Creditors Age Analysis Menu

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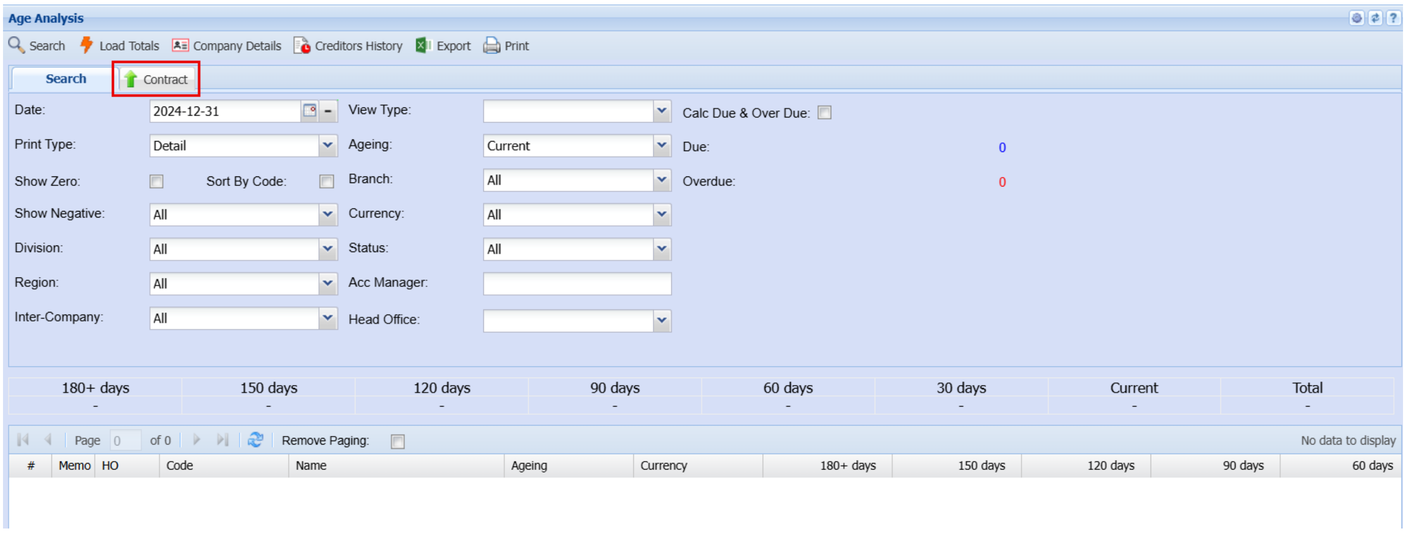
Creditors Age Analysis

Creditors > Reports > Age Analysis

Age analysis a listing of creditors accounts, usually produced monthly, which analyses the age of the debts by splitting them into categories



Date	Select the date for generating age analysis report for.
Print Type	Select the print type from the drop-down menu, your options would be Detailed, Basic or Summary.
Show Zero	If the box is ticked, the age analysis run will include debtors with zero balances
Show Negative	Select from the drop-down menu if you would like to add or exclude negative balances in your report or pull a report for creditors with only negative balances.
Division	If you have set up divisions for your debtors, you can pull the report for all your debtors or you can select a specific Division from the drop-down menu.
Region	You can pull the report for all your debtors, or you can select a specific Region from the drop-down menu if you have set up Regions for your debtors.
Inter-Company	
View Type	To select print columns from the drop-down menu. There are three types of view types in the age analysis, the default is the standard view.
Aging	The process of investigating a company's accounts receivable according to how long individual invoices have been outstanding

Branch	When working with multiple branches this drop-down allows the user to select a specific branch to pull a report for.
Currency	Select the currency from the drop-down menu that you would like to run the report for
Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu
Account Mgr	You can pull the report for all your debtors, or you can select a specific Account manager from the drop-down menu if you have set up Account Managers for your debtors.
Head Office	To select the head office from the question mark Button
Include (Exclude Debtors)	Allows a user to tick or untick the box according to preference
Standard Tab	
Contact Details button	To view debtors contact details
Debtor History	Shows debtors financial record history
Print	To print debtor’s age analysis report according to the selected date

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View Types

There are three types of view types in the age analysis, the default is the standard view.

The standard view takes into account whether the customer is set as date of invoice or date of statement.

It also looks at the terms of the supplier and then works out the ageing based on that.

The other two view types are Invoice date and due date.

If you select the invoice date the following will happen.

The ageing periods will look at the months that the invoice was processed.

The date of the ageing will still retain invoices in those dates and not age 30 or 60 days from invoice but put the figures in those months.

Payments and allocations are taken into account for those of you type ageing.

The due date view type takes into account the due date of the invoice and slotted into that month.

So, if an invoice of 500 was processed in January on the 15th of the month and the due date of the invoice is on the 20th of February.

And the payment was made in March the 15th for a value of 100.

If you run the ageing for invoice date on the 14th of March, then an amount of 500 will show in the January column.

If you run the ageing for invoice date on the 15th of March and have not allocated the payment, then an amount of 500 will show in the January column.

The payment of 100 will show in March as a negative figure, the total due amount will then be 400

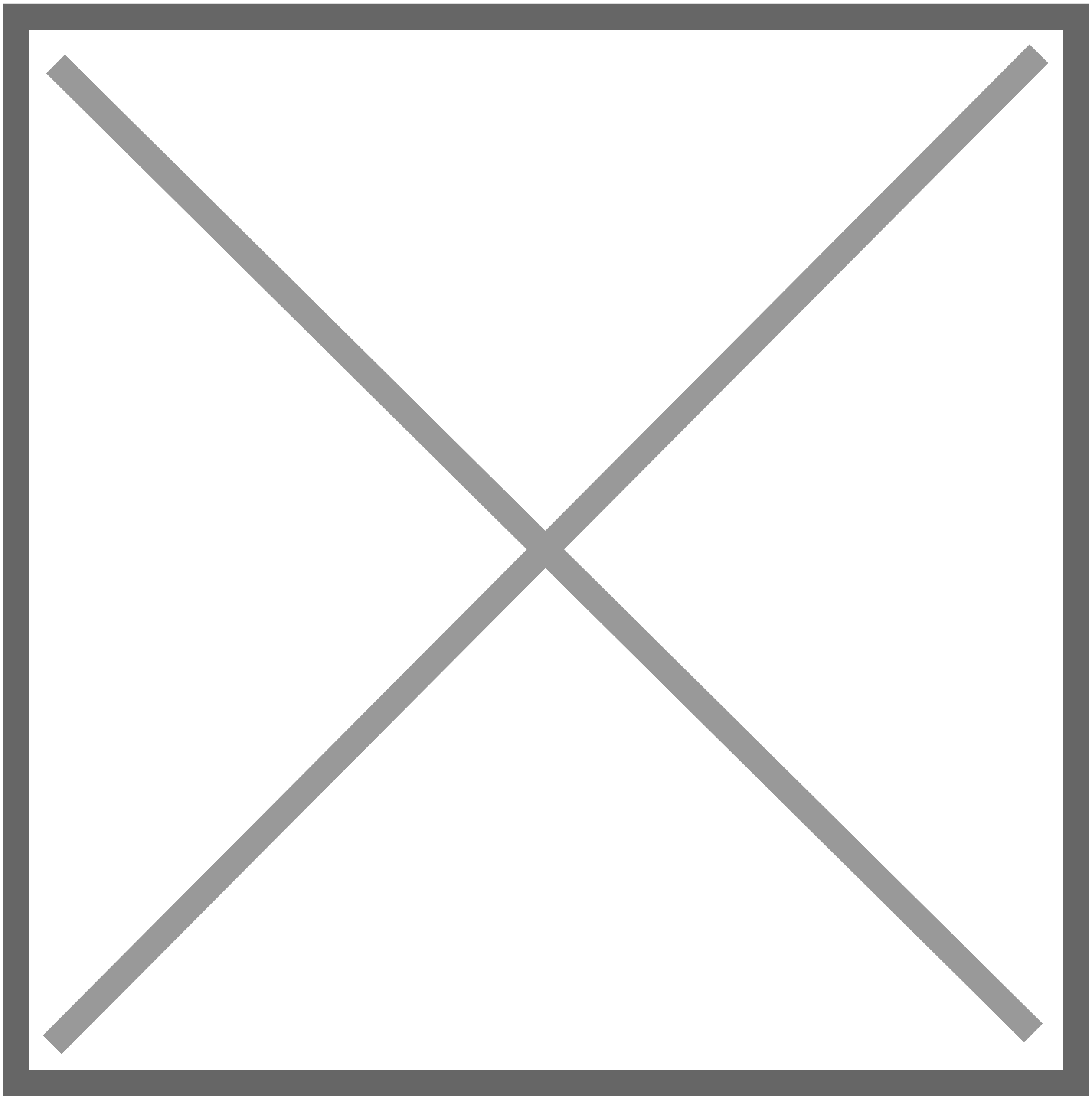
If you run the ageing for invoice date on the 16th of March and have allocated the payment, then an amount of 400 will show in the January column.

The above process works in a similar manner for the Due date.

It just means that the ageing will look at the date the invoice is due, in which case the amount will show up in February.

Report

This Report shows the status of your transactions in terms of how much you owe your suppliers and for how long these transactions will be reflected by aging periods e.g. Current, 30 Days, 60 Days Etc

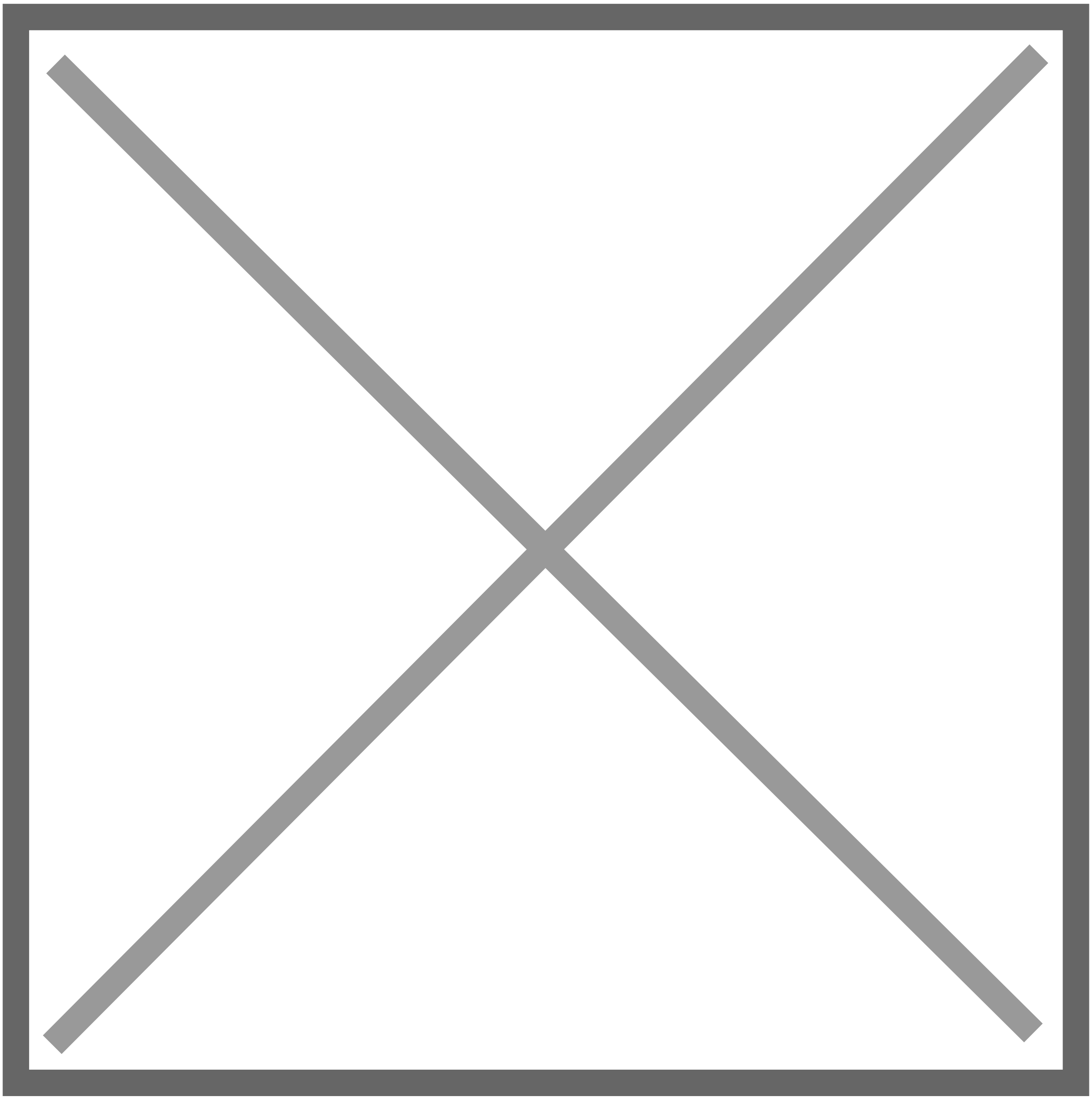


Generate the Age Analysis using various search criteria’s in the system

Search using Currency Type – this will generate transactions in the selected

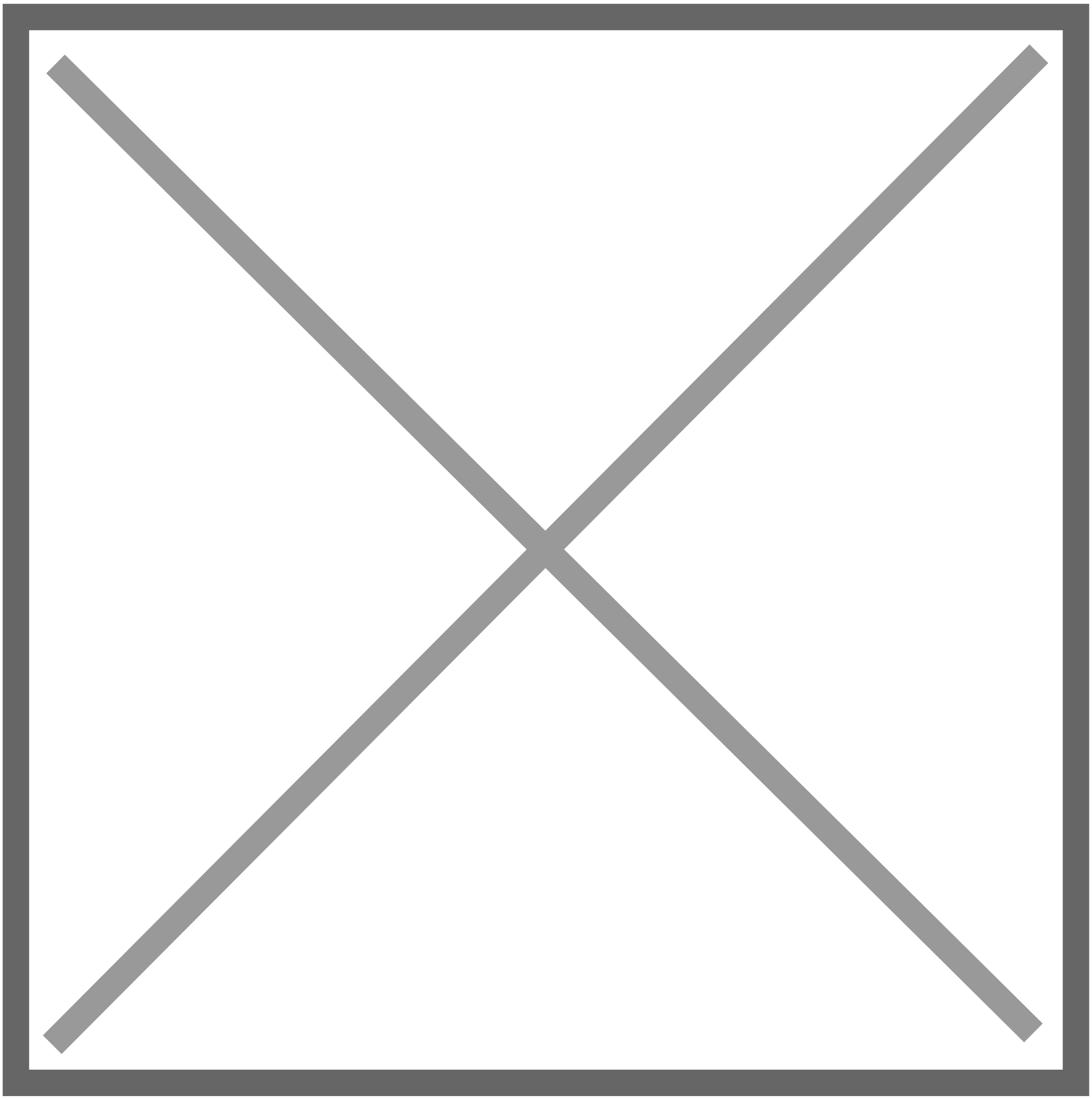
Aging

Group your transactions by Account manager



There’s an option to view creditor History from the age analysis

When you click View creditor history button > a window opens a list of transactions against that creditor will be listed and you can view by source documents entry.

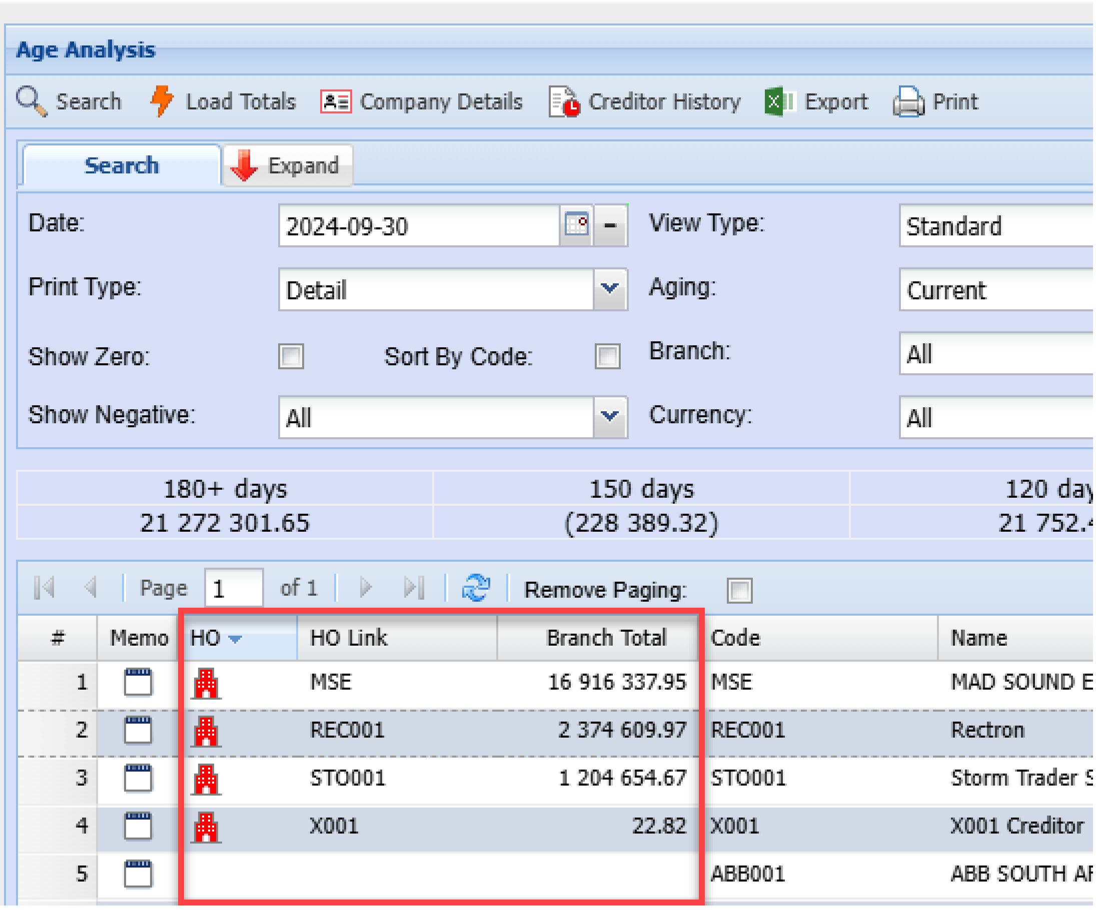


Branch Age Analysis

Viewing and printing Branch Age Analysis

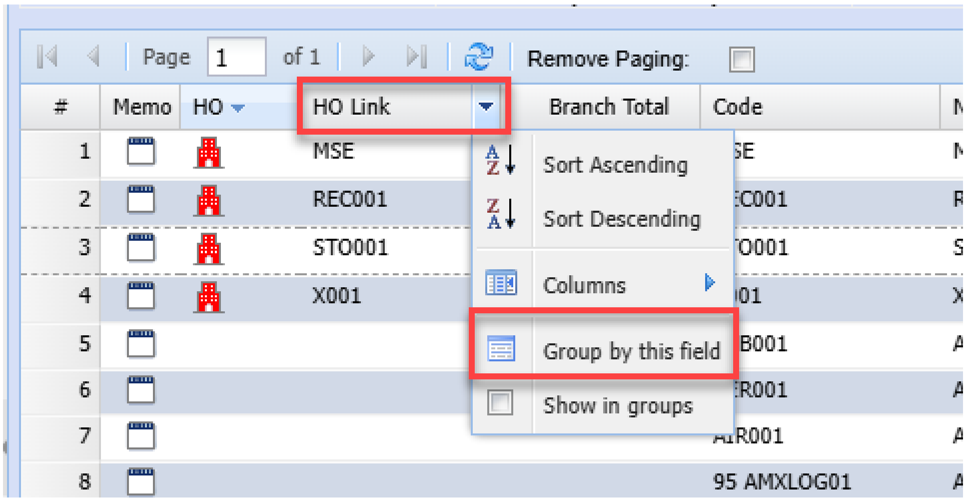
There are three new columns in Age Analysis

HO	Icon to indicate that this supplier is marked as a Head Office
HO Link	Shows the Head Office account number on Head office and branch accounts. This will be used to group all accounts to Head office accounts
Branch Total	This gives the total due for all branches and Head Office

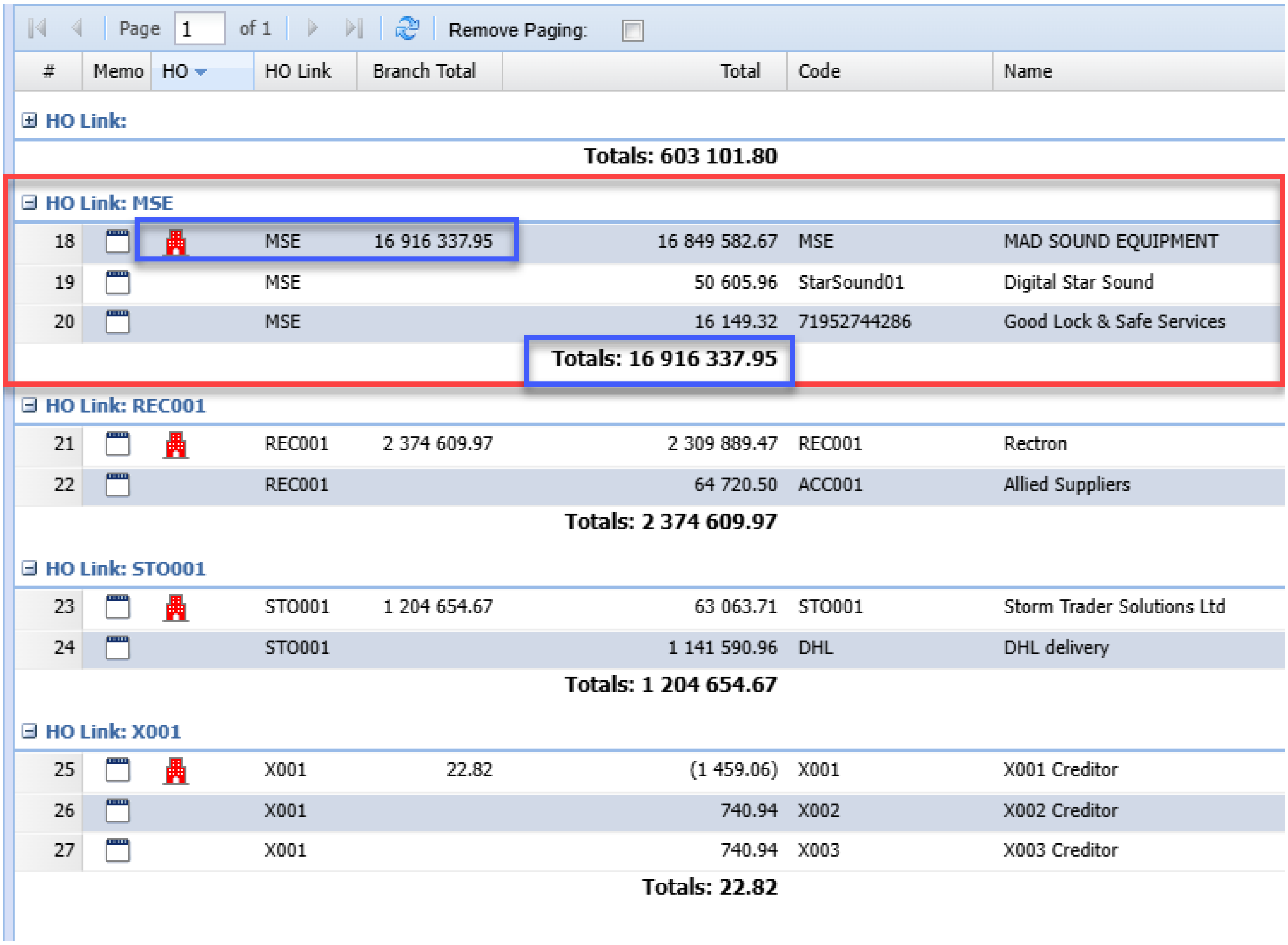


Group by Head office

Click on small drop-down arrow on HO Link, then Group by this field



This will group all the accounts together and give totals for each Head Office and Branches



Print and Export

Export	Export will contain the HO flag, HO Links and Branch Totals. This means that one is able to group in Excel Head Office accounts.
Print	Print and Group by Head Office with sub totals