

Debtors Age Analysis Menu

- [Debtors Age Analysis](#)
- [Branch Age Analysis](#)

Debtors Age Analysis

Age analysis a listing of debtors' accounts (i.e., the amounts owing to a business), usually produced monthly, which analyses the age of the debts by splitting them into categories.

Age Analysis

Search

Company Details

Analysis

Print

Export

Collections

Basic Search

Expand

Date:2024-01-31

View Type:Standard

Calc Due & Overdue:☐

Print Type:Detail

Ageing:Current

Due:0.000000

Branch:All

Billing Group:All

Overdue:0.000000

Show Zero:☐

Sort By Code:☐

Show Negative:All

180+ days5 185 808.180000

150 days24 423.730000

120 days60 476.150000

90 days60 700.940000

60 da32 488.8

Page 1 of 1

Remove Paging:☐

#	Memo	Debtor Code	Debtor Name	Ageing	Total	Pref Currency	180+ days	150 days
1		ABC001	A & B Construction	Date Of Statement	15 783.78	Rand South Africa	15 769.98	
2		ABC011	ABC MG Co	Date Of Statement	1 559.50	Rand South Africa	1 200.00	244.50
3		ABC007	ABD Company	Date Of Statement	87 196.44	Rand South Africa	68 571.77	
4		1008	ACE Traders	Date Of Statement	24 317.46	Rand South Africa	18 393.12	4 682.34
5		001	Cape Coaters (Pty) Ltd	Date Of Invoice	(797.47)	US Dollar \$	(797.47)	
6		1101	Cashmart	Date Of Statement	1 374.25	Rand South Africa		
7		COKE-CT	Coke Cape Town	Date Of Statement	6 306.10	Rand South Africa	6 191.10	115.00
8		COKE-HQ	Coke Head Office	Date Of Statement	32 507.32	Rand South Africa	32 323.85	183.47
9		COKE-JHB	Coke JHB	Date Of Statement	641.64	Rand South Africa	641.64	
10		MG6	Company to be merged	Date Of Statement	268.00	Rand South Africa	268.00	
11		DAV001	David Reid Homes	Date Of Statement	323 480.39	Rand South Africa	323 300.64	

Basic Tab	Select from the following in order to generate age analysis list
Date	Select the date for generating age analysis
Print Type	Select the print type from the drop-down menu
Currency	Select currency from the drop-down menu
Add Zero Balance	If the box is ticked, the age analysis run will include debtors with zero balances
Contact Person	Enter the contact person
Division	If you have multiple Divisions, by selecting this will add this column to your report.

Account Mgr.	To enter the account manager
Status	To select the status from the drop-down menu
Branch	To select branch from the drop-down menu
Print Columns	To select print columns from the drop-down menu
Aging	The process of investigating a company's accounts receivable according to how long individual invoices have been outstanding
Exclude Negative	Allows a user to tick a box to exclude negative amounts on the report
Email	To enter the debtors email address
Region	To select the region from the drop-down arrow
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 has three buttons

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

View Types Explained

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

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 customer and then works out the ageing based on that.

Invoice date and Due date

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

Invoice 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.

Due Date

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.

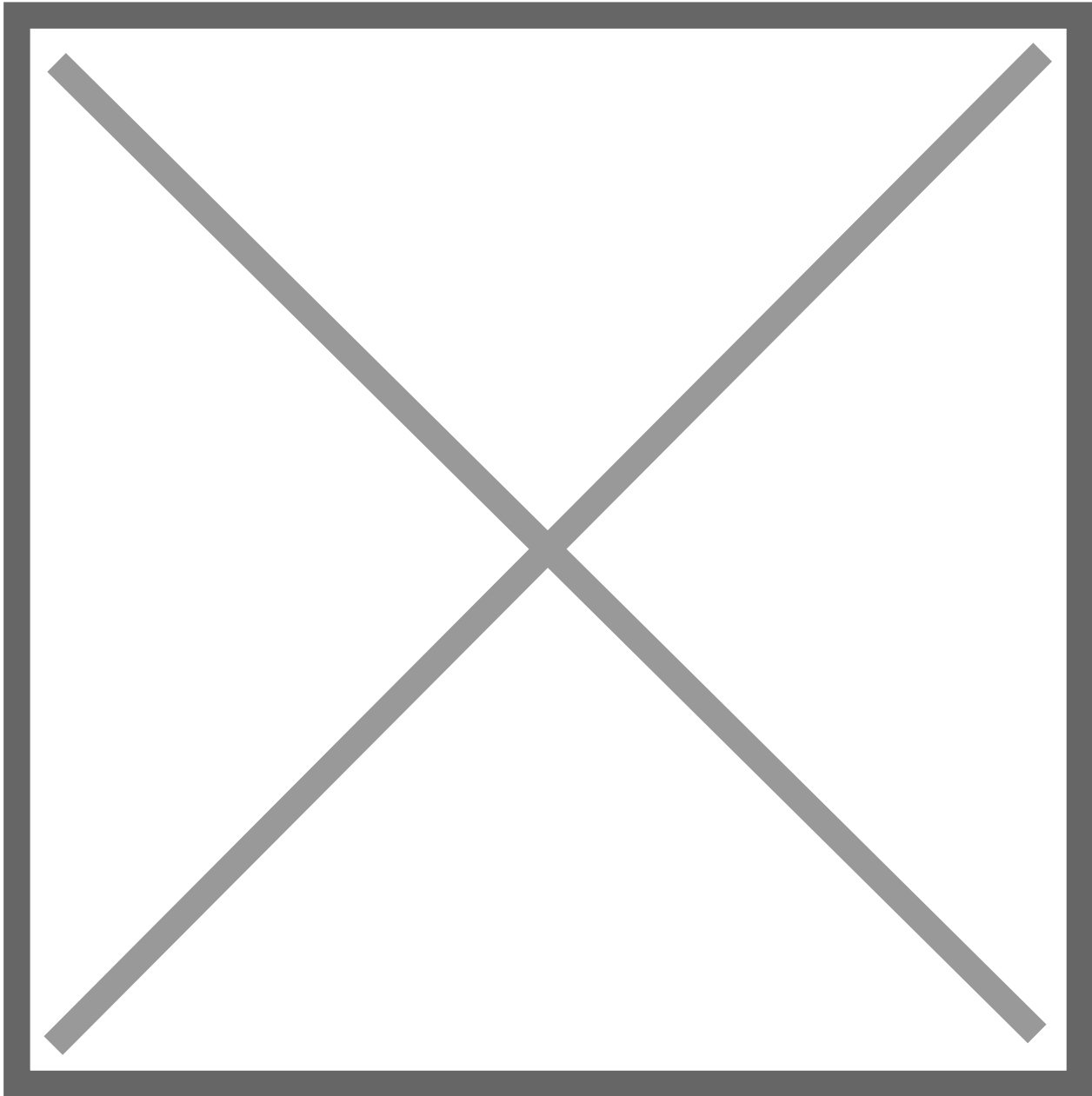
If you run the ageing for invoice date on the 15th of March and have not allocated the payment, then an amount of 500 will show in the January column.

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.

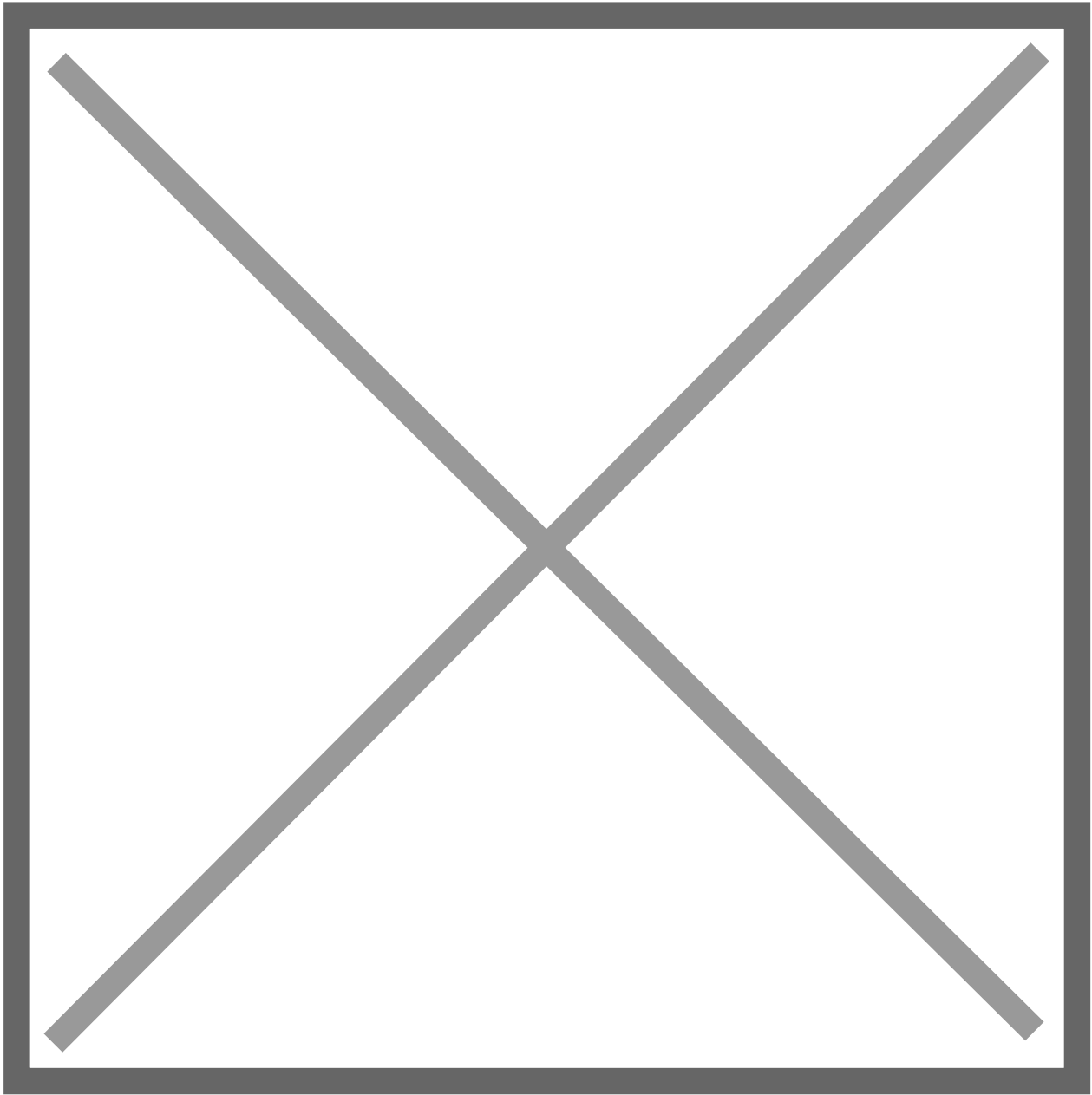
It just means that the ageing will look at the date the invoice is due, in which case the amount will show up in February.



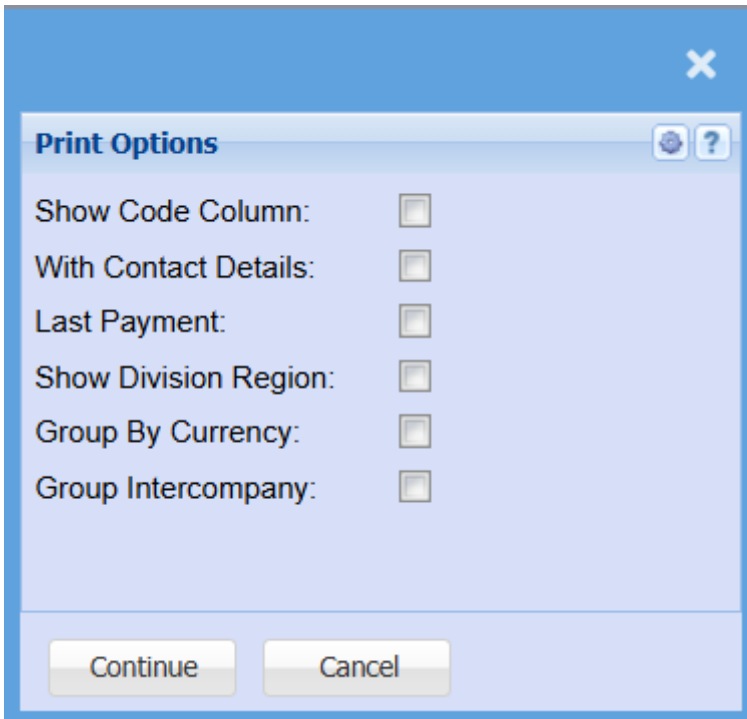
Analysis

High a debtor and jump to the Debtor analysis window to view all transactions linked to this debtor

Open up more information on Debtors analysis - [Debtor Analysis](#)

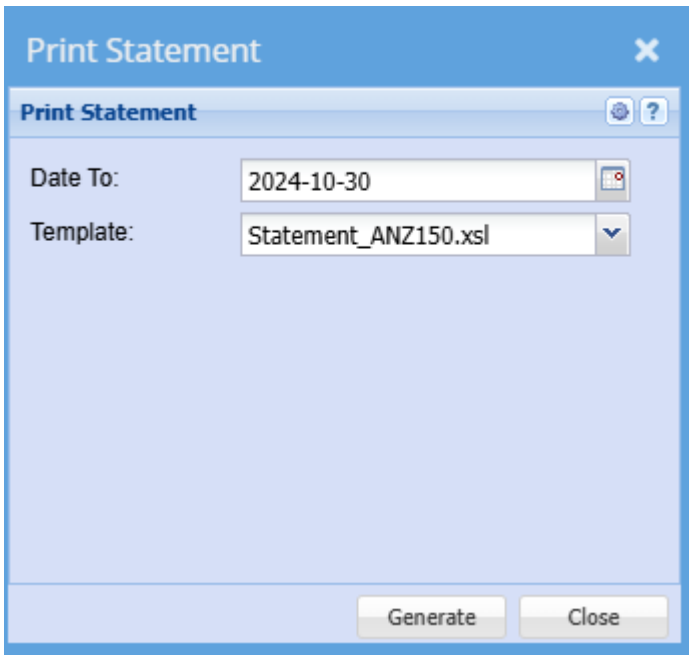


Print



A screenshot of a 'Print Options' dialog box. The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar is a header area with the text 'Print Options' and two small icons (a gear and a question mark). The main area contains six options, each with a label and a checkbox: 'Show Code Column:', 'With Contact Details:', 'Last Payment:', 'Show Division Region:', 'Group By Currency:', and 'Group Intercompany:'. All checkboxes are currently unchecked. At the bottom of the dialog are two buttons: 'Continue' and 'Cancel'.

Print Statement PDF

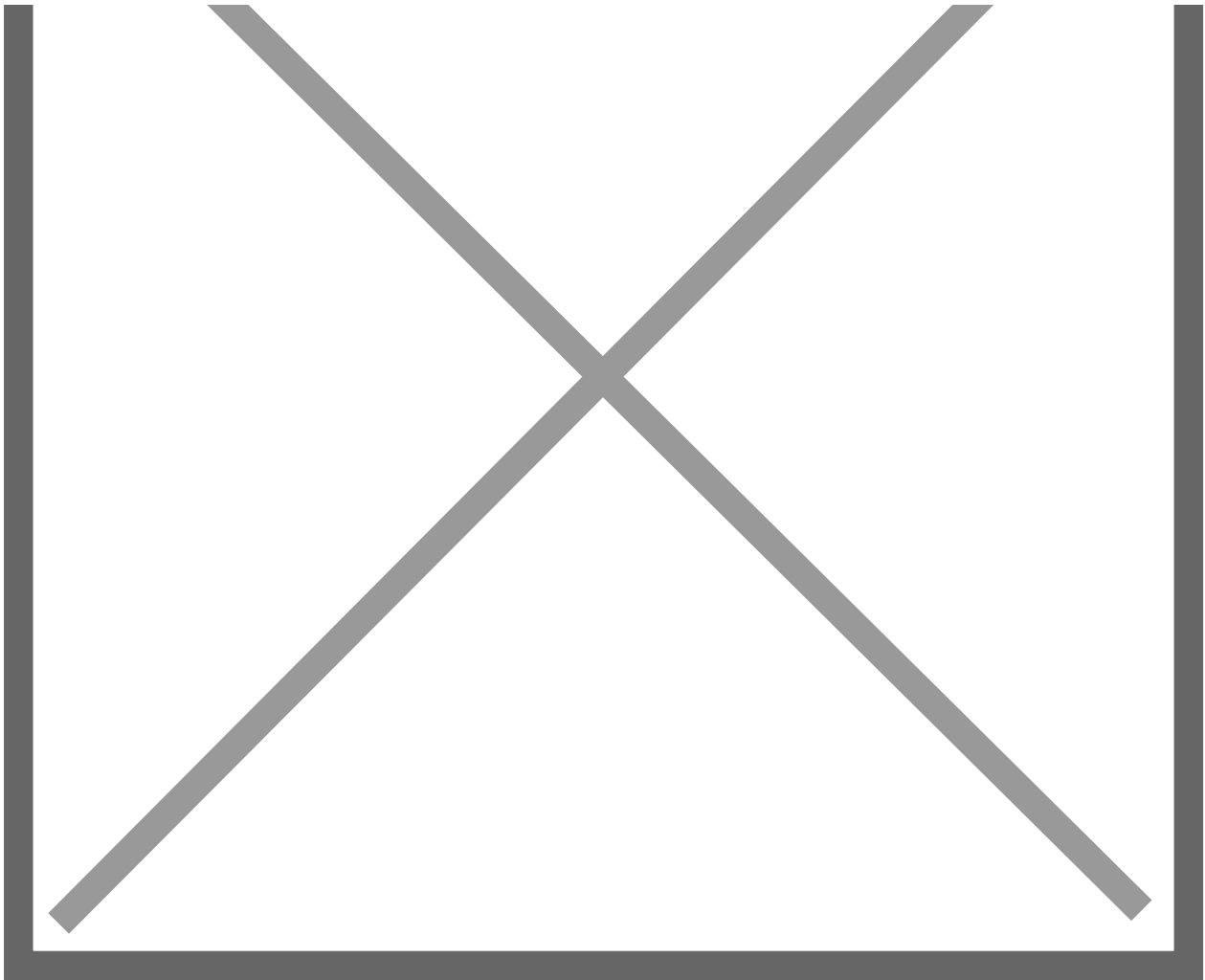


A screenshot of a 'Print Statement' dialog box. The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar is a header area with the text 'Print Statement' and two small icons (a gear and a question mark). The main area contains two fields: 'Date To:' with a text input field containing '2024-10-30' and a calendar icon, and 'Template:' with a dropdown menu showing 'Statement_ANZ150.xsl'. At the bottom of the dialog are two buttons: 'Generate' and 'Close'.

Company Details

When a debtor is selected from the grid list - and you click on company / contact details - the user will have immediate access to the debtor information.

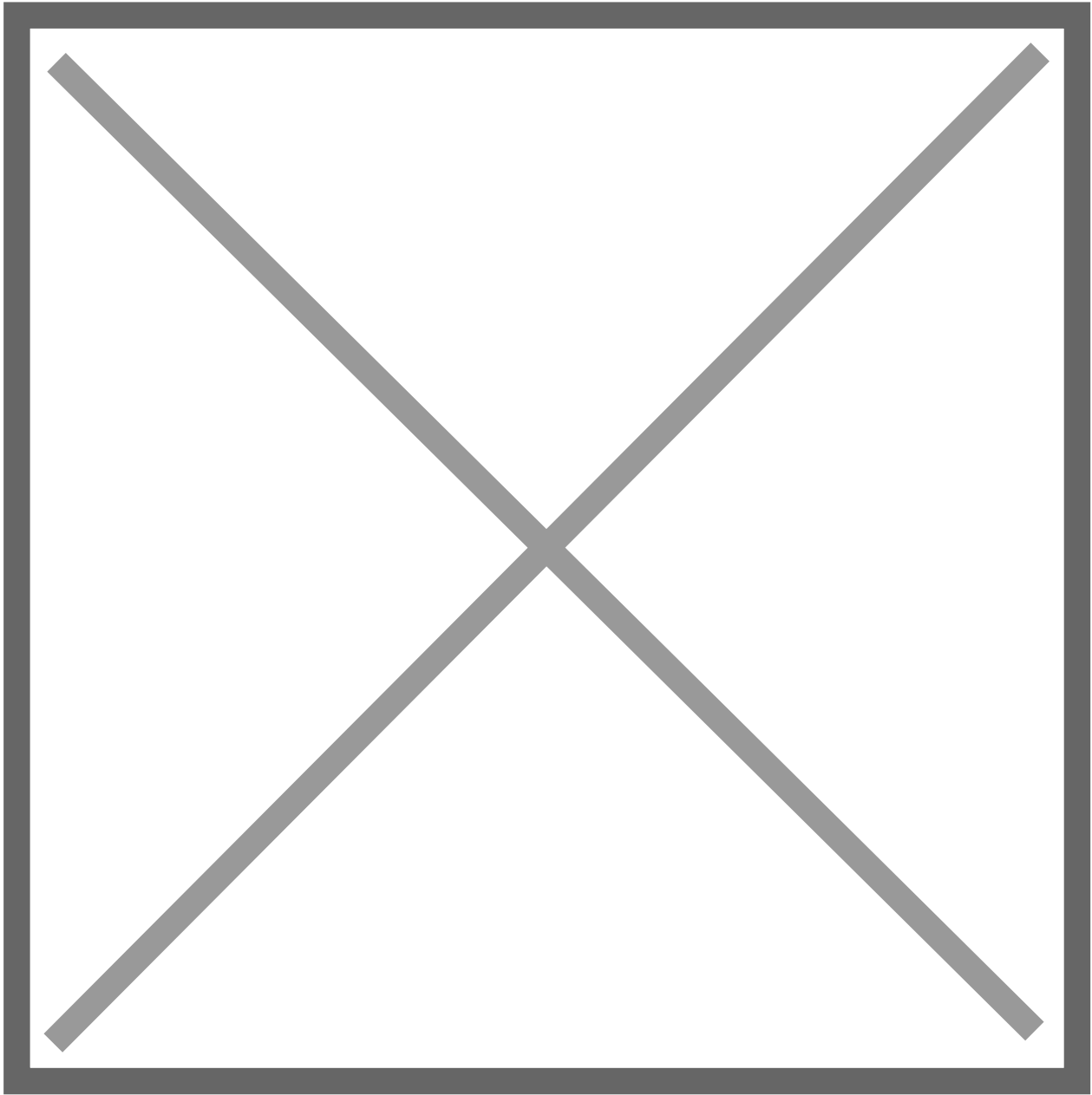
this makes it easier to interact with the debtor without having to go to different windows



Export

Debtors> Reports> Age analysis > Export Button

Export the information to excel



Collections

Collections Create

?

Reference:

Description:

Date Of Aging:

2024-06-30

Create

Close

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

Age Analysis

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Basic Search

Expand

Date:2024-09-30

View Type:Standard

Calc Due & Ove

Print Type:Detail

Ageing:Current

Due:

Branch:All

Billing Group:All

Overdue:

Show Zero:

Sort By Code:

Show Negative:All

180+ days

150 days

120 days

9

21 751 304.95

38 392.62

(70 701 693.34)

67

Page 1 of 1

Remove Paging:

#	Memo	HO	HO Link	Branch Total	Total	Debtor Code	Debtor Name
1			001	1 803.43	(797.47)	001	Cape Coaters (Pty) Ltd
2			1002	114 070.23	116 359.10	1002	TRACEY LEE MOODLEY
3			1205	3 043.76	3 043.76	1205	X Client
4			ABC001	(70 930 360.86)	(70 930 360.86)	ABC001	A & B Construction
5			ABC007	340 275.59	312 251.45	ABC007	ABD Company
6			COKE-...	39 455.06	32 507.32	COKE-HQ	Coke Head Office
7			DAV001	433 750.39	323 480.39	DAV001	David Reid Homes

Group by Head office

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

Page 1 of 1 Remove Paging: ☐				
#	Memo	HO	HO Link	Branch Total
1			001	
2			1002	
3			1205	
4			ABC001	
5			ABC007	
6			COKE-HQ	
7			DAV001	433 750.39

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

Age Analysis

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Basic Search

Expand

Date:

2024-09-30

View Type:

Standard

Calc Due & Overdu

Print Type:

Detail

Ageing:

Current

Due:

Branch:

All

Billing Group:

All

Overdue:

Show Zero:

☐

Sort By Code:

☐

Show Negative:

All

180+ days

21 751 304.95

150 days

38 392.62

120 days

(70 701 693.34)

90 d

67 09

Page 1 of 1

Remove Paging:

☐

#	Memo	HO	HO Link	Branch Total	Total	Debtor Code	Debtor Name
HO Link: 1002							
34			1002	114 070.23	116 359.10	1002	TRACEY LEE MOODLEY
35			1002		4 211.13	ABC009	Malcolm Cash Customer
36			1002		(6 500.00)	1102	ZIG Production
				Totals: 114 070.23			
HO Link: 1205							
37			1205	3 043.76	3 043.76	1205	X Client
				Totals: 3 043.76			

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

Age Analysis

Search

Company Details

Analysis

Print

Export

Collections

Basic Search

Expand

Date: 2024-09-30

Print Type: Detail

Branch: All

Show Zero: ☐

Sort By Code: ☐

180+ days

21 751 304.95

150

38 39

Page 1 of 1

Remove Pa

#

Memo

HO

HO Link

Branch Total

HO Link: 1002

34

1002

114 070.23

116 359.10

1002

TRACEY LEE MOODLEY

35

1002

4 211.13

ABC009

Malcolm Cash Customer

36

1002

(6 500.00)

1102

ZIG Production

Totals: 114 070.23

Print Options

Show Code Column: ☐

With Contact Details: ☐

Last Payment: ☐

Show Division Region: ☐

Group By Currency: ☐

Group Intercompany: ☐

Group by Head Office ☐

Continue

Cancel