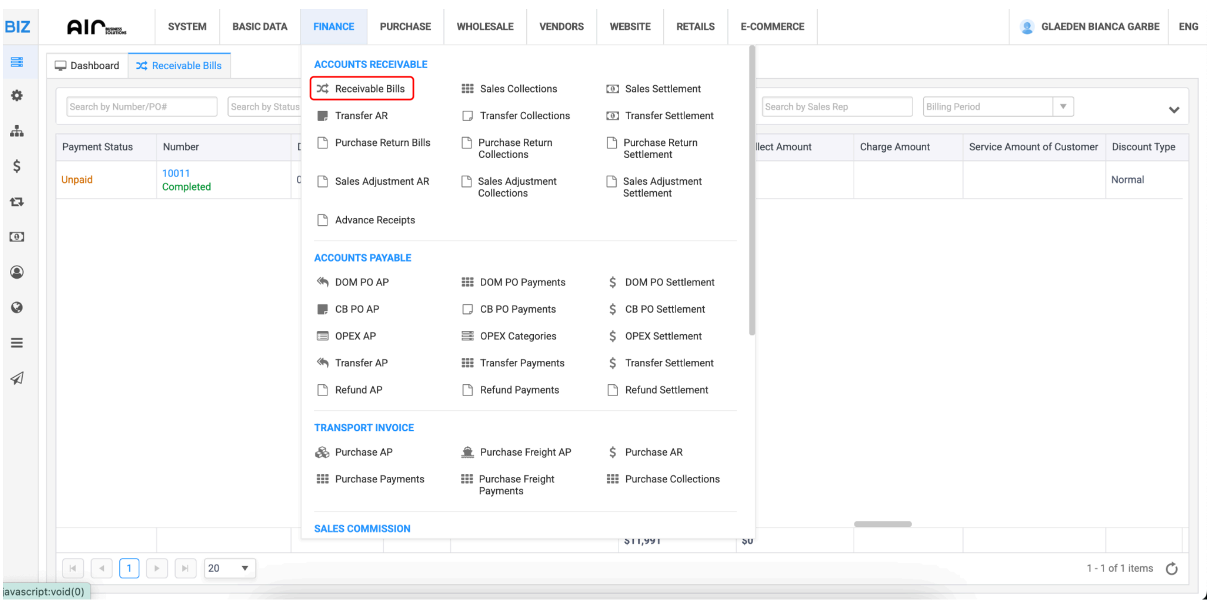
# Finance - Receivable Bills

The **Receivable Bills Tab** is designed to help businesses efficiently manage and track financial transactions, customer payments, and outstanding balances. This tab offers valuable insights into payment statuses, amounts, commissions, discounts, and customer balances, enabling finance teams to keep track of accounts receivable and maintain a healthy cash flow. This article provides a detailed guide on how to navigate the Receivable Bills section and utilize its various fields and functionalities effectively.

## How to Navigate to the Receivable Bills Section

1. **Go to the Finance Tab**
   - Open the ERP software and locate the **Finance Tab** in the main navigation menu.
   - Click on the **Finance Tab** to open the financial management section.
2. **Click on Receivable Bills**
   - Within the **Finance Tab**, find the **Receivable Bills** section listed under the available sub-tabs.
   - Click on **Receivable Bills** to access all the relevant financial information related to outstanding payments, customer balances, and order transactions.



## Key Fields Under Finance Tab

The **Receivable Bills Tab** contains various fields that provide critical financial data for customer orders and payments. Below is a breakdown of each field and its significance:

1. **Payment Status**
   - Displays the current status of the payment (e.g., Paid, Pending, Overdue).
2. **Number**
   - Unique identifier for the transaction or order.
3. **Delivery Date**
   - The date when the product or service is expected to be delivered to the customer.
4. **Notes**
   - A section for any additional comments or information related to the order or payment.
5. **Customer**
   - The name of the customer making the payment or order.
6. **Amount**
   - The total amount of the order or transaction.
7. **Collect Amount**
   - The portion of the amount to be collected from the customer.
8. **Charge Amount**
   - The amount charged to the customer after any adjustments.
9. **Service Amount of Customer**

    - The portion of the amount attributable to service fees.

10. **Discount Type**
    - Specifies the type of discount applied (e.g., percentage, fixed amount).
11. **Discount**
    - The discount applied to the order or service.
12. **Generated Commission**
    - The commission generated from the transaction, typically for sales or affiliate personnel.
13. **Customer Balance**
    - The total outstanding balance the customer owes.
14. **Overdue Balance**
    - The amount that has passed its due date and remains unpaid.
15. **Remaining Days**
    - The number of days remaining until the payment due date.
16. **GPR (Gross Profit Ratio)**
    - Indicates the profitability of the order based on the gross margin.
17. **Due Date**
    - The date by which payment is due from the customer.
18. **Order Date**
    - The date the order was placed by the customer.
19. **Order Completion Date**
    - The date when the order was fully processed and completed.

20. **Payment Type**

    ○ The method of payment used (e.g., Credit Card, Bank Transfer, Cash).

21. **PO# (Purchase Order Number)**

    ○ A reference number associated with the customer's purchase order.

22. **From Platform**

    ○ Indicates the platform or channel through which the order was placed (e.g., website, mobile app).

23. **Invoice Remark**

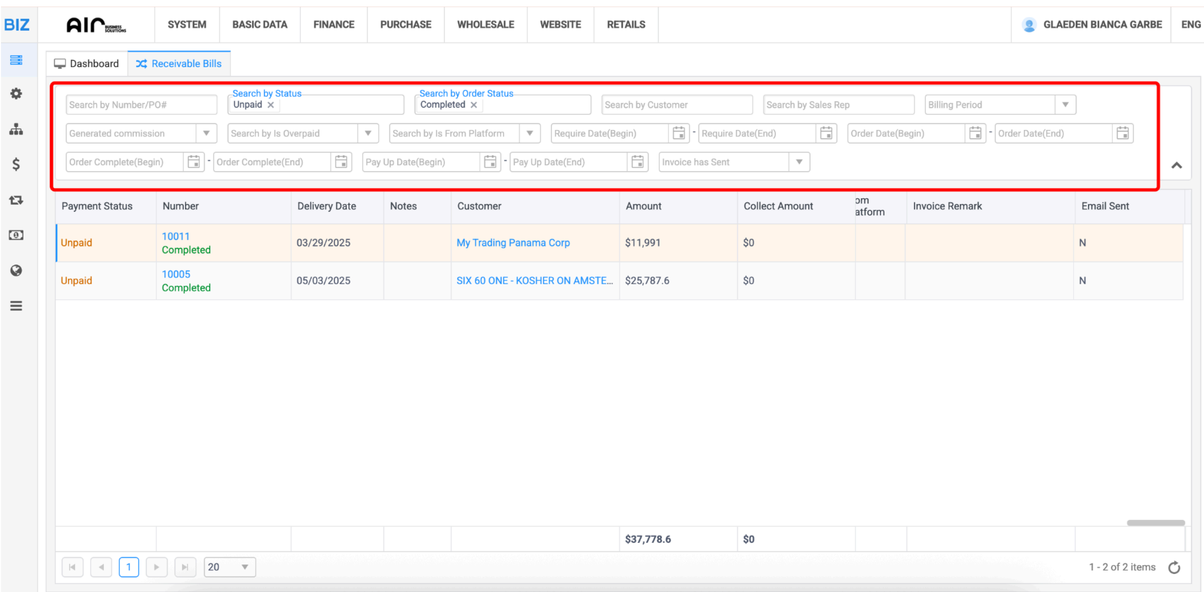
    ○ A section for additional remarks or special notes on the invoice.

24. **Email Sent**

    ○ Indicates whether an invoice or payment reminder email has been sent to the customer.

## Search Options in the Finance Tab (Receivable Bills)

The **Receivable Bills** tab provides multiple search functionalities that help users efficiently locate and filter transactions based on specific criteria. These tools are designed to streamline workflows and enhance financial tracking:



**1. Search by Number / PO#**

Allows users to locate transactions using a unique transaction number or Purchase Order (PO) number. Ideal for quickly retrieving specific payments or orders.

**2. Search by Status**

Filters transactions based on payment status (e.g., **Paid**, **Pending**, **Overdue**). This is helpful for monitoring outstanding payments or verifying completed transactions.

**3. Search by Order Status**

Enables filtering based on the order's current status (e.g., **Completed**, **In Progress**, **Pending**). Useful for tracking the lifecycle of orders.

**4. Search by Customer**

Allows users to search using customer names or details. This helps in reviewing all transactions linked to a specific customer.

**5. Search by Sales Representative**

Filters transactions by the assigned sales rep. Useful for managers to monitor team performance or evaluate individual sales activities.

**6. Search by Billing Period**

Lets users filter data by billing cycles (e.g., **Monthly**, **Quarterly**), aiding in structured review of invoices and payments.

**7. Search by Generated Commission**

Allows users to filter transactions where commissions were generated, supporting commission tracking and validation.

**8. Search by Overpaid Status**

Identifies transactions marked as **Overpaid**, helping in reconciliation and refund processes.

**9. Search by Platform Transaction**

Filters transactions marked as **Platform-based**, useful for distinguishing direct vs. third-party platform sales.

**10. Date Range Filters**

These options enable refined searches within specific date windows:

- **Require Date - Begin / End**
- **Order Date - Begin / End**
- **Order Complete Date - Begin / End**
- **Pay Up Date - Begin / End**

These help narrow down transactions based on key financial or operational dates.

#### 11. Search by Invoice Sent Status

Filters transactions based on whether an invoice has been sent. Useful for ensuring all billable transactions are invoiced.

### Additional Options by Right-Clicking on the Line Entry

The **Receivable Bills Tab** also provides a right-click menu with additional actions that can be taken on a specific transaction. These options include:

- **Receive Record Manage**: Manage and update payment records.
- **Set to Paid**: Mark a transaction as paid once the payment has been received.
- **Discount Set**: Adjust the discount applied to the transaction.
- **Send Order Invoice Email**: Email the invoice to the customer.
- **Rebuild Invoice**: Rebuild the invoice if any changes or corrections need to be made.
- **Edit Remark**: Modify the remarks or additional notes associated with the transaction.
- **Print Invoice (PDF)**: Print the invoice in PDF format for physical records.
- **Export Invoice (Excel)**: Export the invoice details to an Excel file for further analysis.

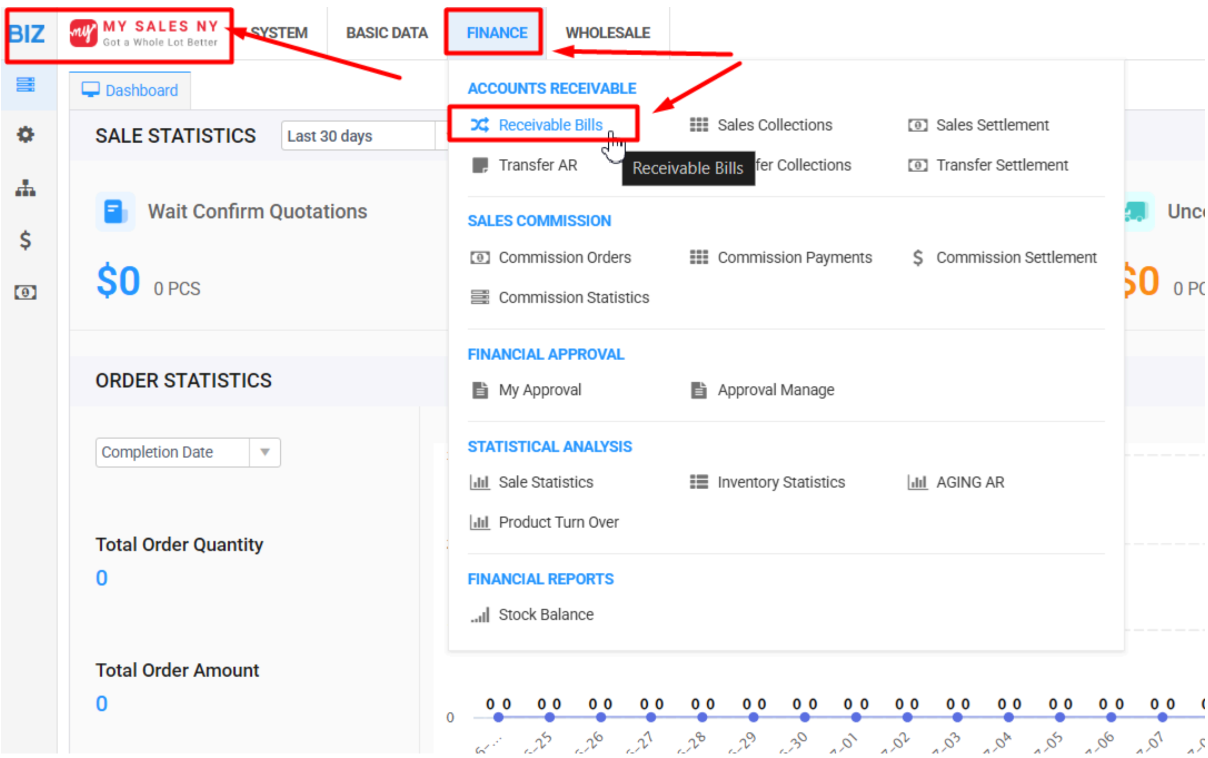
- **Export Query Results (Excel)**: Export the filtered results from the search to an Excel file.

- **Notes Manage**: Add or update notes associated with the transaction.

- **Refresh**: Refresh the tab to load the most current information.

# How to Filter and View Receivable Bills in the Dashboard

Step 1: On the main dashboard, go to the top menu. Click FINANCE. Under the ACCOUNTS RECEIVABLE section, click on Receivable Bills.



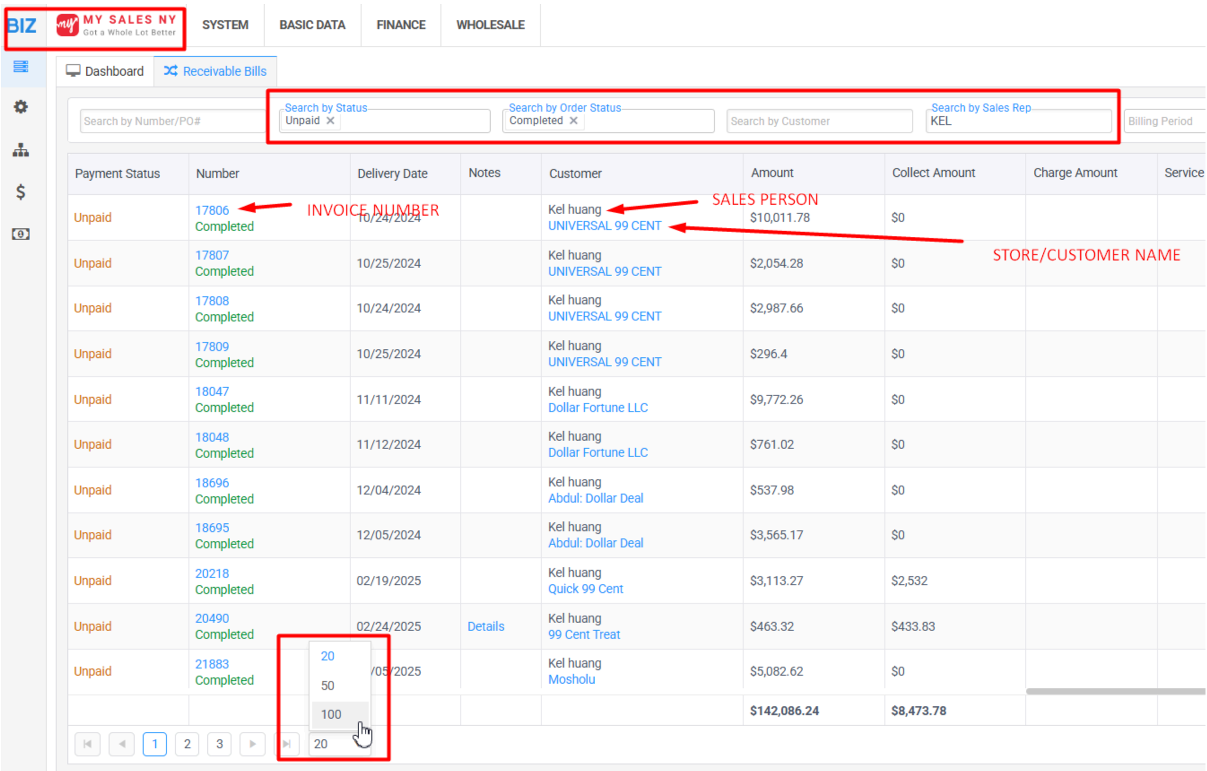

### Step 2: **Use Filters**

On the **Receivable Bills** page, use the filters at the top:

- **Status** – Select **Unpaid** to show unpaid invoices.

- **Order Status** – Select **Completed** to show finished orders.
- **Sales Rep** – Type the rep's name (e.g., **Kel**, **Kevin**, **Ralph**, etc.)
- **Customer (optional)** – Enter a store name to narrow it down.

*You can also change the number of rows per page at the bottom (20, 50, 100).*



# How to Filter Customers with Multiple Store Locations (Billed Invoices Summary)

**Step 1: Go to Finance Module**

- From the top menu bar, click **FINANCE**, then select **Receivable Bills** under the **Accounts Receivable** section.

Step 2: Set Filters for Accurate Results

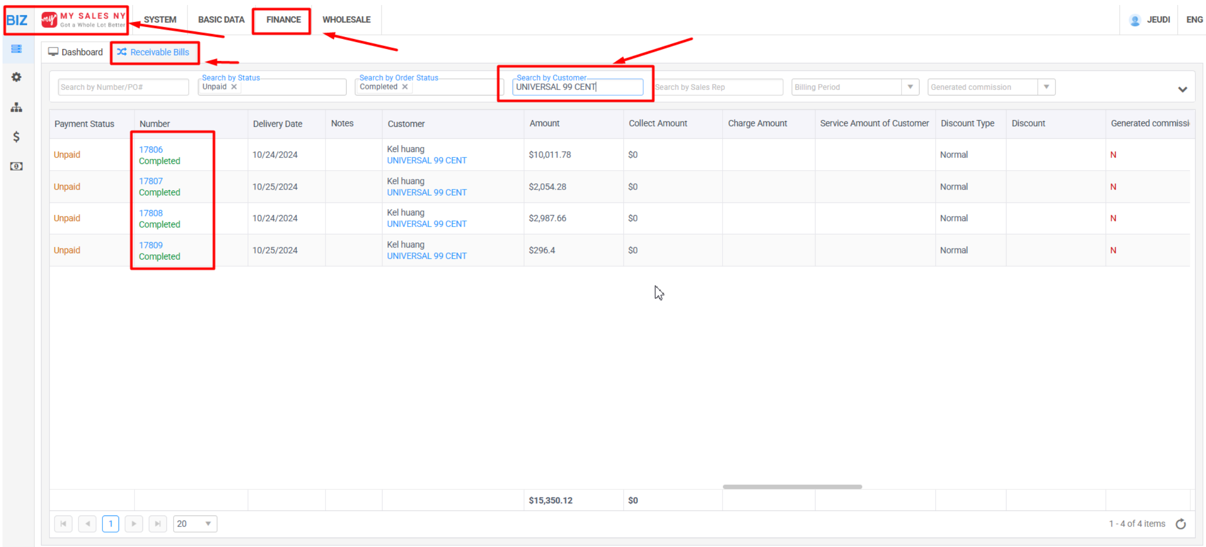
- **Search by Status**: Select **Unpaid** to show only open invoices.
- **Search by Order Status**: Select **`Completed`** to include only fulfilled orders.
- **Search by Customer**: Type the **root name of the store** (e.g., "UNIVERSAL 99 CENT") **without the store number** (e.g., #1, #4, #11, etc.) to pull results from all related store branches.

Step 3: Adjust View Settings

- Scroll to the **bottom left** of the page.
- Click the dropdown and select the maximum number to display invoices per page for easier summary viewing.

Step 4: Review Billed Total

- Check the **bottom right** of the screen to see the **total number of items** and the **sum of all billed invoices.**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Dashboard
Receivable Bills
Search by Number/PO#
Search by Status
Unpaid
Search by Order Status
Completed
Search by Customer
UNIVERSAL 99 CENT
Search by Sales Rep
Billing Period
Generated commission
Payment Status
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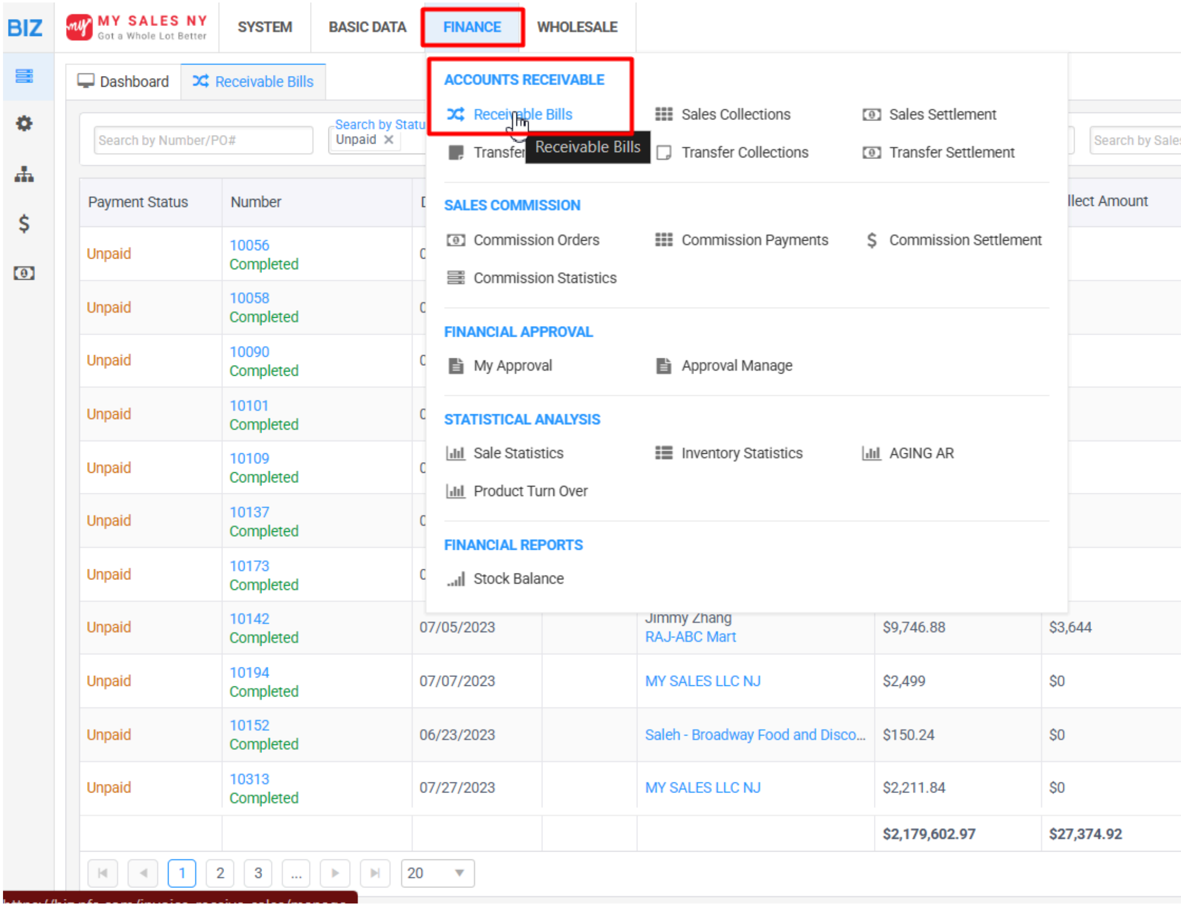
1
20
1 - 4 of 4 items

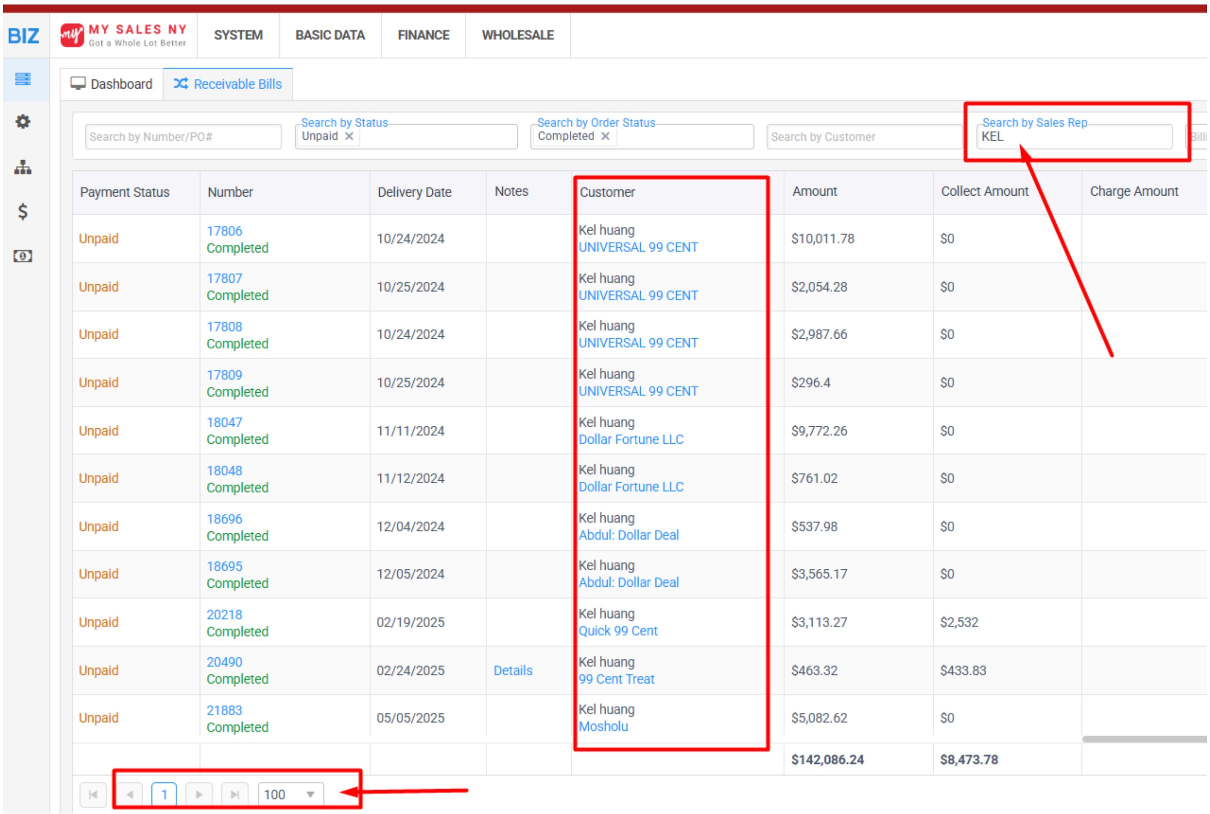
# How to View Customers with Unpaid Invoices by Sales Rep

Step 1: **Go to Finance,** select **Receivable Bills** under the **Accounts Receivable** section.




Step 2: Apply Filters

- **Search by Status**: Select **Unpaid**
- **Search by Order Status**: Select **Completed**
- **Search by Sales Rep**: Type the rep's name (e.g., **Ralph**) in the **Search by Sales Rep** field



## Step 3: Adjust View Settings

- Scroll to the **bottom left** of the page
- Set the dropdown to **100** items per page

## Step 4: Review Customer List

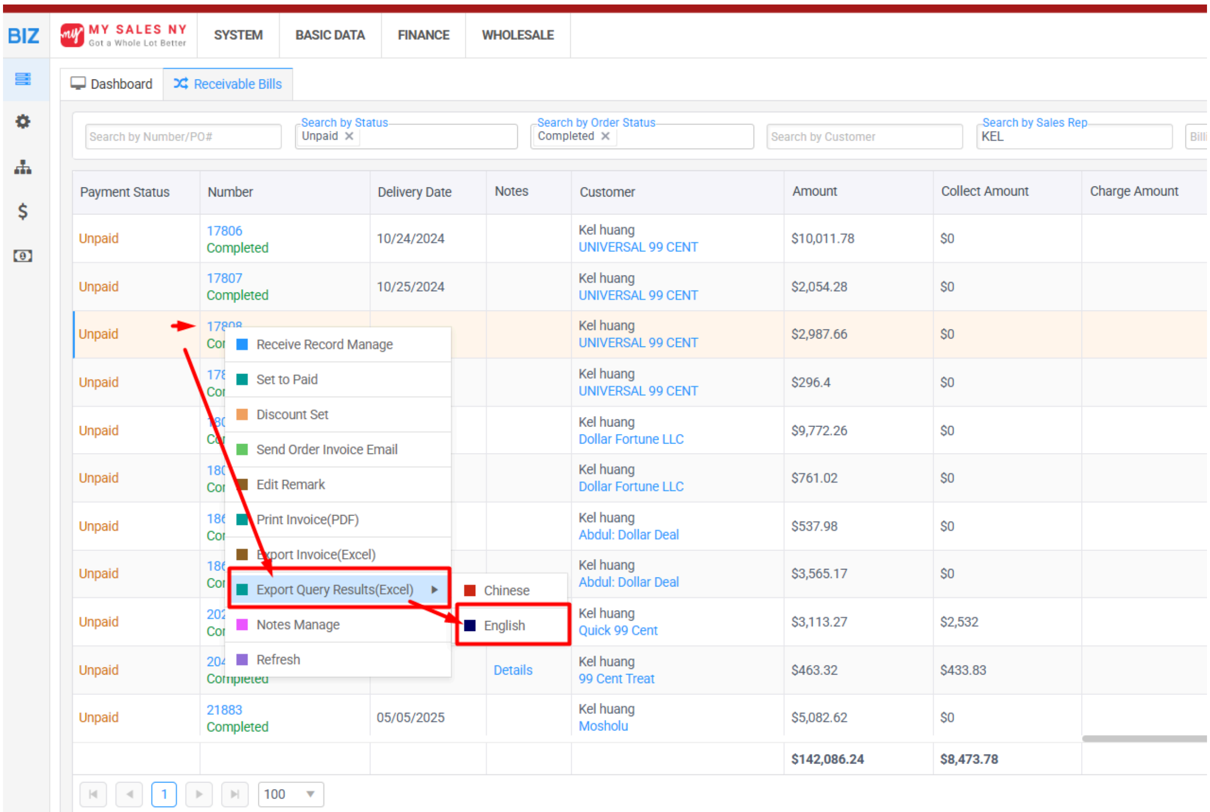
- The system will now show **all unpaid invoices** linked to customers under the selected Sales Rep.
- Review details such as **Customer Name**, **Amount**, and **Invoice Status**.

## Step 5: Export Customer List to Excel

- **Right-click** on **any invoice number** in the list.

- Hover over **Export Query Results (Excel)**.

- Select **English** to export the full list of customers under the selected Sales Rep as an **Excel file**.



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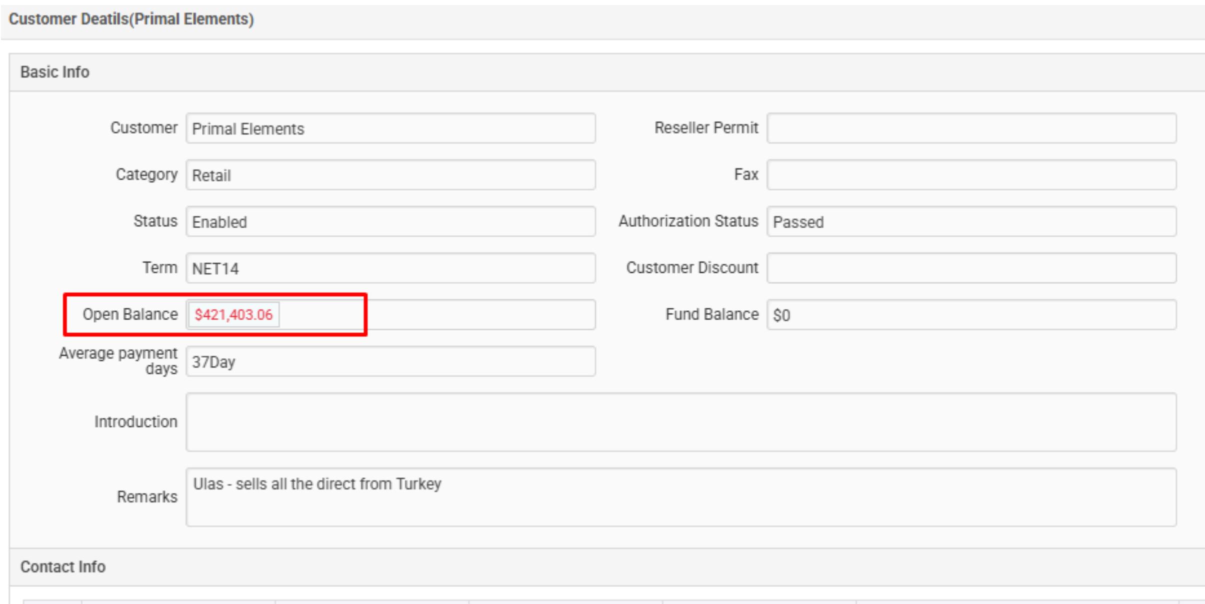
KEL
Payment Status
Number
Delivery Date
Notes
Customer
Amount
Collect Amount
Charge Amount
Unpaid 17806 Completed 10/24/2024 Kel huang UNIVERSAL 99 CENT $10,011.78 $0
Unpaid 17807 Completed 10/25/2024 Kel huang UNIVERSAL 99 CENT $2,054.28 $0
Unpaid Kel huang UNIVERSAL 99 CENT $2,987.66 $0
Unpaid Kel huang UNIVERSAL 99 CENT $296.4 $0
Unpaid Kel huang Dollar Fortune LLC $9,772.26 $0
Unpaid Kel huang Dollar Fortune LLC $761.02 $0
Unpaid Kel huang Abdul: Dollar Deal $537.98 $0
Unpaid Kel huang Abdul: Dollar Deal $3,565.17 $0
Unpaid Kel huang Quick 99 Cent $3,113.27 $2,532
Unpaid Details Kel huang 99 Cent Treat $463.32 $433.83
Unpaid 21883 Completed 05/05/2025 Kel huang Mosholu $5,082.62 $0
$142,086.24
$8,473.78
Receive Record Manage
Set to Paid
Discount Set
Send Order Invoice Email
Edit Remark
Print Invoice(PDF)
Export Invoice(Excel)
Export Query Results(Excel)
Notes Manage
Refresh
Chinese
English
100

# How to View a Customer’s Open Balance

**Step 1: Navigate to Finance**
From the top menu bar, click **FINANCE**, then select **Receivable Bills** under either the Accounts Receivable or Customer Manage section.

**Step 2: Search for the Customer**
Use the search bar to enter the customer name and to pull result of related invoices




For a detailed walkthrough, please refer to the video guide: [Receivable Bills]

These options provide flexibility in managing receivable bills and facilitate various tasks that are crucial for financial tracking and customer service.

The **Receivable Bills Tab** is a comprehensive tool for managing outstanding payments, tracking customer balances, and ensuring accurate invoicing. By understanding the key fields, search options, and additional actions available, finance teams can efficiently monitor and manage their receivables.

The flexibility offered by search and right-click options ensures that users can easily access and update relevant data, track overdue balances, and streamline payment processes. Regularly using these features will improve your financial operations, enhance cash flow management, and contribute to better overall business performance.