

Age Analysis

Creditors >Reports > Report List

Gives a report of all Creditors monies due and aged by period from the date specified. This criterion allows a selection of a single Creditor.

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Age Analysis

Creditor From:

▼

Creditor To:

▼

Date:

2023-04-01

–

Branch:

All

▼

Currency:

All

▼

Division:

All

▼

Region:

All

▼

Status:

All

▼

Acc Manager:

▼

Show Neg:

All

▼

Aging:

Current

▼

Show Zero:

☐

Sort By Code:

☐

Calc Due & Over Due:

☐

Inter-Company:

All

▼

Generate

Close

Creditor From / To	Select a Customer/Debtor you wish to view the report from. Select the Customer/Debtor you wish to see up to in the report.
Date	Choose the date range for which you want to view the report for
Currency	If you use multi-currency, you can select to pull the report for a specific currency.
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.
Acc Manager	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.

Aging	Select the period you want to pull the age analysis for.
Sort By Code	Tick the box if you would like to add a column to your report for Creditor code which you can sort by.
Inter-Company	This will allow you to include or exclude internal invoices between branches that would not be considered a GST Sale but to correct the cost centre.
Branch	When working with multiple branches this drop-down allows the user to select a specific branch to pull a report for.
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.
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
Show Neg	Select from the drop-down menu if you want negative balances to be included or excluded from your report.
Show Zero	Tick this box if you would like creditors with Zero balances to be included in your report
Calc Due and Overdue	Tick this box if you would like to add two columns for the due and overdue amounts

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