Review the Customer Ageing Report

How to Review the Customer Ageing Report in Muhasib ERP

Overview

This guide will help you classify customer outstanding balances by age and prioritize valid collection actions.

You get an ageing analysis for collections and credit review.

Who can do this

You need access to Customer Ageing Report and authorized customer/company scope.

Before you start

Define company, as-of date, ageing basis/buckets, customer/group, payment terms, unallocated receipts/credits, and expected total.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Muhasib Financials → Customer Ageing Report.

Review the Customer Ageing Report

Step 1: Set company/as-of/customer filters

Step 2: Generate the report

Step 3: Review current and ageing buckets plus total

Step 4: Confirm due-date versus invoice-date basis

Step 5: Drill to invoice and payment allocations

Step 6: Compare total with Customer Ledger/Due and receivables control

Check your work

Every sampled invoice falls into the correct bucket and bucket totals equal outstanding receivables.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Confirm boundary-day inclusivity.
- Do not collect balances offset by unallocated credits/receipts.

Related guides

- Review the Customer Due Report
- Review the Customer Ledger Report
- Review Sale Ageing Invoices

What to do next

> **Review the Customer Due Report**.

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