

Receivable report showing head office total

You can run the Receivable report showing head office total in one line which includes head office & branch office. **This report is only for Gold V6.**

What it does

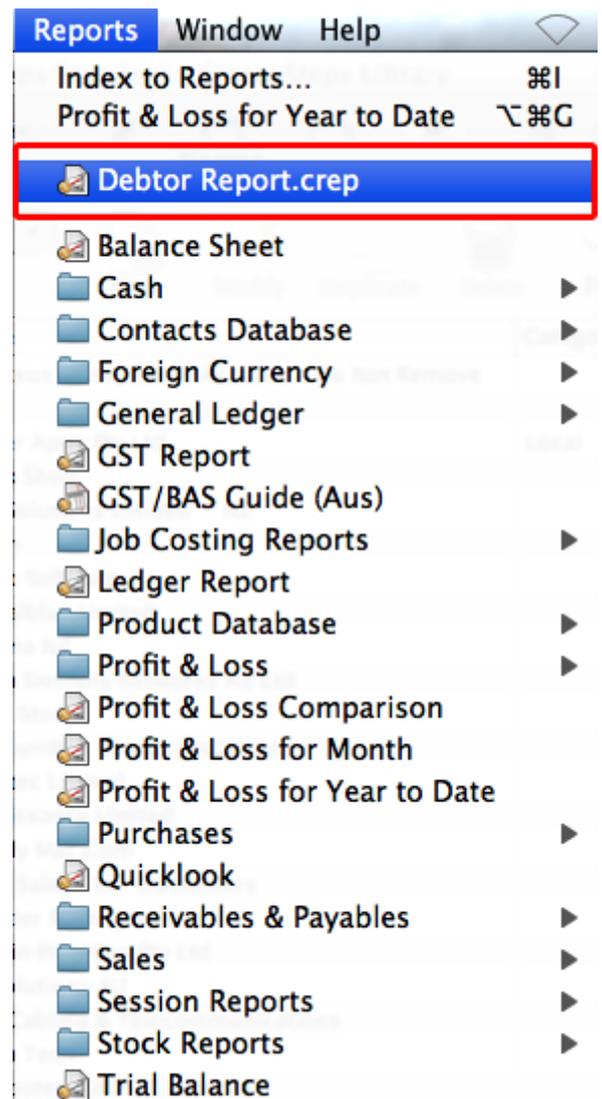
This report can be run to view the Debtor aging on head office total by period or date entered with the invoices detail.

Installing the report

To install the report see the installation instructions at <http://tinyurl.com/yj9m8mp>

Select the report from the Moneyworks Report menu

Choose **Debtor Report** from the report menu.



Set report options

1. Report By:

Choose Report By option depending upon how you want to run the report .

2. Period:

Select the period if you are running the report by **Period**.

3. Date:

Enter the date if you are running the report by **Date**.

4. Show invoices:

Check this option, if you want to view all the details of the debtor invoices of the aged debtors.

5. Total Head Office:

If you want to view the total receivable amount of branch & head office in one line, check this option.

6. Include unposted:

If you want include unposted transactions as well, then please check this option .

To preview the report:

Choose **preview** from the **Output to** popup menu and click the **preview** button.

Report Columns:

1. Code: Name Code.
2. Description: Debtors Name.
3. 3 months+: Receivable which are older than 3 months or more.
4. 2 months+: Receivable which are older than 2 months.
5. 1 month: Receivable which are older than 1 months
6. Current: Receivable for the current month.

Debtor Report v1.1						
Debtor aging report calculated relative to Sep:2008/09						
Code	Description	3 months+	2 months	1 month	Current	Total
580500		0.00	0.00	0.00	8,023.43	8,023.43
620333		599.96	0.00	0.00	0.00	599.96
620350		0.00	(13.20)	0.00	0.00	(13.20)
620450		(32.92)	0.00	0.00	0.00	(32.92)
620540		0.00	0.00	(87.47)	0.00	(87.47)
620565		0.00	0.00	0.00	(161.86)	(161.86)
620650		(255.92)	0.00	0.00	0.00	(255.92)
620715		0.00	(23.96)	(375.16)	135.82	(283.90)
630038		(108.71)	0.00	0.00	0.00	(108.71)
630075		0.00	0.00	(3.29)	0.00	(3.29)
630147		(945.92)	0.00	0.00	0.00	(945.92)
630170		0.00	0.00	(6.23)	0.00	(6.23)
630200		(118.16)	(114.41)	114.41	0.00	(118.16)
630265		(35.97)	0.00	0.00	0.00	(35.97)
630290		0.00	0.00	0.00	(174.97)	(174.97)
630300		0.00	0.00	0.00	0.00	0.00
640190		0.00	0.00	1,196.70	0.00	1,196.70
660060		0.00	0.00	(41.95)	0.00	(41.95)
690105		0.00	0.00	0.00	660.00	660.00
691010		0.00	0.00	0.00	919.94	919.94
708650		0.00	0.00	0.00	1,607.65	1,607.65
710300		(752.84)	0.00	223.08	0.00	(529.76)
710301		0.00	0.00	0.00	854.17	854.17
710602		0.00	0.00	0.00	667.18	667.18
720005		0.00	0.00	181.14	0.00	181.14
720008		4,271.20	0.00	0.00	0.00	4,271.20
720012		1,022.10	26.40	3,515.67	6,365.55	10,929.72
720017***		0.00	0.00	36,226.76	2,922.22	39,148.98
720022		0.00	0.00	0.00	2,407.75	2,407.75
720033		0.00	0.00	0.00	988.13	988.13
720074		0.00	232.02	0.00	1,348.60	1,580.62
720110		0.00	0.00	0.00	4,064.38	4,064.38
720143		0.00	0.00	0.00	4,931.35	4,931.35
720160		0.00	0.00	0.00	294.00	294.00
720250		0.00	0.00	0.00	3,930.18	3,930.18
720254		0.00	0.00	0.00	201.42	201.42
720265		0.00	0.00	0.00	50.18	50.18
720280		0.00	0.00	0.00	38.50	38.50
720305		0.00	0.00	(3,382.58)	0.00	(3,382.58)
720345		0.00	0.00	0.00	663.34	663.34
720401		0.00	0.00	0.00	500.09	500.09
720470		0.00	0.00	0.00	186.96	186.96

7. Total: Total receivable amount.