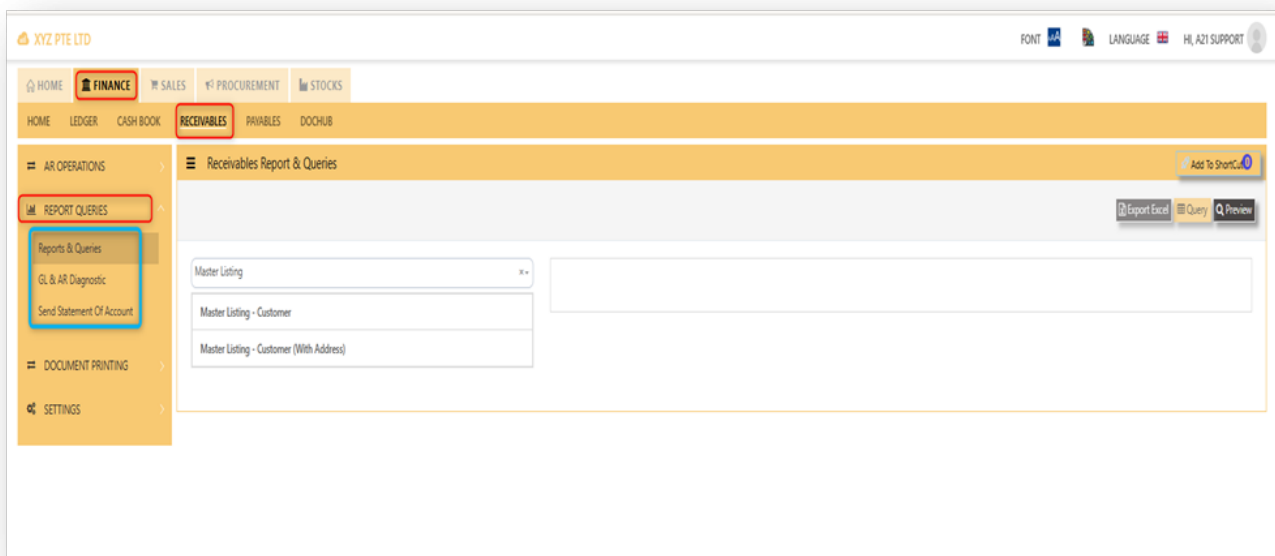


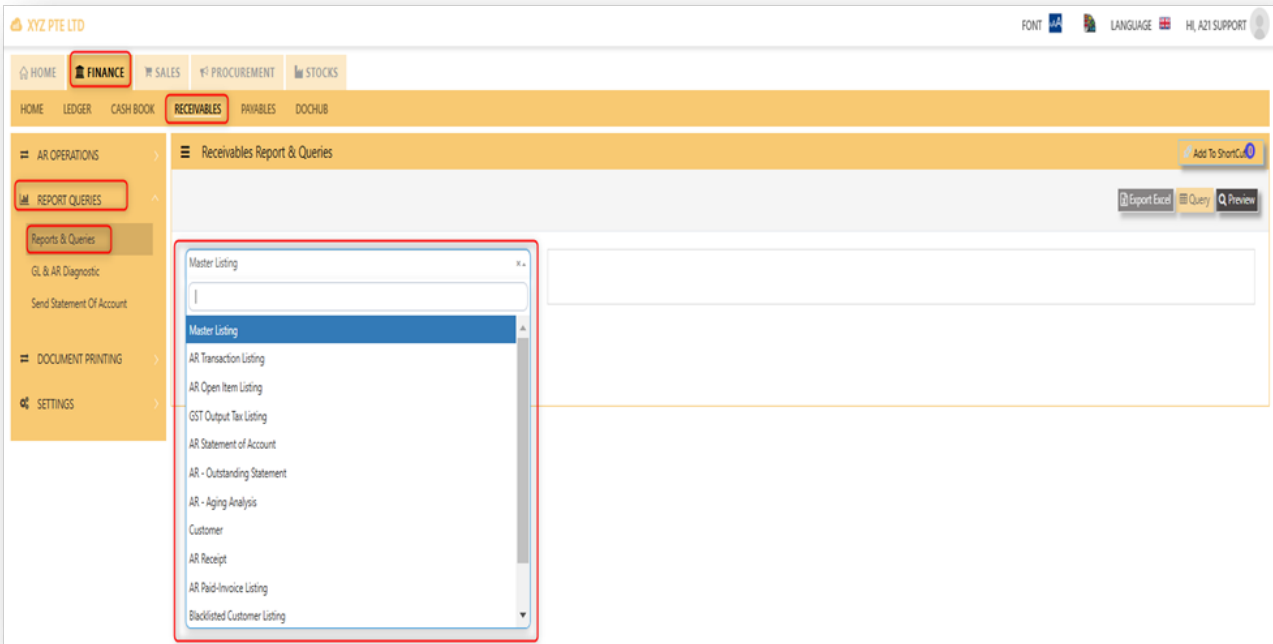
Reports & Queries

For report and queries under receivable module, there are three sub menus. First is the **report and queries** where you can find the reports related to receivables, second is the **GL and AR diagnostics** wherein if the general ledger and receivable report is not tie up, this report may help to identify which transaction causing of unbalance, and lastly, is the **send statement of account** wherein this can be used to send a statement of account in your specific customers.



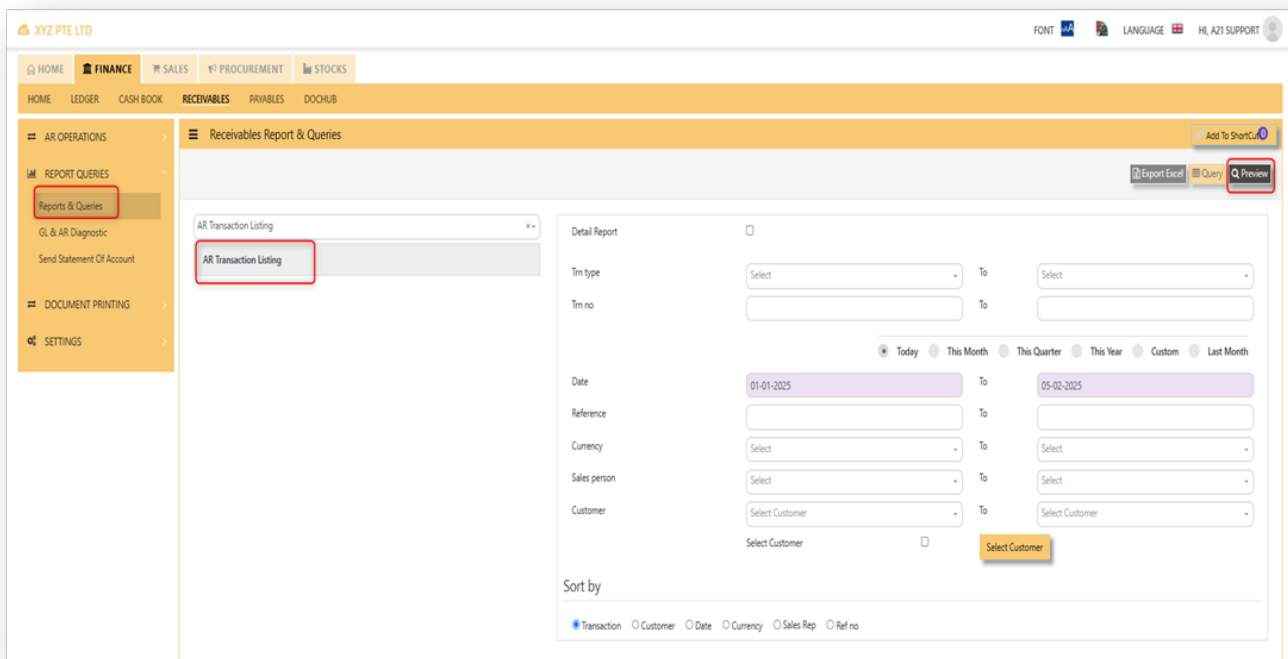
REPORT QUERIES

In report and queries menu you can generate a reports related to receivable transactions. Mainly use reports are AR transaction Listing, AR statement of account, AR aging analysis, customer ledger, AR outstanding and many more. The report and queries menu can be found in receivables > report and queries > report and queries.



Example on how to generate a report.

1. Select a report you wanted to generate.
2. Fill up necessary field, in order to capture the filtering of report correctly.
3. Click "preview" button to generate the report.



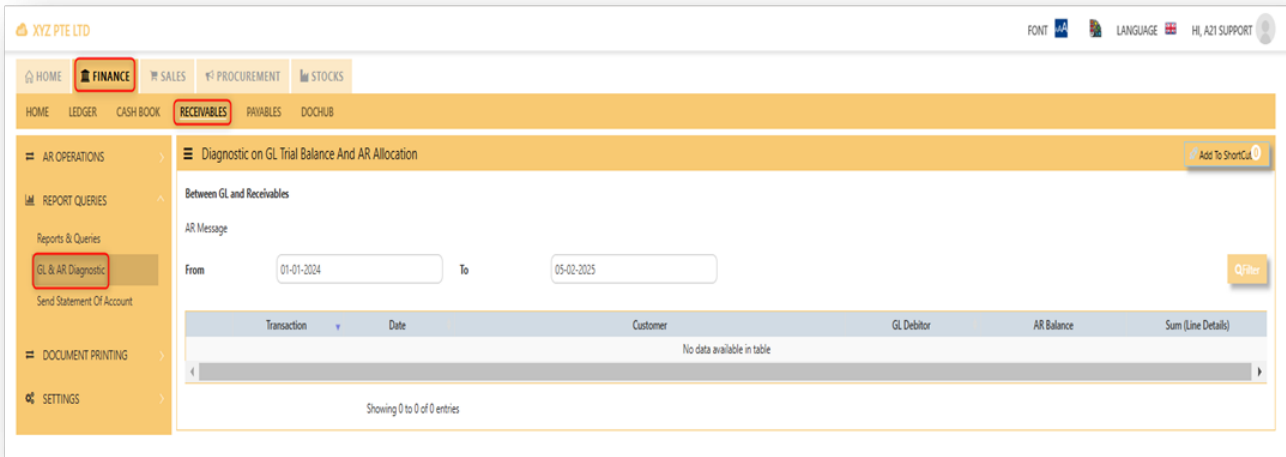
4. Also, there is an option to download the report in pdf, xlsx, csv, and etc. Please refer to attached photo on how to download on it.

The screenshot shows a web browser window titled "Report - Google Chrome" with the URL "login.uniq365.com/Receivables/R21ARReports/50/Preview/?ReportName=ARTransaction&SelectedSupplierCodes=&Selec...". The browser's toolbar includes navigation and utility icons, with a red box highlighting the download icon. A dropdown menu is open, listing file formats: PDF, XLS, XLSX, RTF, DOCX, MHT, HTML, Text, and Image. The main content area displays an "AR Transaction List" report for "XYZ PTE LTD" dated Wednesday, February 05, 2025. The report is a "Summary Report, Group by Types, Ordered by Transaction Numbers" for the period "From: 01-01-2025 to 05-02-2025".

Transaction Trn Date	Reference	Payment Ref	Customer	Curr	R	me Amt	Tax Amt	Total Amt	Prime Amt (Base)	Tax Amt (Base)	Total Amt (Base)
INVOICES & CUSTOMER DEBIT NOTES											
CE000020	15-01-2025	CE000020	ABCD Pte Ltd	SGD	1.0	1,050.00	94.50	1,144.50	1,050.00	94.50	1,144.50
CR000002	15-01-2025	CR000002	Willie Com Pte Ltd	SGD	1.0	7,000.00	630.00	7,630.00	7,000.00	630.00	7,630.00
CR000003	01-01-2025	CR000003	Willie Com Pte Ltd	SGD	1.0	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00
CR000004	01-02-2025	CR000004	ABCD Pte Ltd	SGD	1.0	800.00	0.00	800.00	800.00	0.00	800.00
CR000005	01-02-2025	CR000005	Willie Com Pte Ltd	SGD	1.0	1,200.00	108.00	1,308.00	1,200.00	108.00	1,308.00
RD000001	04-02-2025	RD000001	ABCD Pte Ltd	SGD	1.0000	16.58	0.00	16.58	16.58	0.00	16.58
RD000002	04-02-2025	RD000002	F&F Meat Shop Ltd	SGD	1.0000	16.58	0.00	16.58	16.58	0.00	16.58
RI000001	04-02-2025	RI000001	ABCD Pte Ltd	SGD	1.0000	123.00	0.00	123.00	123.00	0.00	123.00
Sub Total For INVOICES & CUSTOMER DEBIT NOTES						11,406.16	832.50	12,238.66	11,406.16	832.50	12,238.66
RECEIPTS & CUSTOMER CREDIT NOTES											
CC000001	15-01-2025	CC000001	Willie Com Pte Ltd	SGD	1.0000	-1,400.00	126.00	-1,274.00	-1,400.00	126.00	-1,274.00
RC000001	23-01-2025	RC000001	ABCD Pte Ltd	SGD	1.0000	-16.58	0.00	-16.58	-16.58	0.00	-16.58
RC000002	27-01-2025	RC000002	F&F Meat Shop Ltd	SGD	1.0000	-16.58	0.00	-16.58	-16.58	0.00	-16.58
RR000003	13-01-2025	TESTONLY	F&F Meat Shop Ltd	SGD	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
RR000005	13-01-2025	CREDITCC01	F&F Meat Shop Ltd	SGD	0.0000	-4,140.00	0.00	-4,140.00	0.00	0.00	0.00
RR000006	15-01-2025	RR000003	1234	ABCD Pte Ltd	SGD	1.0000	-1,000.00	0.00	-1,000.00	0.00	-1,000.00
RR000007	15-01-2025	RR000004	2131	Willie Com Pte Ltd	SGD	1.0000	-7,000.00	0.00	-7,000.00	0.00	-7,000.00
RR000008	15-01-2025	RR000005	12321123	Willie Com Pte Ltd	SGD	1.0000	-1.00	0.00	-1.00	0.00	-1.00
RR000009	17-01-2025	test	ABCD Pte Ltd	SGD	0.0000	-16.58	0.00	-16.58	0.00	0.00	0.00
RR000010	04-02-2025	RR000006	test	ABCD Pte Ltd	SGD	1.0000	-127.92	0.00	-127.92	0.00	-127.92
Sub Total For RECEIPTS & CUSTOMER CREDIT NOTES						-13,718.66	126.00	-13,592.66	-9,562.08	126.00	-9,436.08
Grand Total									1,844.08	958.50	2,802.58

GL AND AR DIAGNOSTICS

The GL and AR Diagnostic menu can be used to find transactions that are causing of unbalance from AR vs. GL. This menu can be found in receivables > report and queries > GL and AR diagnostics.



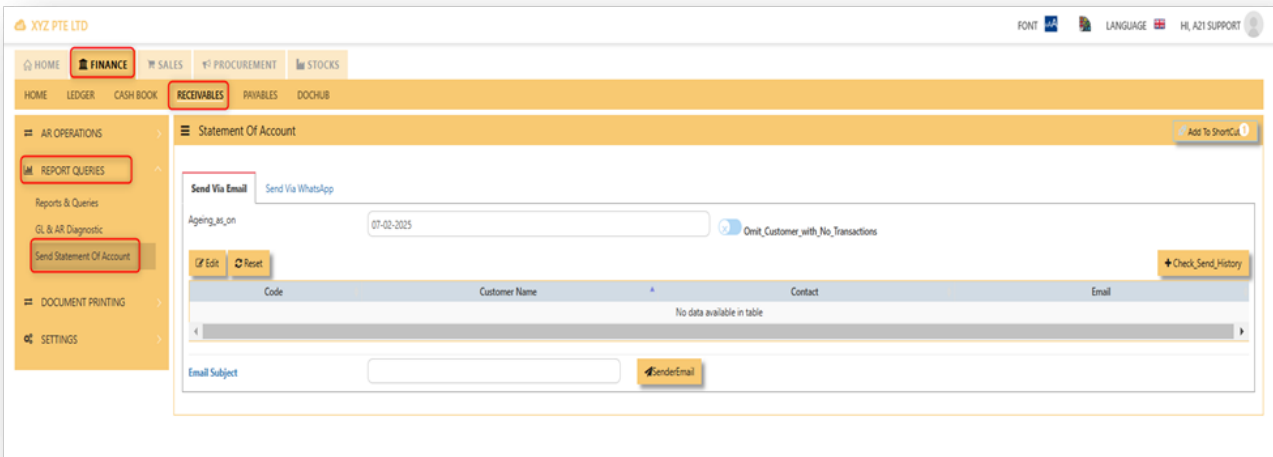
In order to generate if there is any transactions in the diagnostics, user must fill up the fields of from date and to date correctly, and after filling it up, need to click the filter button.



NOTE: If in case the transactions were not able to clear automatically, Please contact customer care support.

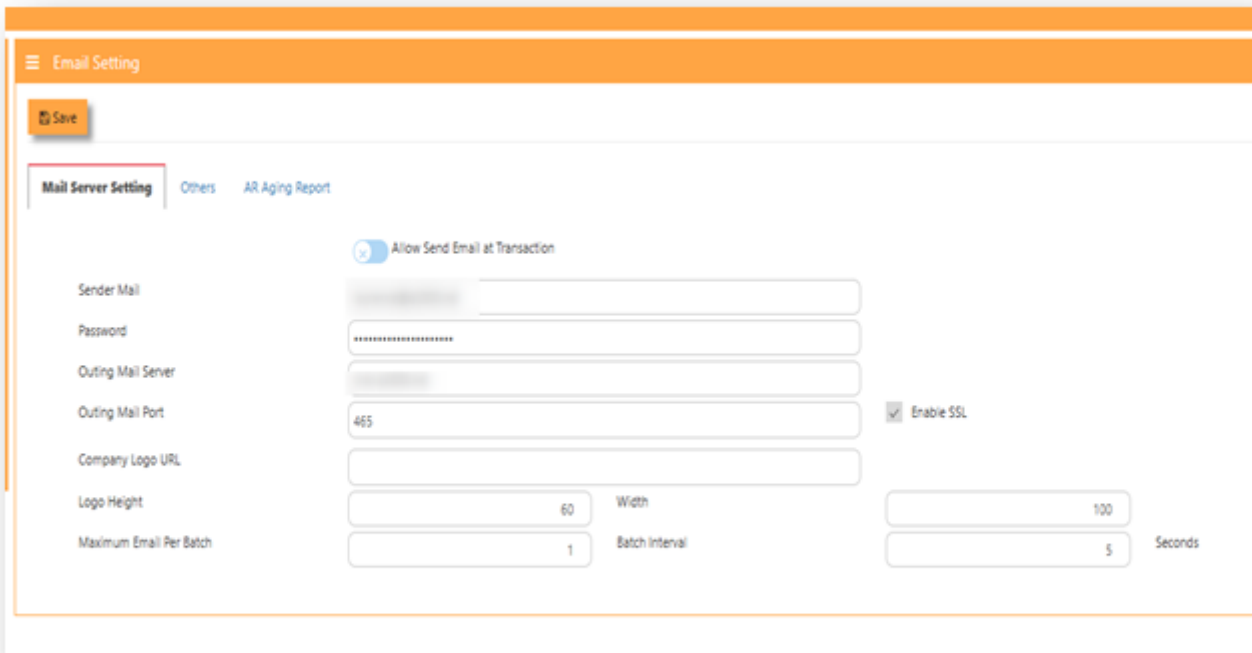
SEND STATEMENT OF ACCOUNT

In Uniq365, The "send statement of account" menu is used to send statement of account in your specific customers. This menu can be found in receivables > report and queries > send statement of account.

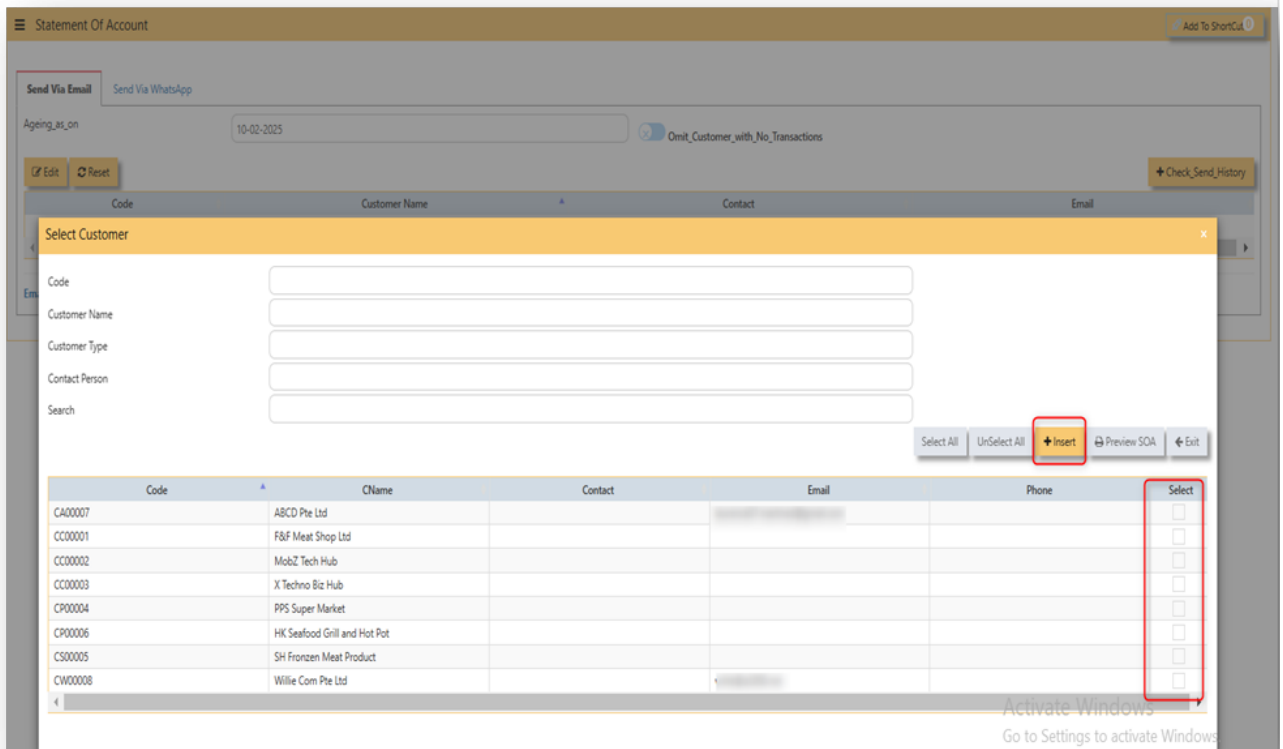


STEPS ON HOW TO SEND A STATEMENT OF ACCOUNT:

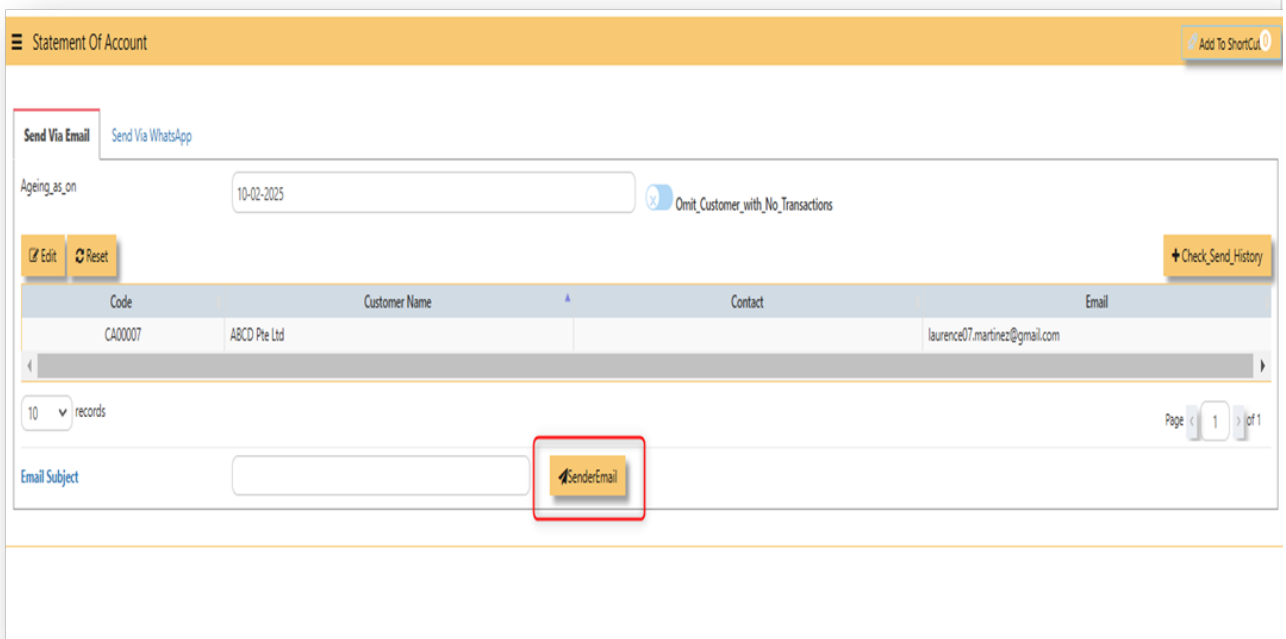
Note: Before you can able to send a SOA to a customer, the user must set up first email setting. Email setting can be found in system admin - company - email setting. The email set up usually done during implementation.



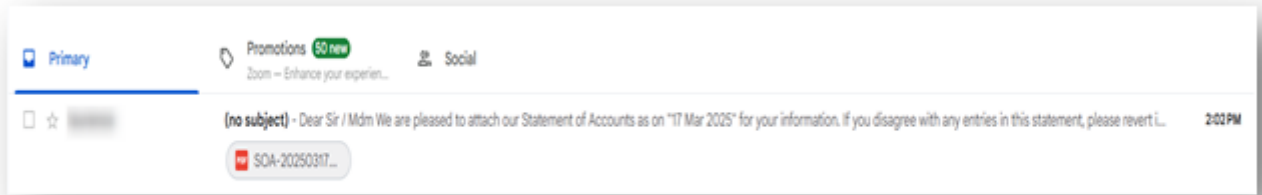
1. Filter first the date you wanted to generate first.
2. Click "edit" to select customer, after that, tick which customer you will send the SOA and clicked for the "insert button"



3. After clicked "insert" button, all the customers you have ticked will show in the list, if already confirmed. User may clicked the "sendemail" to send the SOA into the following customers.



Attached photo is an example of E-SOA.



STATEMENT OF ACCOUNT

Customer Code : CC00001 F&F Meat Shop Ltd Addr1(A) Addr2(A) Addr3(A) Addr4(A) Contact :	Date As At : 17-Mar-2025 Currency : SGD Salesperson : Page No : 1/1
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Trn Date	Due Date	Trn No	Reference	Debit	Credit	Accum Balance
13-Jan-2025		RR000005		0.00	4,140.00	-4,140.00
31-Aug-2020	30-Sep-2020	RO000003	A001	3,000.00	0.00	-1,140.00
30-Sep-2020	30-Oct-2020	RO000002	A002	4,000.00	0.00	2,860.00
31-Oct-2020	30-Nov-2020	RO000001	A003	5,000.00	0.00	7,860.00
19-Nov-2024	19-Dec-2024	CE000001	CE00001	19,620.00	0.00	27,480.00
25-Nov-2024	25-Dec-2024	CE000004	CE00004	28,885.00	0.00	56,365.00
03-Dec-2024	02-Jan-2025	CE000007	CE00007	3,706.00	0.00	60,071.00
11-Dec-2024	10-Jan-2025	CE000010	CE00010	35,752.00	0.00	95,823.00
17-Dec-2024	16-Jan-2025	CE000013	CE00013	11,772.00	0.00	107,595.00
17-Dec-2024	16-Jan-2025	CE000016	CE00016	4,360.00	0.00	111,955.00
27-Jan-2025	22-Feb-2025	RC000002	RC00002	0.00	18.07	111,936.93
04-Feb-2025	06-Mar-2025	RD000002	RD00002	16.58	0.00	111,953.51

Revision #17

Created 7 January 2025 08:21:53 by Admin Uniq365

Updated 17 March 2025 06:13:27 by Erika