Key Fields:

- **Customer Name** – Name of the client or business entity.
- **Sales Representative** – Assigned sales team member.
- **Balance Due** – Total outstanding amount owed by the customer.
- **Current** – Payments not yet due.
- **0–30** – Amounts overdue by 0 to 30 days.
- **31–60** – Overdue by 31 to 60 days.
- **61–90** – Overdue by 61 to 90 days.
- **91–120** – Overdue by 91 to 120 days.
- **121–160** – Overdue by 121 to 160 days.
- *(More columns may appear depending on data range.)*

Searching and Filtering Options:

- **Language** – English / Chinese
- **Date** – Set a reference date for aging calculation.
- **Customer (From/To)** – Filter by customer code or range.
- **Customer Category** – Filter by customer group/type.
- **Sales Representative** – Filter results by assigned sales rep.

SALES AR STATISTICS (BY WEEK)

This view organizes AR balances week by week, providing a more granular, time-sensitive breakdown of receivables.

Key Fields:

- **Customer Name**
- **Sales Representative**
- **Balance Due** – Total amount owed.
- **Overdue** – Amount currently overdue.
- **Current** – Amount not yet due.
- **2025-15 Week** – AR balance for the 15th week of 2025.
- **2025-16 Week**
- **2025-17 Week**
- **2025-18 Week**
- *(Additional weeks will populate as data progresses.)*

Searching and Filtering Options:

- **Language** – English / Chinese

- **Customer (From/To)** – Search based on customer code or name range.
- **Customer Category** – Filter by customer classification.
- **Sales Representative** – View data by sales team member.

The **AGING AR** tab equips your team with valuable insights to better manage credit risk, streamline collections, and maintain healthy cash flow. Utilize the **Sales AR Statistics** for traditional aging reports, or switch to **Sales AR Statistics (By Week)** for a time-based view of payment trends.

For additional support or report customization, contact your ERP administrator or refer to the full finance module documentation.