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Aging by Report

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AGING BY PROJECT

1.0 Introduction

"Aging by Project" is a flexible tool that allows users to create aging reports grouped by Project or Department, catering to both Debtor (AR) and Creditor (AP) records. This feature proves useful for companies looking to closely watch their AR and AP overdue amounts within the context of specific projects or departments.



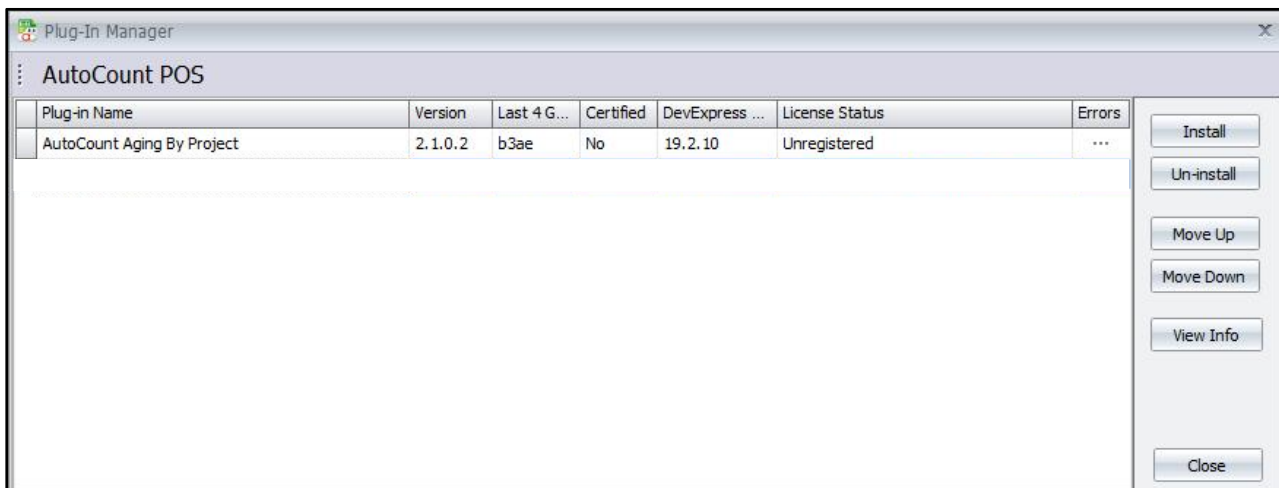
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2.0 Installation

1. Go to **Tools > Plug-In Manager**
2. Click on the **“Install”** button.
3. Browse for the related **.app file (AgingbyProject)**
4. A new window will prompt with some basic information of this plug-in.
5. Click on the **“Install”** button again to proceed.
6. A confirmation message will be prompted after that.
7. Click **“Yes”** to confirm the installation.
8. A success message will appear after the plug-in is installed correctly.

 AutoCount.AgingByProject 2.1.0.2.app	18-Oct-23 11:06 AM	APP File	266 KB
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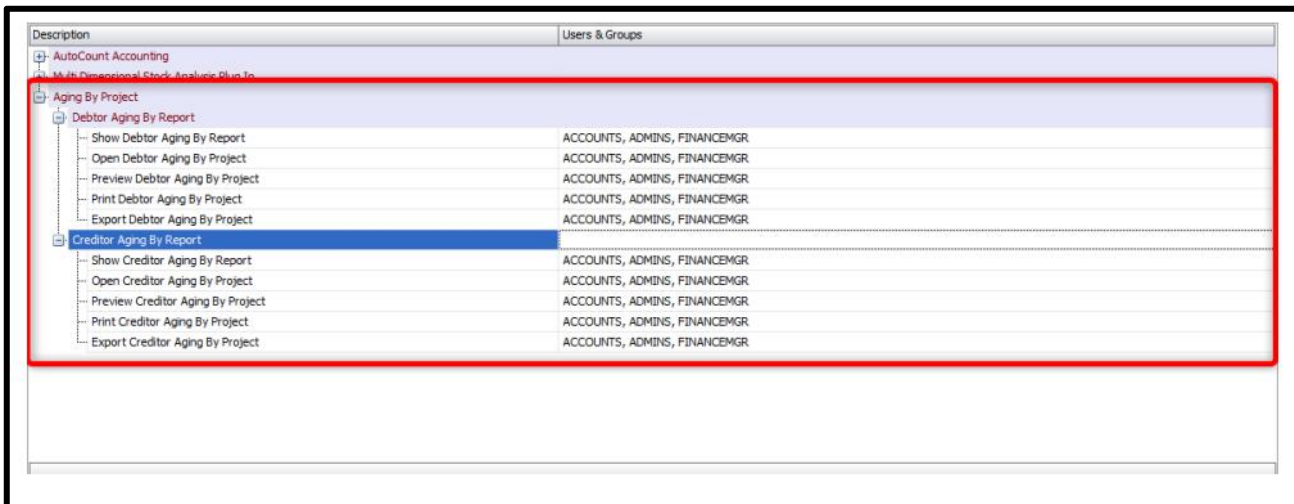


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3.0 Access Rights

1. Go to **General Maintenance > Access Right Maintenance**
2. Locate the “**Aging by Project**” and click on the “+” icon next to it.
3. User will able to see new record “**Aging by Project**” with several new access rights.



Description	Users & Groups
AutoCount Accounting	
Multidimensional Stock Analysis Plug In	
Aging By Project	
Debtor Aging By Report	
Show Debtor Aging By Report	ACCOUNTS, ADMINS, FINANCEMGR
Open Debtor Aging By Project	ACCOUNTS, ADMINS, FINANCEMGR
Preview Debtor Aging By Project	ACCOUNTS, ADMINS, FINANCEMGR
Print Debtor Aging By Project	ACCOUNTS, ADMINS, FINANCEMGR
Export Debtor Aging By Project	ACCOUNTS, ADMINS, FINANCEMGR
Creditor Aging By Report	
Show Creditor Aging By Report	ACCOUNTS, ADMINS, FINANCEMGR
Open Creditor Aging By Project	ACCOUNTS, ADMINS, FINANCEMGR
Preview Creditor Aging By Project	ACCOUNTS, ADMINS, FINANCEMGR
Print Creditor Aging By Project	ACCOUNTS, ADMINS, FINANCEMGR
Export Creditor Aging By Project	ACCOUNTS, ADMINS, FINANCEMGR

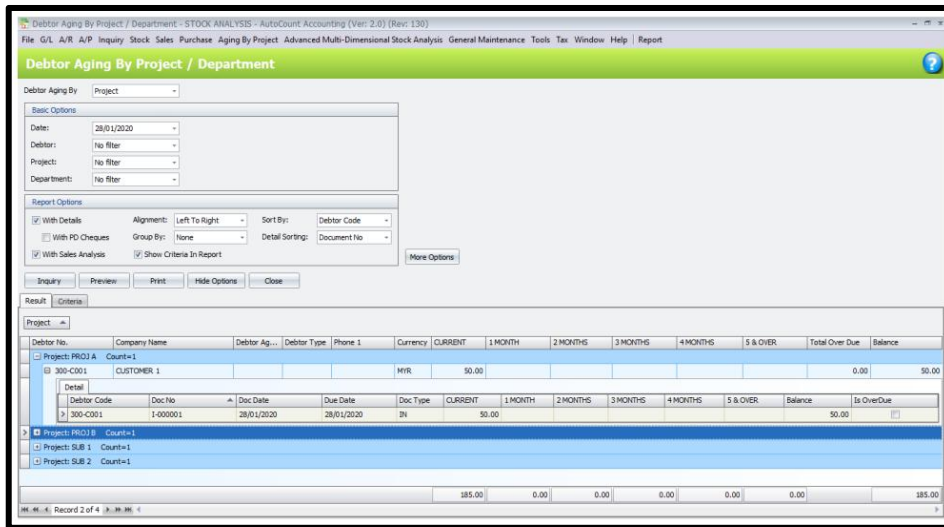


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4.0 Function & Feature

1. Go to **Menu → Aging by Project → Debtor Aging by Project / Department or Creditor Aging by Project / Department** .



Options

Debtor Aging By: To select either Project or Department, depending on what the user wants to group.

Basic Options: Set report date and some other filter options.

Report Options: To show Details, PD Cheques or Sales analysis during preview of report. Also allows optional alignment, grouping and sorting.

More Options

Filter Options: Allows additional filters including Sales Agent, Area, Debtor Type and Currency.

Other Options: Allows selection to include and show Zero Balance and Group Company. Also has options to support multi-currencies such as Show in Debtor Currency, Debtor & Local Currency by Document or Local Currency by User Define.

Grid Option: Allows to select Aging Month, currently have 4 and 6 months.



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Functional Buttons

Inquiry: Click to process aging report based on filters.

Preview: Preview results in selected report format.

Print: Print results in selected report format.

Hide Options: Hide top section Basic Options and Report Options area to provide more spacing to view report.

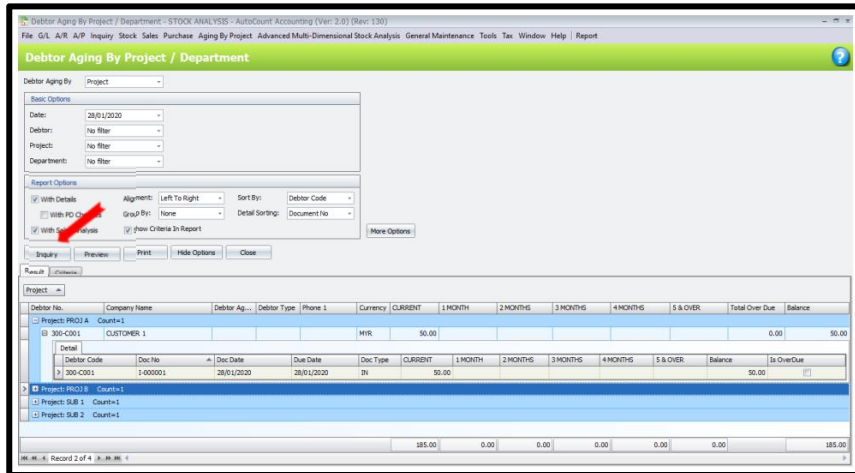
Close: Close Aging by Project.



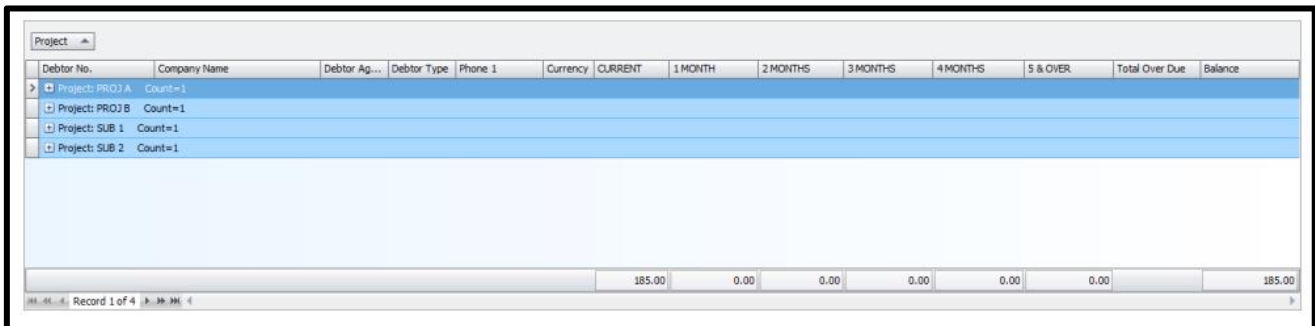
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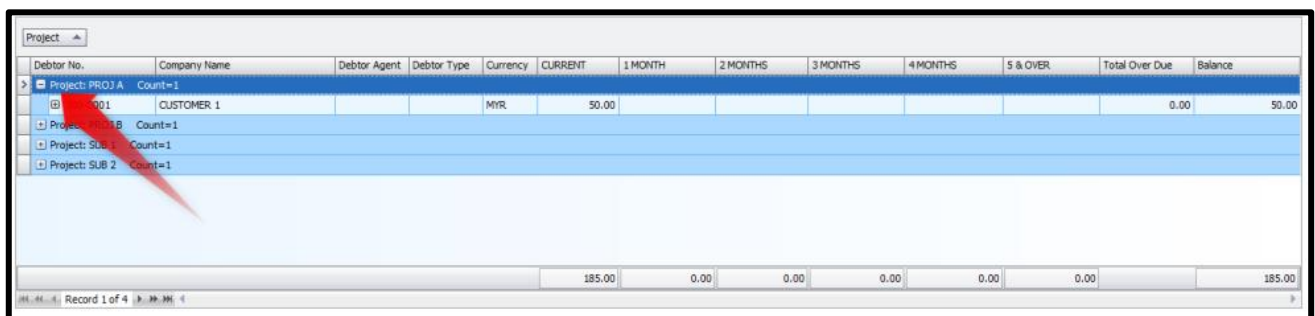
1. Click on the **Inquiry** button to process the report.



2. The result will be displayed at the **bottom section** and will be grouped by either Project or Department, depending on user's selection.



3. User can click on the **“+”** or **“-”** to expand or collapse the results.



User can double click on the information lines to drill down to files.



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Debtor No.	Company Name	Debtor Agent	Debtor Type	Currency	CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 MONTHS	5 & OVER	Total Over Due	Balance
Project: PROJ A Count=1												
300-C001	CUSTOMER 1			MYR	50.00						0.00	50.00
Detail												
Debtor Code	Doc No	Doc Date	Due Date	Doc Type	CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 MONTHS	5 & OVER	Balance	Is OverDue
300-C001	I-000001	28/01/2020	28/01/2020	IN	50.00						50.00	
Project: PROJ B Count=1												
Project: SUB 1 Count=1												
Project: SUB 2 Count=1												
					185.00	0.00	0.00	0.00	0.00	0.00	0.00	185.00

User can explore up till 24 months of aging through column chooser.

Debtor No.	Company Name	Debtor Agent	Debtor Type	Currency	CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 MONTHS	5 & OVER	Total Over Due	Balance
Project: PROJ A Count=1												
300-C001	CUSTOMER 1			MYR	50.00						0.00	50.00
Detail												
Debtor Code	Doc No	Doc Date	Due Date	Doc Type	CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 MONTHS	5 & OVER	Balance	Is OverDue
300-C001	I-000001	28/01/2020	28/01/2020	IN	50.00						50.00	
Project: PROJ B Count=1												
Project: SUB 1 Count=1												
Project: SUB 2 Count=1												
					185.00	0.00	0.00	0.00	0.00	0.00	0.00	185.00

User can preview or print results in report format.

DEBTOR AGING REPORT AS AT 28/01/2020											
											Page 1 of 1
CODE	COMPANY NAME			CURRENT	1 MONTH	2 MONTHS	3 & OVER	BALANCE	MTD PAY	PHONE	
DATE	TYPE	DOC NO	TERMS						P.D.C	LAST PAY	
									MTD-SA	CR-LIMIT	
									YTD-SA	TERMS	
Note											
300-C001	CUSTOMER 1		MYR					50.00			
									100.00	30,000.00	
									100.00	C.O.D.	
28/01/2020	IN	I-000001	C.O.D.	50.00				50.00			
Sub Total:				50.00	0.00	0.00	0.00	50.00			
300-C001	CUSTOMER 1		MYR					100.00			
									100.00	30,000.00	
									100.00	C.O.D.	
28/01/2020	IN	I-000001	C.O.D.	100.00				100.00			
Sub Total:				100.00	0.00	0.00	0.00	100.00			
300-C001	CUSTOMER 1		MYR					5.00			
									20.00	30,000.00	
									20.00	C.O.D.	
28/01/2020	IN	I-000002	C.O.D.	5.00				5.00			
Sub Total:				5.00	0.00	0.00	0.00	5.00			
300-C001	CUSTOMER 1		MYR					30.00			
									30.00	30,000.00	
									30.00	C.O.D.	



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AGING BY PROJECT

1. At certain times, a statement or charge note might consist of **several projects**.
2. **Line 1** is assigned to **Project A** and **line 2** is assigned to **Project B**.

The screenshot displays the 'View A/R Invoice Entry' window in AutoCount Accounting (Ver: 2.0). The window title is 'View A/R Invoice Entry - [I-000001] - STOCK ANALYSIS - AutoCount Accounting (Ver: 2.0)'. The interface includes a menu bar with 'Home' and 'Edit', and a toolbar with buttons for 'Edit', 'Cancel Document', 'Delete', 'Document Navigation', and 'Copy A/R Invoice'. The main form contains the following fields and data:

- Debtor: 300-C001
- Journal Type: SALES
- Agent: (empty)
- Ref. No. 2: (empty)
- Invoice No.: I-000001
- Date: 28/01/2020
- Terms: C.O.D.
- Due Date: 28/01/2020
- To: CUSTOMER 1

Sales A/C	Description	Proj. No.	Dept. No.	Amount
> 500-0000	SALES	PROJ A		100.00
500-0000	SALES	PROJ B		100.00

Summary fields at the bottom right:

- Subtotal (ex): 200.00
- Inclusive? Taxable Amount: 0.00
- Tax: 0.00
- Net Total: 200.00
- Outstanding: 150.00

3. Any **Payments** or **Credit Notes** that attempt to **knock off this invoice partially**, the report will always process it as knocking off the project **from the top detail line to bottom**.
4. By the example at above, a payment with **amount of 50** is used to knock off this invoice, user will notice that the **Project A aging had reduced** while **Project B remains** as system will used it to knock off the top first line.



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AGING BY PROJECT

View A/R Receive Payment - [OR-000001] - STOCK ANALYSIS - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Edit Cancel Document Delete

Document Navigation

Copy from other A/R Payment Copy to a new A/R Payment Copy A/R Payment

Debtor : 300-C001 Payment's Currency : MYR Debtor's Currency : MYR

Project No. : Department No. :

Main External Links Note

Paid By : CUSTOMER 1 Official Receipt No. : CR-000001

Description : Date : 28/01/2020

2nd Receipt No. :

Payment Method	Cheque No.	Payment Amount	Bank Charge	To Bank Rate	Bank Charge...	Bank Charge...	Bank Charge...	Payment By	Is RCHQ	RCHQ Date
> CASH		50.00	0.00	1		0.00				

Bank Account Balance for CASH as at 28/01/2020 is RM 50.00 Amount : 50.00

Unapplied Amount : 0.00

Knock-off Invoices/Debit Notes

Type	Date	No.	Org. Amt.	Outstanding	Discount Due	With Disc.	Disc. Amt.	Pay	Knock Off Date
> RI	28/01/2020	1-000001	200.00	150.00			0.00	50.00	28/01/2020
RI	28/01/2020	1-000002	50.00	35.00			0.00	0.00	

Record 1 of 2

Project	Debtor No.	Company Name	Debtor Ag...	Debtor Type	Phone 1	Currency	CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 MONTHS	5 & OVER	Total Over Due	Balance
Project: PROJ A Count=1														
	300-C001	CUSTOMER 1				MYR	50.00						0.00	50.00
Project: PROJ B Count=1														
	300-C001	CUSTOMER 1				MYR	100.00						0.00	100.00
							150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00

Record 2 of 2