

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.