# Receivables

# Receivables, Statements, and Finance Charges

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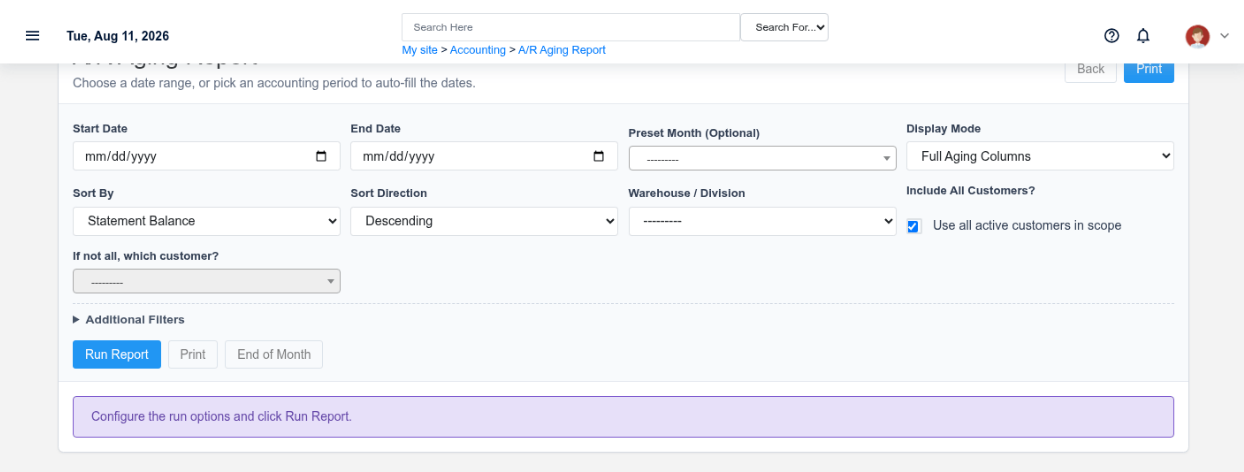
## Purpose and when to use this screen

These screens turn posted Receivable Transactions into collection analysis, customer statements, and finance charges. Use them after sales, payments, credits, write-offs, and customer setup are complete for the reporting cutoff. Resolve questionable balances before communicating them to customers or creating new charges.

## Review accounts-receivable aging

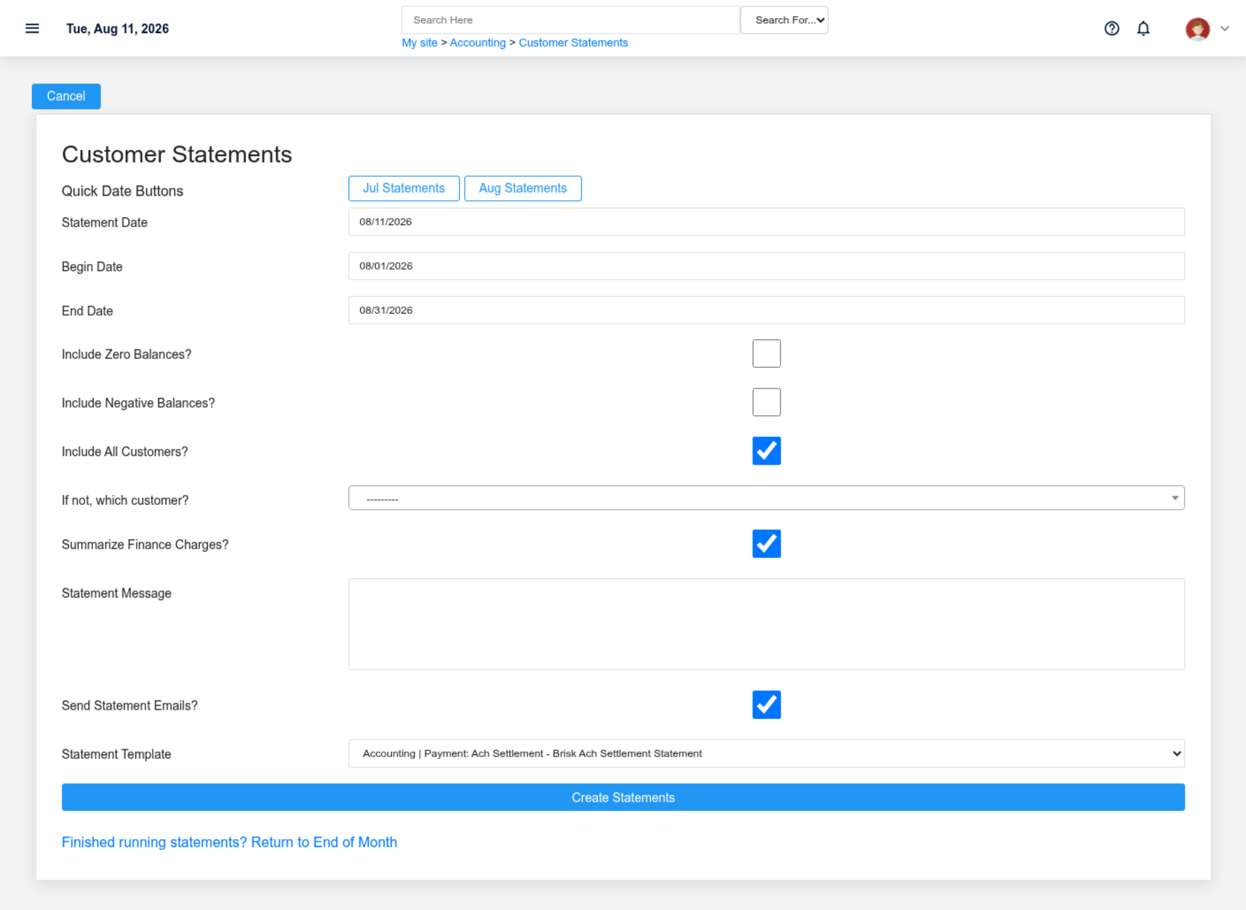



The Receivables, Statements, and Finance Charges aging screen in the Brisk documentation demo.

Choose a start/end date or a closed-month preset, then set display mode, sort, warehouse/division, and customer scope. Decide whether to include zero balances, credit balances, only overdue buckets, written-off customers, and customer numbers. Run the report and read **Statement Balance**, Current, 30, 60, 90, 90+, **Overdue Total**, and credit amount together. A customer with a credit or unapplied payment can have a misleading gross aging if you focus on one bucket alone.

Sort by overdue total or oldest bucket for collections work; use customer-name/number order for reconciliation and filing. Confirm the report cutoff before comparing it with a live customer balance.

# Prepare customer statements

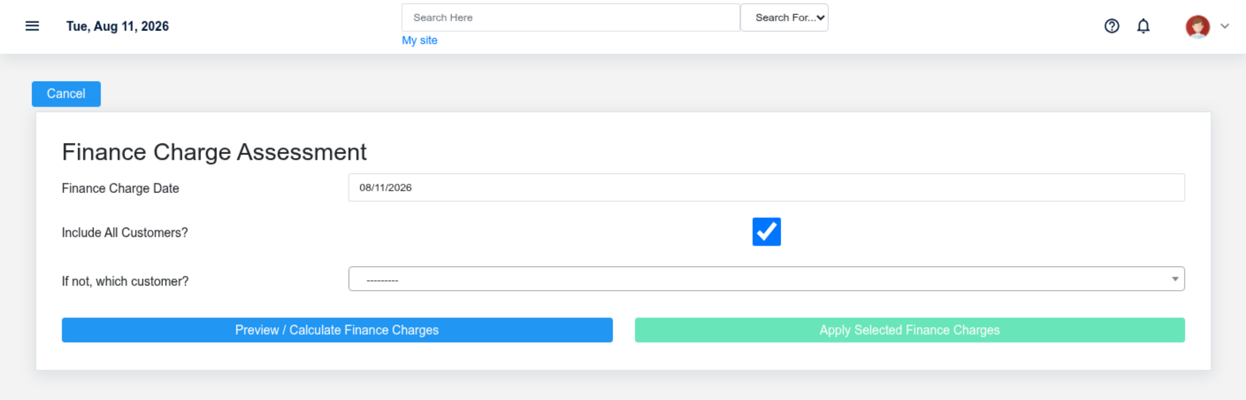


The Receivables, Statements, and Finance Charges statements screen in the Brisk documentation demo.

Set **Statement Date**, **Begin Date**, and **End Date**, or use the quick month buttons. Choose all customers or one customer and decide whether to include zero or negative balances. Select whether finance charges are summarized, enter the customer-facing statement message, choose the statement PDF template, and review **Send Statement Emails?** before generating.

Preview representative statements before a batch send. Confirm opening activity, invoices, payments, credits, finance charges, ending balance, remittance details, branding, pagination, and customer email address. A statement is communication, not a posting transaction; correct the source record and regenerate it rather than editing the output.

# Assess finance charges



The Receivables, Statements, and Finance Charges finance charges screen in the Brisk documentation demo.

Select the finance-charge date and customer scope, then use **Preview / Calculate Finance Charges**. Review every proposed customer, charge amount, original transaction source, and memo. Clear any row that should not be applied and investigate why it qualified. Apply only from the current preview; Brisk uses a preview token to protect the calculation/apply sequence.

Finance-charge eligibility comes from customer/group and payment-term policy plus the overdue transaction state. Fix incorrect terms, dates, groups, payments, credits, or write-offs before applying. Afterward, review the applied list and regenerate statements if they should include the new charges.

# Working safely and effectively

Reconcile aging totals to the receivable register, document exceptions, and restrict statement/email output to authorized recipients. Do not repeatedly apply finance charges because a page timed out; check the customer's transactions first. Preserve the original charge and use the approved credit/adjustment process when a posted finance charge must be reversed.

# Navigation

## Common tasks

- Follow a customer account through collection