

Age Analysis

Debtors> Reports> Report List

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Age Analysis

Debtor:

▼

Date:

2023-05-18

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Division:

All

▼

P:

☐

Region:

All

▼

P:

☐

Status:

All

▼

Sales Rep:

All

▼

Account Manager:

Display By:

Detail

▼

Sort By:

Name

▼

Sub Sort By:

Name

▼

Exclude Negative:

☐

Sales Rep Default:

☐

Billing Group:

All

▼

Include (Excluded Debtors):

☐

Due & Over Due:

☐

Category:

▼

Inter-Company:

All

▼

Generate

Close

Report Request

Debtor	If left blank this means all Debtors Select a debtor for single selection
Division	If you have multiple Divisions, by selecting this will add this column to your report.
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 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.
Sort By	Choose from the drop-down menu how you would like your report sorted, your options are by name or code.
Exclude Negative Tick	By ticking this box your report will exclude all negative transactions.
Sales Rep Default Tick	

Include (Excluded Debtors) Tick	
Category	To generate the report, the user has to select the category from the drop-down menu
Show Inactive Tick	By ticking the Inactive box this will include inactive Debtors/Customers in your report
Date	This is the date ending of the report Click the minus button to go back to the first of each month
Region	If you have Regions, this will add Regions to the report.
Sales Rep	If you want to run a report by a specific sales rep, then you will need to select the sales rep on the drop-down menu. If you leave the sales rep on all the report will run by all sales rep.
Display By	Choose how you would like to have your report displayed, you can have it detailed or just a summary. You also have a choice to have it displayed by group, e.g. group by Sales Rep, or Group by Division or Region, Group by Status etc.
Sub Sort By	Sub Sort the report by selecting one option from the drop-down menu allows the user to pull a report with a secondary criteria that will be sorted by either, Code, Description, Warehouse or Bin location.
Billing Group	If you set up billing groups you can select to run the report for a specific billing group.
Due & Over Due	
Inter-Company	

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