Monthly Receivables Report %

This article applies to:

The **Monthly Receivables** Report is a summary of orders with payments due for each month. This report helps you monitor money owed to you by others. Note: This report has features which require the paging to be fixed to 1000 line items per page.

Pro-Tips!

In Max Classic, 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 Max Classic. If you issue a refund or credit outside of Max Classic, be sure to record this in Max Classic if you are using Max Classic for bookkeeping purposes.

How to locate Monthly Receivables

1. Go to E-Commerce > Reports

	MARKETING	E-COMMERCE	ADMIN	s
s	Campaign Builder	E-Commerce Setup	Branding Center	
ts	Email & Broadcasts	Orders	Billing & Account Info	
unities	Lead Generation	Products	Users	
Partners	Templates	Actions	Import Data	ns av
	Legacy	Promotions	Data Cleanup	
ntegrations		Legacy	Stealth	
				Upda
Settings	Reports Settings	Reports Settings	Reports Settings	

2. Click Monthly Receivables

Daily Sales Totals	This report shows the 1
All Sales Report	This report searches a
All Sales (Itemized) Report	This is an itemized rep
Monthly Receivables	This report shows all n
Daily Receivables	This report shows all m
Receivables	This report shows all p
Monthly Payments	This report shows all m
	Daily Sales Totals All Sales Report All Sales (Itemized) Report Monthly Receivables Daily Receivables Receivables Monthly Payments

Criteria Search

• Num pmts: The number of payments due



• Amt due: The total amount due

ge (2)			
	Amt due	year	month
nity Product; Strawberry Lemonade	\$1,986.00	2019	2
yment; Strawberry Lemonade	\$3,670.00	2019	3
rry Lemonade	\$1,600.00	2019	4
rry Lemonade	\$1,635.00	2019	5
rry Lemonade	\$1,600.00	2019	6
rry Lemonade	\$1,670.00	2019	7

Click on **Show Details** to view a list of the individual orders included in these totals. Clicking **Show Details** from the **Details** columns will redirect you to the **Receivables** report.

Edit Criteria/	Columns Save	Print		1	No options available 🔹 🔻
	1000 per page 💿				
rt date	Amt due	year	month	Details	Date
2019	\$1,986.00	2019	2	Show Details	February 2019
2019	\$3,670.00	2019	3	Show Details	March 2019
2019	\$1,600.00	2019	4	Show Details	April 2019
2019	\$1,635.00	2019	5	Show Details	May 2019
2019	\$1,600.00	2019	6	Show Details	June 2019

Click on a specific month from the **Date** column to view a summary of daily receivables by redirecting to the **Daily Receivables**.

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Edit Criteria/Column	is Sav	e Print		No option	ns available
100	0 per page	0			
Amt due	year	month	Lead Source	Details	Date
\$1,986.00	2019	2	stupid	Show Details	February 2019
\$3,670.00	2019	3	stupId	Show Details	March 2019
\$1,600.00	2019	4	stupid	Show Details	April 2019
\$1,635.00	2019	5	stupId	Show Details	May 2019

Customized your report summary

1. Click the **Search** button (if available)

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Monthly	Receivat	oles	
Actions 🔻	New Search	Edit Criteria/Columns	Save Pr
1-70 of 70	U	1000 per	page
Num pmts	Amt due	Products	
1	\$5.00		

2. Click on the **Columns** tab

Monthly R	Receivables
Misc Criteria	Columns
Lead Source	contains any
	Type to search
year	contains any

3. From the Available Fields selection box, hold down CTRL on your keyboard and select the fields you would like to add the report

e Columns on	Search Results			
olumns:			Available Fields:	
nts	~ ~ ×		month Start date	^
э	~ v ×		year 😽 Promocode	
s	~ • ×		Referral partner in Ad	d
	~ ~ ×		Source Jobclass	
	^ 	«	Lead Source	

4. Click the **double arrows** to move them over

			month	
Num pmts	~ ~ ×		Start date	
			year	
Amt due	~ ~ ×		Promocode	
Draducta			Referral partner id	
roducts			Ad	
Date	~ v x		Source	
			Jobclass	
Details	∧ ∨ ×	11	Lead Source	
		Im		

- 5. You can sort the following columns by clicking on the column header on the report
 - 1. Num pmts
 - 2. Start date
 - 3. Amt due
 - 4. Year
 - 5. Month
 - 6. Details
 - 7. Date
 - 8. Lead Source

Monthly	Receiva	bles	
Actions v	New Search	Edit Criteria/Columns Save Print	
1-70 of 70		1000 per page 🕐	
Num pmts	Amt due	Products	month
6	\$225.00	Deleted product (ID: 145); Weekly Pool Checkup	10
5	\$125.00	Weekly Pool Checkup	1

6. Note that you can reset your search criteria by either clicking New Search or Reset Filters.

Monthly	Receiva	bles		
Actions 🔻	New Search	Edit Criteria/Columns	Save Print	
1-70 of 70	0	1000 per	rpage	
Num pmts	Amt due	Products		month
6	\$225.00	Deleted product (ID: 145); Weekly Pool Checkup	10

