

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.

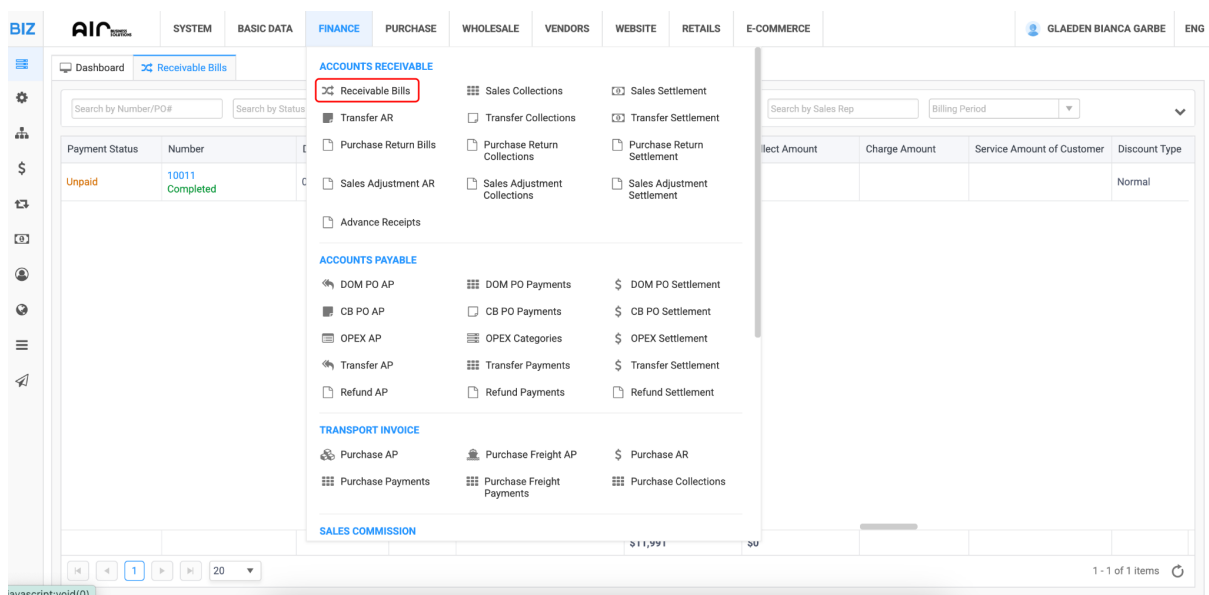
How to Navigate to the Receivable Bills Section

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:

The screenshot displays the 'Receivable Bills' search interface. The search bar includes the following filters:

- Search by Number/PO#
- Search by Status: Unpaid x
- Search by Order Status: Completed x
- Search by Customer
- Search by Sales Rep
- Billing Period
- Generated commission
- Search by Is Overpaid
- Search by Is From Platform
- Require Date(Begin)
- Require Date(End)
- Order Date(Begin)
- Order Date(End)
- Order Complete(Begin)
- Order Complete(End)
- Pay Up Date(Begin)
- Pay Up Date(End)
- Invoice has Sent

The table below shows the results of the search:

Payment Status	Number	Delivery Date	Notes	Customer	Amount	Collect Amount	am affirm	Invoice Remark	Email Sent
Unpaid	10011 Completed	03/29/2025		My Trading Panama Corp	\$11,991	\$0			N
Unpaid	10005 Completed	05/03/2025		SIX 60 ONE - KOSHER ON AMSTE...	\$25,787.6	\$0			N

The bottom of the interface shows a summary of the results: \$37,778.6 and \$0. The page number is 1 of 2 items.

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

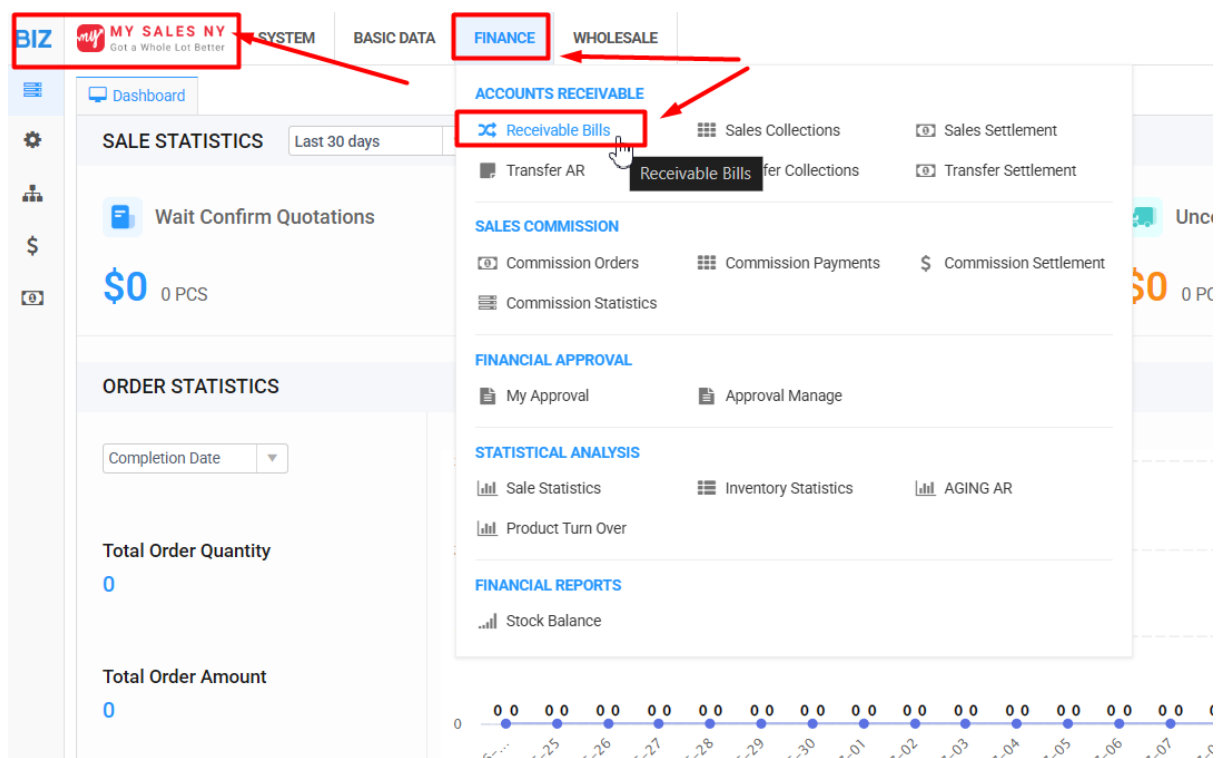
The **Receivable Bills Tab** also provides a right-click menu with additional actions that can be taken on a specific transaction. These options include:

- **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).

SYSTEM

BASIC DATA

FINANCE

WHOLESALE

Dashboard

Receivable Bills

Search by Number/PO#

Search by Status

Unpaid x

Search by Order Status

Completed x

Search by Customer

Search by Sales Rep

KEL

Billing Period

Payment Status	Number	Delivery Date	Notes	Customer	Amount	Collect Amount	Charge Amount	Service
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	17808 Completed	10/24/2024		Kel huang UNIVERSAL 99 CENT	\$2,987.66	\$0		
Unpaid	17809 Completed	10/25/2024		Kel huang UNIVERSAL 99 CENT	\$296.4	\$0		
Unpaid	18047 Completed	11/11/2024		Kel huang Dollar Fortune LLC	\$9,772.26	\$0		
Unpaid	18048 Completed	11/12/2024		Kel huang Dollar Fortune LLC	\$761.02	\$0		
Unpaid	18696 Completed	12/04/2024		Kel huang Abdul: Dollar Deal	\$537.98	\$0		
Unpaid	18695 Completed	12/05/2024		Kel huang Abdul: Dollar Deal	\$3,565.17	\$0		
Unpaid	20218 Completed	02/19/2025		Kel huang Quick 99 Cent	\$3,113.27	\$2,532		
Unpaid	20490 Completed	02/24/2025	Details	Kel huang 99 Cent Treat	\$463.32	\$433.83		
Unpaid	21883 Completed	/05/2025		Kel huang Mosholu	\$5,082.62	\$0		
					\$142,086.24	\$8,473.78		

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2

3

20

INVOICE NUMBER

SALES PERSON

STORE/CUSTOMER NAME

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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MY SALES NY

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SYSTEMBASIC DATAFINANCEWHOLESALE

JEUDIENG

Dashboard

Receivable Bills

Search by Number/PO#

Search by Status
Unpaid X

Search by Order Status
Completed X

Search by Customer
UNIVERSAL 99 CENT

Search by Sales Rep

Billing Period

Generated commission

Payment Status	Number	Delivery Date	Notes	Customer	Amount	Collect Amount	Charge Amount	Service Amount of Customer	Discount Type	Discount	Generated commissi
Unpaid	17806 Completed	10/24/2024		Kel huang UNIVERSAL 99 CENT	\$10,011.78	\$0			Normal		N
Unpaid	17807 Completed	10/25/2024		Kel huang UNIVERSAL 99 CENT	\$2,054.28	\$0			Normal		N
Unpaid	17808 Completed	10/24/2024		Kel huang UNIVERSAL 99 CENT	\$2,987.66	\$0			Normal		N
Unpaid	17809 Completed	10/25/2024		Kel huang UNIVERSAL 99 CENT	\$296.4	\$0			Normal		N
					\$15,350.12	\$0					

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.

The screenshot shows the MY SALES NY system interface. The top navigation bar includes 'BIZ', 'MY SALES NY', 'SYSTEM', 'BASIC DATA', 'FINANCE' (highlighted with a red box), and 'WHOLESALE'. Below this, the 'FINANCE' section is expanded, showing 'ACCOUNTS RECEIVABLE' (highlighted with a red box) and 'Receivable Bills' (highlighted with a red box). The 'Receivable Bills' menu is open, displaying a list of options: 'Sales Collections', 'Sales Settlement', 'Transfer Collections', 'Transfer Settlement', 'SALES COMMISSION', 'Commission Orders', 'Commission Payments', 'Commission Settlement', 'Commission Statistics', 'FINANCIAL APPROVAL', 'My Approval', 'Approval Manage', 'STATISTICAL ANALYSIS', 'Sale Statistics', 'Inventory Statistics', 'AGING AR', 'Product Turn Over', 'FINANCIAL REPORTS', and 'Stock Balance'. The main content area shows a table of unpaid invoices with columns for Payment Status, Number, Date, Sales Rep, and Amount. The table is filtered by 'Unpaid' status and 'Completed' order status. The table data is as follows:

Payment Status	Number	Date	Sales Rep	Amount
Unpaid	10056 Completed			
Unpaid	10058 Completed			
Unpaid	10090 Completed			
Unpaid	10101 Completed			
Unpaid	10109 Completed			
Unpaid	10137 Completed			
Unpaid	10173 Completed			
Unpaid	10142 Completed	07/05/2023	Jimmy Zhang RAJ-ABC Mart	\$9,746.88
Unpaid	10194 Completed	07/07/2023	MY SALES LLC NJ	\$2,499
Unpaid	10152 Completed	06/23/2023	Saleh - Broadway Food and Disco...	\$150.24
Unpaid	10313 Completed	07/27/2023	MY SALES LLC NJ	\$2,211.84
				\$2,179,602.97
				\$27,374.92

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

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SYSTEM BASIC DATA FINANCE WHOLESALE

Dashboard Receivable Bills

Search by Number/PO# Search by Status Unpaid X Search by Order Status Completed X Search by Customer Search by Sales Rep 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	17808 Completed	10/24/2024		Kel huang UNIVERSAL 99 CENT	\$2,987.66	\$0	
Unpaid	17809 Completed	10/25/2024		Kel huang UNIVERSAL 99 CENT	\$296.4	\$0	
Unpaid	18047 Completed	11/11/2024		Kel huang Dollar Fortune LLC	\$9,772.26	\$0	
Unpaid	18048 Completed	11/12/2024		Kel huang Dollar Fortune LLC	\$761.02	\$0	
Unpaid	18696 Completed	12/04/2024		Kel huang Abdul: Dollar Deal	\$537.98	\$0	
Unpaid	18695 Completed	12/05/2024		Kel huang Abdul: Dollar Deal	\$3,565.17	\$0	
Unpaid	20218 Completed	02/19/2025		Kel huang Quick 99 Cent	\$3,113.27	\$2,532	
Unpaid	20490 Completed	02/24/2025	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	

1 100

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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MY SALES NY

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SYSTEM

BASIC DATA

FINANCE

WHOLESALE

Dashboard

Receivable Bills

Search by Number/PO#

Search by Status
Unpaid X

Search by Order Status
Completed X

Search by Customer

Search by Sales Rep
KEL

Bills

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	17808 Completed			Kel huang UNIVERSAL 99 CENT	\$2,987.66	\$0	
Unpaid	17809 Completed			Kel huang UNIVERSAL 99 CENT	\$296.4	\$0	
Unpaid	18001 Completed			Kel huang Dollar Fortune LLC	\$9,772.26	\$0	
Unpaid	18002 Completed			Kel huang Dollar Fortune LLC	\$761.02	\$0	
Unpaid	18003 Completed			Kel huang Abdul: Dollar Deal	\$537.98	\$0	
Unpaid	18004 Completed			Kel huang Abdul: Dollar Deal	\$3,565.17	\$0	
Unpaid	20001 Completed			Kel huang Quick 99 Cent	\$3,113.27	\$2,532	
Unpaid	20002 Completed			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	

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100

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

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

Customer Deatils(Primal Elements)	
Basic Info	
Customer	Primal Elements
Category	Retail
Status	Enabled
Term	NET14
Open Balance	\$421,403.06
Average payment days	37Day
Introduction	
Remarks	Ulas - sells all the direct from Turkey
Reseller Permit	
Fax	
Authorization Status	Passed
Customer Discount	
Fund Balance	\$0
Contact Info	

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.