

Receivables Report

The Receivables report shows you a detailed list of orders with a balance due. It is intended to help you keep an eye on your cash flow. The report searches all invoices that have a payment plan including those with unpaid invoices.

Find the Report

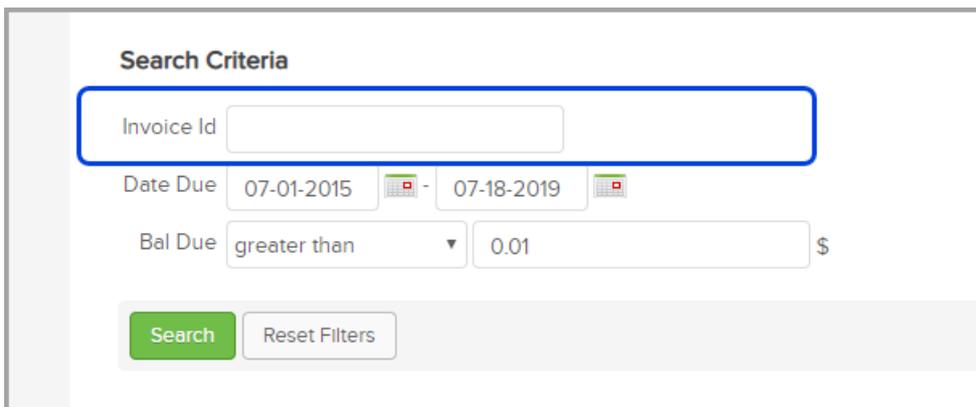
1. Go to **E-Commerce > Reports** in the main navigation
2. Click **Receivables**



All Sales (Itemized) Report	This is an itemized report for each sale.
Monthly Receivables	This report shows all money that should be collected
Daily Receivables	This report shows all money that should be collected
Receivables	This report shows all payment plan items that are due
Monthly Payments	This report shows all money that was collected (group
Daily Payments	This report shows all money that was collected (group

Available Search Criteria

- Invoice ID - Enter a specific invoice id



Search Criteria

Invoice Id

Date Due -

Bal Due \$

- Date range - The date range you are looking for

Search Criteria

Invoice Id

Date Due -

Bal Due \$

- Bal Due - Enter the criteria if you are looking for a specific balance due based on the amount:equals, not equals, greater than, less than, greater or equal, less or equal, is empty, is filled

Search Criteria

Invoice Id

Date Due -

Bal Due \$

- Lead source

Receivables

Search Misc Criteria Custom Fields Columns

Lead Source

Tags

- Tags

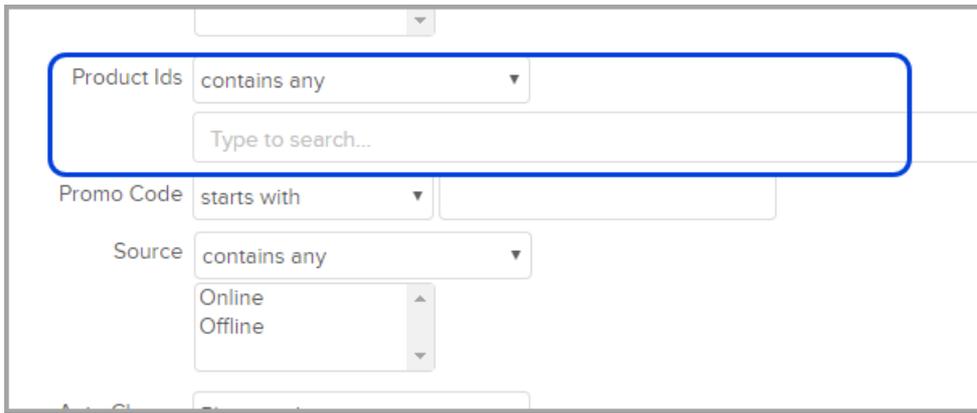
Lead Source

Tags

Tags 2

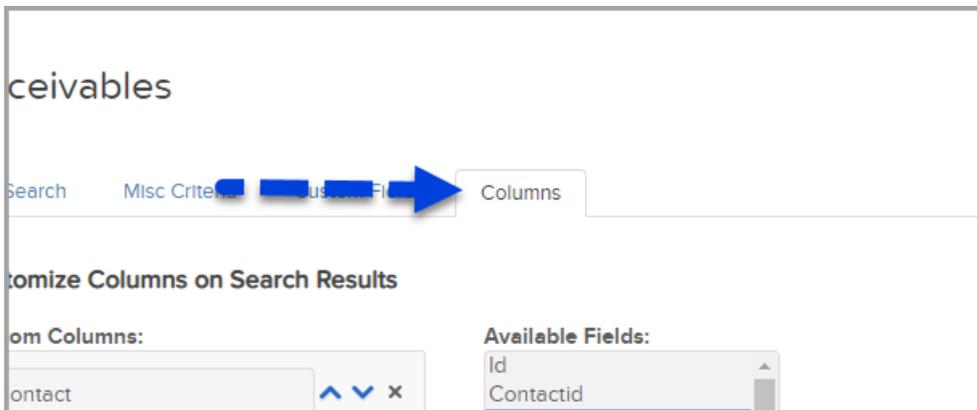
Main Search

- Products

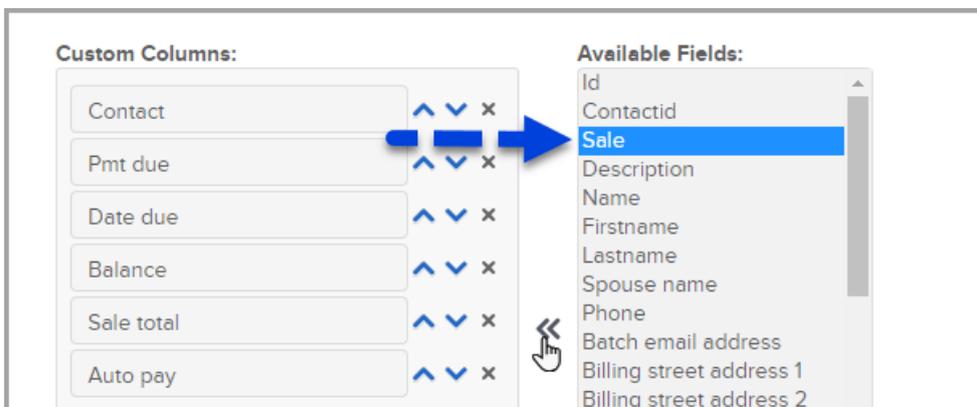


Customize your report

1. To create a customized summary use the **Columns** tab



2. This report displays results by invoice. “Sale” will link to that invoice. To add it to your results, click **Sale** and then click the double arrows. Other column options customer name, sale total, payment due, billing address, Shipping, Referral partner id, Promo code, Source, Product ids, Products, Job class, Promo, Return, Auto charge, Date sent, Lead Source, Tag ids, Link, and Custom fields.



Pro-Tip: If you are running multiple searches make sure to click the “Reset filters” to clear the previous criteria.

Sub start date

Sort By: Please select one ▼ Then By: Please select o

Group By: Please select an option ▼

Search Reset Filters

Invoices with a balance

To pull all invoices with a positive balance make sure to set the Bal Due to greater than \$0.01

Search Criteria

Invoice Id

Date Due 07-01-2014 - 07-22-2019

Bal Due greater than 0.01 \$

Search Reset Filters

Important notes: In Infusionsoft, sales totals represent gross sales. In order to see net sales, you will need to export a sales totals report along with the credits issues report.

The credits issued report will contain any manual credits you have recorded along with any refunds you have made through Infusionsoft. If you issue a refund or credit outside of Infusionsoft, be sure to record this in Infusionsoft if you are using Infusionsoft for bookkeeping purposes

Note! For questions about how to use this feature, please [contact our Support Team](#). To provide feedback on the accuracy of this article, use the form below.

