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.
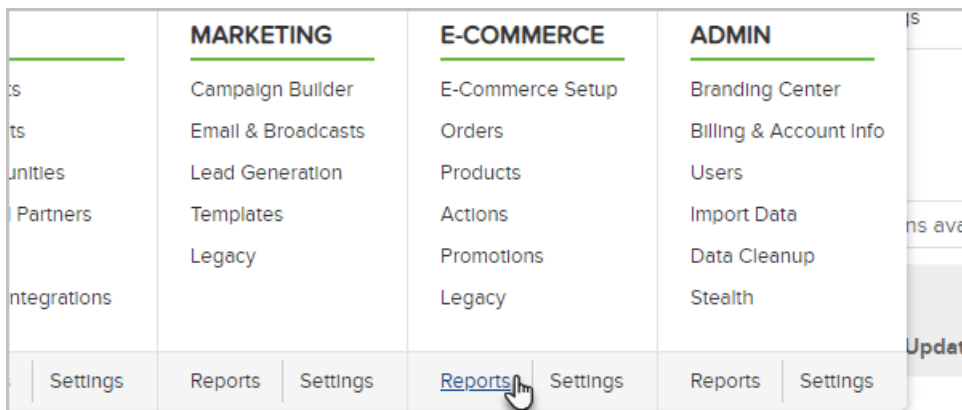
Pro-Tips!

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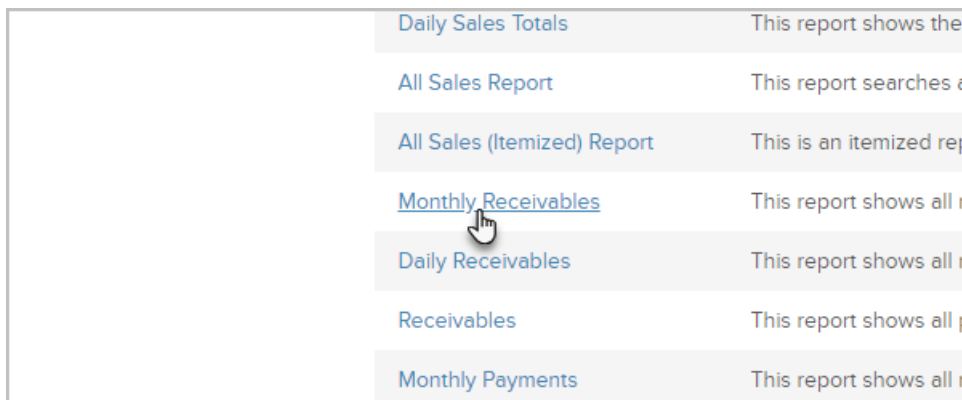
The credits issued report will contain any manual credits you have recorded along with any refunds you have made through Max Classic. If you issue a refund or credit outside of Max Classic, be sure to record this in Max Classic if you are using Max Classic for bookkeeping purposes.

How to locate Monthly Receivables

1. Go to **E-Commerce > Reports**

2. Click **Monthly Receivables**

Criteria Search

- **Num pmts:** The number of payments due

- **Amt due:** The total amount due

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.

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

Customized your report summary

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

2. Click on the **Columns** tab

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

lumns: **Available Fields:**

ts	∧ ∨ ✕
e	∧ ∨ ✕
s	∧ ∨ ✕
	∧ ∨ ✕
	∧ ∨ ✕

Available Fields list:
- month
- Start date
- year
- Promocode
- Referral partner id
- Ad
- Source
- Jobclass
- Lead Source

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

Custom Columns: **Available Fields:**

Num pmts	∧ ∨ ✕
Amt due	∧ ∨ ✕
Products	∧ ∨ ✕
Date	∧ ∨ ✕
Details	∧ ∨ ✕

Available Fields list:
- month
- Start date
- year
- Promocode
- Referral partner id
- Ad
- Source
- Jobclass
- Lead Source

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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 Receivables

| Actions ▾ | New Search | Edit Criteria/Columns... | Save... | Print... |

1-70 of 70   1000 per page ⑦

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**.