Accounts Receivable Cards

First of all, accounts receivables refer to those people who have purchased something from you, part or all of which they charged, meaning that they did not pay for the purchase fully in cash.

To keep a set of accounts receivable cards, make one of the cards for each customer who owes you money.

Every time you sell a product or provide a service and do not get paid in full, write the information on an accounts receivable card for that customer. Every time the customer makes payment on the debt, make sure that you update the card. As shown in the example, the following types of items are generally found on the card:

Name of Customer
Telephone Number and Address of Customer
Date of Sale or Payment
Number of Sales Receipt
Amount of Sale
Amount Received for Sale
Balance Due

Accounts Receivable Card

Customer Telephone

Address

Date	Sales Slip Number	Amount of Sale	Amount Received	Balance