

# Detailed Receivables Account Record Titles

| Account Record Title      | Description  |
|---------------------------|--|
| Receivable Account Number | Unique identifier assigned to each receivable account.             |
| Customer Name             | Name of the individual or company from whom the receivable is due. |
| Invoice Number            | Reference number of the invoice related to the receivable.         |
| Invoice Date              | Date when the invoice was issued to the customer.                  |
| Due Date                  | Date by which payment is expected.                                 |
| Original Amount           | Total amount billed in the invoice.                                |
| Amount Outstanding        | Unpaid balance remaining for the receivable.                       |
| Payment Terms             | Agreed period and conditions for payment (e.g., Net 30 days).      |
| Contact Information       | Phone number and/or email address for correspondence.              |
| Transaction Description   | Brief explanation of the transaction or service provided.          |
| Status                    | Current status of the receivable (e.g., Open, Paid, Overdue).      |
| Date of Last Payment      | Most recent date a payment was recorded for this account.          |
| Remarks/Notes             | Additional comments or information relevant to the receivable.     |

## Important Notes

- Ensure all receivable records are updated in real time for accurate reporting.
- Regularly review statuses for timely follow-ups on overdue accounts.
- Confidentiality of customer data must be maintained at all times.
- Supporting documents (e.g., contracts, delivery notes) should be referenced where relevant.