User Manual Dynamic Age Analysis

Version: Microsoft Dynamics 365 Business Central 16



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Dynamic Age Analysis – User Manual

Subscribe in **3 EASY STEPS** and start make use of this powerful app to improve cashflow and reduce bad debt.

FEATURES

This app offers the following features:

- 1. Now you can setup your own ageing columns (a maximum of 24 columns in a single configuration) and view the age analysis on-screen or in a report format using the columns you have defined.
- You can perform an on-screen Age Analysis review using the new Debtors Age Analysis View or Creditors Age Analysis view pages. These on-screen Age Analysis views offer drilldown capabilities as well as the option to view your age analysis using either the Posting Date, Due Date or Document Date of the transactions.
- 3. A new set of Age Analysis Reports are made available that allows you to:
 - a. View and print your age analysis in summary or detailed mode
 - b. View transactions in local currency or the currency of the transaction
 - c. Allow grouping of accounts by Customer or Vendor Posting Group with sub-totals
 - d. Offer the option of printing Notes added to the Customer or Vendor Card as well as Notes added to the ledger entries using the standard Dynamics 365 Business Central Notes feature.

STEP 1: SUBSCRIBE TO A 7-DAY FREE TRIAL

The Age Analysis views and reports are accessible from the respective List and Card pages, for example, the Debtors Age Analysis View and Debtors Age Analysis Report can be accessed from the Customer List and Customer Card pages as shown below:

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When running any of the views or reports for the very first time, a confirmation dialog is displayed to confirm the activation of the 7-day free trial and you will need to accept this confirmation to register for the trial before you will be able to use the app.

The trial subscription is a risk-free, obligation-free, anonymous request for a license to run the report for a period of 7 days. No credit card details or contact information is requested to activate the trial subscription. There are no penalties and no auto-activation that may result in financial risk to you or your company.

Once the trial subscription has been activated, you are free to use the app for a period of 7 days without any restrictions or limitations.

STEP 2: PURCHASE A PREMIUM SUBSCRIPTION

You can buy a subscription to continue using the app after the trial has expired at any point in time during the trial period or after the trial has expired.

A Business Central notification will be displayed when running any of the views or reports without a premium license and the *Buy subscription* action can be found in this notification as shown in the image below:

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× Thank you for trying out the Advanced Age Analysis - Trial. Your trial perio Responsibility						~
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When clicking on the *Buy subscription* action, the Subscription Assistant will guide you through the process of completing the purchase.

From the list of available plans, select a plan that suits your needs and click on the Next button as shown below:

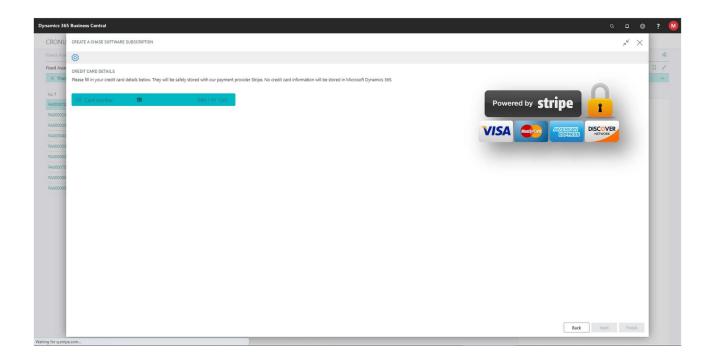
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Complete the mandatory fields from the Customer Details page as shown below, then click on the Next button. The mandatory fields are indicated with a red asterisk.

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The next page is where you need to enter your card information. Complete the credit card number, expiry date and CVC fields and then click on the Next button to continue.

Your card information will not be stored in Business Central, instead, it will be securely transferred to our online payment processing partner <u>Stripe</u>. Stripe is a leader in online payment processing and supports various credit and debit cards.



To complete the process, click on the Finish button from the page shown below.



STEP 3: CREATE YOUR OWN SET OF COLUMNS

The Age Analysis Configuration allows you to create your own set of columns to be used in the Age Analysis reports and pages. The example below shows the default set of columns and how these columns are displayed in the Debtors Age Analysis view.

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Let's run through the steps of creating your own set of columns.

Start by making use of the *Search* feature to access the Age Analysis Configuration page, as shown in the image below:

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When launching the Age Analysis Configuration, a confirmation dialog will appear as shown below, this will happen when there are no columns defined. *We recommend* you accept this confirmation to have the default set of columns created as the default setup can serve as an example to assist you when creating your own set of columns.

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						(There are no Age Analysis Groups defined in this Company. Do you want the default Age Analysis Group created automatically!							

Create a new set of columns by entering a value in the *Code* and *Description* fields, then click on the *Group Setup* action as shown below:

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Notice from the image below, the Group Setup page offers a dropdown with 3 options, those being Due Date, Posting Date and Document Date.

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When creating a new group, or making changes to an existing group, it's important to note that the setup of a single group carries a configuration for each of these three options.

At the time of running the age analysis view or age analysis report, you will be presented with an option to select an age analysis group and you will also be offered an option to calculate the ageing based on one of the three dates mentioned earlier. Based on your selection, the relevant configuration will be used from the selected age analysis group.

For example, if you run the Debtors Age Analysis Report and select this group that we are creating now and further decide to calculate the ageing based on the Due Date of the transactions, the configuration from the Due Date selection will be retrieved from this age analysis group.

Let's continue setting up the columns for our new group using the Due Date option selected from the *Setup ageing for Calculations based on* field.

Each row or record in the Age Analysis Group setup resembles a column in the age analysis view or age analysis report. We want to create a new set with 7 columns and for this reason we create 7 records as shown in the page below.

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-	Column Caption		Period End Date Formula +CM	Period Start Date Calculated From Report End Date	Period Start Date Formula -CM	Sample based on setup 06/01/20.06/30/20			
÷		Period End Date Calculated From							
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To configure your age analysis columns, you must specify the following for each of the new records created in the age analysis configuration:

1. Column Caption

This is the value to appear as the caption for the column in the age analysis view or age analysis report. In the example above the value *Current / Not Due* will appear as the caption for our first column.

2. Period End Date Calculated From & Period End Date Formula

For the age analysis values to be calculated correctly, each column needs a start date and an end date, but instead of entering actual dates we will specify a formula that can be applied to the age analysis report to calculate the start and -end dates for each column.

The end date of a column can be calculated using either the previous column's start date or the current column's start date, in other words, you can decide which date field should be used to calculate the end date for this column.

For the very first column we've created, it would not be logical to select the option to use the previous entry's start date as there are no previous entries (columns), which leaves us with the only option available which is *Current Entry Start Date*.

In the next field called *Period End Date Formula*, we will enter a *DateFormula* value to be applied to the start date in order to calculate the end date. In our example, the first column is setup with a value of +*CM* in the Period End Date Formula field, which means the end date for this column will be calculated by using the Start Date and applying the DateFormula +CM to this date.

3. Period Start Date Calculated From & Period Start Date Formula

The start date of a column can be calculated using either the current column's end date or the report end date. The report end date is the *Age as at* date specified at the time of running the report.

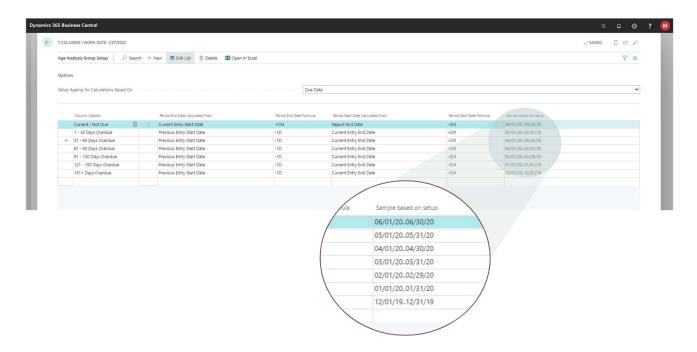
For the first column in our new configuration, we've decided to calculate the end date using the start date of this same column, and for this reason the only option available to us to calculate the start date of this column is to select the option to use the *Report End Date*.

In the next field called *Period Start Date Formula*, we will enter a *DateFormula* value to be applied to the report end date in order to calculate the end date for this column. In our example, the first column is setup with a value of *-CM* in the Period Start Date Formula field, which means the start date for this column will be calculated by using the end date of the report and applying the DateFormula -CM to this date.

4. Sample based on setup

This column is for informational purposes only and displays the calculated start and end date for the columns using the *Work Date* as the sample report end date. This column will also display a status message in cases where the setup of the column is incomplete or invalid.

Take a look at the completed setup for our new set of columns for the Due Date configuration. Notice the *Sample based on setup* column displays a start and an end date for all columns, this confirms the column setup is correct and complete.



The Age Analysis Configuration page will perform a validation of the setup and display a Notification to warn about incomplete or incorrect setup of the ageing columns. The image below shows a notification warning about an incorrect setup in one of the groups.

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The final step in creating our new set of columns is to repeat the steps above for the Posting Date and Document Date configurations.

THE AGE ANALYSIS VIEWS

The app offers a Debtors Age Analysis View and a Creditors Age Analysis View, these are powerful tools to analyze and manage outstanding and overdue debtors and creditors.

In this section we will cover the features available in the Age Analysis View and we will use the Debtors Age Analysis View to illustrate the features. Launch the Debtors Age Analysis View from the Customer List or Customer Card pages using the *Reporting* action menu.

AGEING SETUP TO USE

Start by selecting your preferred set of columns from the *Ageing setup to use* field as illustrated in the image below:

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01905899	Elkhorn Airport	Customer	,	 Noreign customers (not EU) 	-
01905902	London Candoxy Storage Can			Foreign customers (not EU)	-
10000	The Cannon Group PLC	Due Date	,	Domestic customers	167,509.37
20000	Selangorian Ltd.	6/30/2022	fi	Domestic customers	95,724.45
20309920	Metatorad Malaysia Sdn Bhd	1		Foreign customers (not EU)	-
20312912	Highlights Electronics Sdn Bhd	cal Currency	/	Foreign customers (not EU)	-
20339921	TraxTonic Sdn Bhd			Foreign customers (not EU)	-
21233572	Somadis		FOREIGN	Foreign customers (not EU)	-
21245278	Maronegoce		FOREIGN	Foreign customers (not EU)	-
	ElectroMAROC		FOREIGN	Foreign customers (not EU)	-
21252947			FOREIGN	Foreign customers (not EU)	
21252947 27090917	Zanlan Corp.				
	Zanlan Corp. Karoo Supermarkets		FOREIGN	Foreign customers (not EU)	
27090917				Foreign customers (not EU) Foreign customers (not EU)	-

Once selected, the Debtors Age Analysis View will load the set of columns and calculate the age analysis values based on the setup defined for the columns.

A Notification appears allowing you the option to define the selected set of columns as the default set for this view. Click on the *Apply as default* action in the Notification as shown below. The selected set of columns will be used as a default for this view for all users in the current company.

To change the set of columns to a different set, click on the *Ageing setup in use* field again and select a different set of columns.

s 365 Business Central				
DEBTORS AGE ANALYSIS VIEW WORK DATE: 1/	7/2022	√SAV	ED 🛛 😅 💉	
imes You can apply the selected group the defa	ult for this Page. Apply as default.		~	
🔎 Search 🔯 Edit List 🗱 Open in Excel			⊽ ≡	
Options				
DISPLAY OPTIONS	FILTERS			
Ageing setup in use Agei	ng with 7 Columns			
Group by Cust	omer · ·			
Aged by Due	Date			
Age Analysis end date 6/30				
Show amounts	for this Page. Apply as default.			
Information to appear in column head	d Name			
Customer No. Customer Name	Customer Porting Group Customer Posting Porting Group Customer Posting	121 - 150 Days Overdue	151+ Days Overdue	
→ 01121212 : Spotsmeyer's Furnis	hings FOREIGN Foreign customer	-	-	
01445544 Progressive Home F	urnishings FOREIGN Foreign customers (m	1	-	
01454545 New Concepts Furn		222,241.32		
01905893 Candoxy Canada In	. FOREIGN Foreign customers (not EU)			

GROUP BY

The *Group By* selection offers two options as shown below: Group by Customer and Group by Customer Posting Group. The results in the Debtors Age Analysis view will either show individual customer accounts or list the Customer Posting Groups as individual rows depending on the selection made in this field.

\leftarrow	DEBTORS AGE ANALYSIS	VIEW WORK D	ATE: 1/27/2022							
	🔎 Search 📑 Edit Lis	t 🚺 Open in	Excel							
	Options									
	DISPLAY OPTIONS					FILTERS				
	Ageing setup in use		Ageing with 7 Colum	ins		Customer Filter				⊌
	Group by		Customer		~	Net Change Filter				
	Aged by		Customer							
	Age Analysis end date		Customer Posting Gro	oup						
	Show amounts		Local Currency		~					
	Information to appear in a	olumn head	Period Name		~					
	Customer No.	Customer Name	£.,	Customer Posting Group	Customer Posting	Group Description	Balance (LCY) as at 06/30/22	Current / Not Due	1 - 30 Days Overdue	31 - 60 Days C
	\rightarrow 01121212 :	Spotsmeyer's	Furnishings	FOREIGN	Foreign custom	ers (not EU)	-	-	-	
	01445544	Progressive H	lome Furnishings	FOREIGN	Foreign custom	ers (not EU)	1,499.03		_	

The *Aged by* field offers three options as shown in the image below: Due Date, Posting Date and Document Date. Use this field to decide if you want the age analysis values calculated using the Due Date, Posting Date or Document Date from the transactions.

←		RS AGE ANALYSIS									
	,₽ Se	earch 😨 Edit Lis	st 🗳 Open in	Excel							
	Options	5									
	DISPLA	Y OPTIONS					FILTERS				
	Ageing	setup in use		Ageing with 7 Colum	ns		Customer Filter				⊌
	Group b	by		Customer		~	Net Change Filter				
	Aged b	/		Due Date		~					
	Age An	alysis end date		Due Date							
	Show a	mounts		Posting Date							
	Informa	tion to appear in	column head	Document Date							
	Cu	stomer No.	Customer Name	2	Customer Posting Group	Customer Posting	Group Description	Balance (LCY) as at 06/30/22	Current / Not Due	1 - 30 Days Overdue	31 - 60 Days Overdue
	→ 01	121212	Spotsmeyer's	Furnishings	FOREIGN	Foreign custom	ers (not EU)	_	_	-	-
		445544		lome Furnishings	FOREIGN	Foreign custom		1,499.03	-	-	-
	01	454545	New Concept	ts Furniture	FOREIGN	Foreign custom	ers (not EU)	222,241.32	-	-	-

AGE ANALYSIS END DATE

The *Age Analysis end date* is the reporting end date and will be used as the *Age as at* date.

The date specified in this field will be used to calculate the dates for the individual age analysis columns, remember the new set of columns we defined earlier: We defined the first column end date to use the report end date and decided to apply a DateFormula of +CM to the report end date. Let's say we select 12 June 2022 in this field, the end date of our first column will be calculated as +CM using the 12'th of June 2022 as the date to be used in the date calculation which will result in an end date of 30 June 2022.

Dyna	mics 3	65 Business Central									
	\leftarrow	DEBTORS AGE ANALYSIS V	/IEW WORK DA	ATE: 1/27/2022							
		🔎 Search 📑 Edit List	📲 Open in	Excel							
		Options									
		DISPLAY OPTIONS					FILTERS				
		Ageing setup in use		Ageing with 7 Colu	nns		Customer Filter				Ø
		Group by		Customer		~	Net Change Filter				
		Aged by		Due Date		~					
		Age Analysis end date		6/30/2022							
		Show amounts		June 20		~					
		Information to appear in co	olumn head	5 6 7 8		~					
		Customer No.	Customer Name	19 20 21 22	16 17 18 23 24 25 30 Jp	Customer Posting	Group Description	Balance (LCY) as at 06/30/22	Current / Not Due	1 - 30 Days Overdue	31 - 60 Days Overdue
		\rightarrow 01121212 \vdots	Spotsmeyer's	Go to today	Done	Foreign custom	ners (not EU)	-	-	-	_
		01445544	Progressive H	lome Furnishings	FOREIGN	Foreign custom	ners (not EU)	1,499.03	-	-	-
		01454545	New Concept	ts Furniture	FOREIGN	Foreign custom	ners (not EU)	222,241.32	-	-	-

The end date of the second column, the column with the Caption *1 – 30 Days Overdue* is setup to use the *Start Date of the Previous Column* and applying a DateFormula of -1D to this date which means it will use the 1'st of June 2022 as the date for the calculation, then subtracting 1 day from this date to determine the end date for the next column. The result is an end date of 31 May 2022 for the second column.

SHOW AMOUNTS

This field offers an option between Local Currency and Transaction Currency.

When opting for the Transaction Currency option it's important to note multiple rows can appear for a single Customer in the age analysis as one customer can have open transactions from more than one currency. The Age Analysis View will display a row for each combination of Customer and Currency Code found in the outstanding transactions, as is the case with the Progressive Home Furnishings Customer in the example below:

DEBTORS AGE ANALYSIS VIEW WORK DATI	E: 1/27/2022									√ SAVE	
🔎 Search 😨 Edit List 🛛 🕮 Open in E	xcel										⊽ ≡
Options											
DISPLAY OPTIONS		FILTERS									
Ageing setup in use	Ageing with 7 Columns	Customer Filter				9					
Group by	Customer	✓ Net Change Filt	er								
Aged by	Due Date	~									
Age Analysis end date	5/30/2022	612									
Show amounts	Transaction Currency	~									
Information to appear in column head	Local Currency										
	Transaction Currency										
								61 - 90 Days	91 - 120 Days	121 - 150 Days	
O Customer No. Customer Na	Customer eme Posting Group	Customer Posting Group Description	Currency Code	Balance as at 06/30/22	Current / Not Due	1 - 30 Days Overdue	31 - 60 Days Overdue	Overdue	Overdue		151+ Days Overdue
Customer No. Customer Na		Customer Posting Group Description Foreign customers (not EU)	Currency Code	Balance as at 06/30/22	Current / Not Due	1 - 30 Days Overdue	0verdue	Overdue	Overdue		151+ Days Overdue
Customer No. Customer Na 01121212 Spotsmeye	ame Posting Group		Currency Code USD	06/30/22	Current / Not Due 	1 - 30 Days Overdue - -	S1 - 60 DBys Overdue -	Overdue -	Overdue		
Customer No. Customer Na O1121212 Spotsmeye O1445544 : Progressive → O1445544 : Progressive	ame Posting Group tr's Furnishings FOREIGN	Foreign customers (not EU)	Code USD	06/30/22	Current / Not Due - - -	1 - 30 Days Overdue 		Overdue - -	Overdue		
Customer No. Customer Na O1121212 Spotsmeye O1445544 : Progressive → ② 01445544 : Progressive	eme Posting Group rr's Furnishings FOREIGN e Home Furnishings FOREIGN e Home Furnishings FOREIGN spts Furniture FOREIGN	Foreign customers (not EU) Foreign customers (not EU)	Code USD WST	06/30/22 _ 2,310.38	Current / Not Due - - - -	1 - 30 Days Overdue 			Overdue _ 2,310.38		-

INFORMATION TO APPEAR IN COLUMN HEADINGS

This field offers three options to allow you to control the information appearing in the age analysis column headings. The image below shows the result of selecting the option *Period Name and Date Range*:

s 365 Business Central	S VIEW I WORK D	ATE: 1/27/2022											, ✓ SAVE	o p ⊚ ? (□ □ ≓ ≠	
🔎 Search 📪 Edit Li														7 ≡	
Options															
DISPLAY OPTIONS					FILTERS										
Ageing setup in use		Ageing with 7 Col	umns		Customer Fil	ter				Ð					
Group by		Customer		~	Net Change	Filter									
Aged by		Due Date		~				1 - 30 Days (31 - 60 Days		90 Days	91 - 120 Days		
Age Analysis end date		6/30/2022					Current / Not Due 06/01/22 and later		01/22 to C	verdue 04/01/22 to 04/30/22		01/22 to Ov 03/31/22	erdue 02/01/22 to 02/28/22	Overdue 01/01/22 to 01/31/22	151+ Days Ove 12/31/21 and
Show amounts		Transaction Curre	ncy	~						04,00,22			02/20/22	01/01/22	12/51/21 010
Information to appear in	column head	Period Name and	Date Range	~		-									
		Period Name													
		Date Range					Balance as at	Current / Not Due	1 - 30 Days Overd 05/01/22		61 - 90 Days Overdue 03/01/22 to	91 - 120 Days Overdue 02/01/22 to	121 - 150 Days Overdue 01/01/22 to	151+ Days Overdue	
Customer No.	Customer Name	Period Name and I	Date Range	o	p Description	Currency		06/01/22 and later	05/01/22		03/31/22	02/28/22		12/31/21 and prior	
\rightarrow 01121212 ;	Spotsmeyer's	urnishings	FOREIGN	Foreign customers	(not EU)		-					-	-		
01445544	Progressive Ho	me Furnishings	FOREIGN	Foreign customers	(not EU)	USD	2,310.38	-			-	2,310.38	-	-	
01445544	Progressive Ho	me Furnishings	FOREIGN	Foreign customers	(not EU)	WST	13,758.00	-		-	-	13,758.00	-	-	
01454545	New Concepts		FOREIGN	Foreign customers		USD	342,529.44	_			-	-	342,529.44	-	
01905893	Candoxy Cana	da Inc.	FOREIGN	Foreign customers	(not EU)		_	-		2	-	-	-		

DRILLDOWN FEATURE

The Age Analysis View offers a powerful *drilldown feature* to allow you to access the lowest level of detail to manage and maintain your Customer and Vendor ledger entries.

The drilldown feature adapts based on the selection you make from the *Group by* field. If you are viewing the age analysis grouped by Customer, the drilldown will display Customer Ledger Entries, however, if you are viewing the age analysis grouped by Customer Posting Group, the drilldown will first display a summary by Customer and from the summary page you have the option to drill down to the Customer Ledger Entries.

Let's take a look at the drilldown in action. From the Debtors Age Analysis View, make sure you have the *Group by* field set to **Customer** as shown below:

\leftarrow	DEBTORS AG	E ANALYSIS VI	EW WORK D	ATE: 1/27/2022				
	🔎 Search	🗊 Edit List	Dpen in	Excel				
	Options							
	DISPLAY OPT	IONS						
	Ageing setup	in use		Default - 6 Ageing Buckets				
	Group by			Customer	``			
	Aged by			Customer				
	Age Analysis	end date		Customer Posting Group				
	Show amoun	ts · · · · · · · ·		Local Currency				
			umn head	Period Name and Date Range				

Now click on any of the amounts appearing in the results section to launch the drilldown, as shown below:

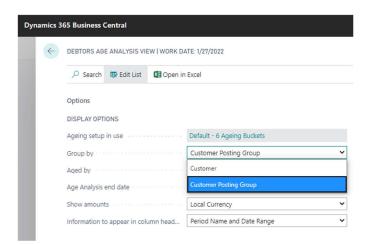
	t 🚺 Open i											
Options		in Excel										⊽ ≡
DISPLAY OPTIONS				FILTERS								
Ageing setup in use		Default - 6 Ageing Bucke	ts	Customer Filter				9				
Group by		Customer		 Net Change Filter 								
Aged by		Posting Date		~								
Age Analysis end date		4/30/2022										
Show amounts		Local Currency		~								
Information to appear in	column head	Period Name and Date R	ange	~								
Customer No.	Customer N	lame	Customer Posting Group	Customer Posting Group Description	Ba	alance (LCY) as at 04/30/22	Current 04/01/22 and later	30 Days 03/01/22 to 03/31/22	60 Days 02/01/22 to 02/28/22	90 Days 01/01/22 to 01/31/22	120 Days 12/01/21 to 12/31/21	150 Days+ 11/30/21 and prior
→ 01121212		er's Furnishings	FOREIGN	Foreign customers (not EU)							-	
01445544		ve Home Furnishings	FOREIGN	Foreign customers (not EU)		1,499.03	-	-	-	1.499.03	-	
01454545	New Con	cepts Furniture	FOREIGN	Foreign customers (not EU)		222,241.32	-	-	-	-	222,241.32	-
01905893	S893 Candoxy Canada Inc. FOREIGN Foreign customers (n S899 Elkhorn Airport FOREIGN Foreign customers (n	Foreign customers (not EU)		-	-		-		-	-		
01905899				Foreign customers (not EU)		-	-	-	- 1		-	-
01905902		andoxy Storage Campus	FOREIGN	Foreign customers (not EU)		-	-	-	-		-	-
10000		on Group PLC	DOMESTIC	Domestic customers		167,509.37	-	-	-	19,405.39	148,103.98	-
20000 20309920	Selangori	an Ltd. d Malaysia Sdn Bhd	DOMESTIC	Domestic customers Foreign customers (not EU)		95,724.45	-	-		8,717.48	87,006.97	
20312912		s Electronics Sdn Bhd	FOREIGN	Foreign customers (not EU)		-	-	-	-		-	-
20339921	TraxTonic		FOREIGN	Foreign customers (not EU)		-	-	-	-		-	
21233572	Somadis		FOREIGN	Foreign customers (not EU)		-				-		
21245278	Maronego	oce	FOREIGN	Foreign customers (not EU)					-	_	-	-
21252947	ElectroMA	AROC	FOREIGN	Foreign customers (not EU)					-		-	-
27090917	Zanlan Co		FOREIGN	Foreign customers (not EU)					- \	1.2		
27321782		permarkets	FOREIGN	Foreign customers (not EU)	6	90 Davs	: 01/01/22 to	120 Days	12/01/21 -		-	
27489991 30000		t Fruit Exporters dock Insurance Co.	FOREIGN	Foreign customers (not EU) Domestic customers	6/22	50 0095	01/31/22	120 0035	12/31/2	6.553.38	342,754,87	
		dock Insurance Co. 4388-8fb5-8cc8e56844b2&sk			0/22		01/01/22		12/31/21	6,553.38	342,754.87	-
C TOO TOE DOGUNIQUONEXT	AULU 102-3020-	4500-0105-0220250044522234		/								
							1,499.03		_			
					-			0	-			
					-		-	Open record	1,499.05			
				`	-		-		/			
					-		-					
							-					

The drilldown page will appear, in this case it's the *Customer Ledger Entry* page, displaying a list of transactions included in the calculation for the column you used the drilldown from:

																	4
Customer Ledger Entries	P Search	Edit List Proc	ess Line	Entry Navigat	e 🚺 Open i	n Excel Actions	Navigate Fewer optio	ns							8	•	
Views	\times	Posting	Document		Customer No.						Remaining	Remaining Amt.		Pmt. Discount	Pmt. Disc. Tolerance		
All		Date 🐨	Type	Document No.	Ŧ	Description	Currency Code	Original Amount	Amount	Amount (UCY)	Amount 🕈	(LCY)	Due Date	Date	Date		I
Filter list by:		→ <u>1/24/2022</u>	Invoice	103023	01445544	Order 101002	USD	2,310.38	2,310.38	1,499.03	2,310.38	1,499.03	2/5/2022	1/22/2022	1/22/202	2	ł,
× Customer No.																	
01445544	~																
× Posting Date																	
01/01/22.01/31/22																	
× Remaining Amount																	
<>0																	
+ Filter																	
Filter totals by:																	
Date Filter:04/30/22																	
C Edit																	

Now let's take a look at the drilldown feature when the results is grouped by Customer Posting Group.

From the Debtors Age Analysis View, make sure you have the *Group by* field set to **Customer Posting Group** as shown below:



Now click on any of the amounts appearing in the results section to launch the drilldown, as shown below:

🔎 Search 📪 Edit List	Dpen in	Excel									⊽ ≡
ptions											
ISPLAY OPTIONS				FILTERS							
geing setup in use		Default - 6 Ageing Buckets		Customer Filter			Ð	1			
roup by		Customer Posting Group	~	Net Change Filter							
ged by		Posting Date	~								
ge Analysis end date		4/30/2022	00								
how amounts		Local Currency	~								
formation to appear in col	lumn head	Period Name and Date Range	~								
Customer Posting Group	Custi	omer Posting Group Description	Balance	t (LCY) as at 04/30/22	Current 04/01/22 and later	30 Days 03/01/22 to 03/3	1/22 60 Days 02/01/22 to	02/28/22 90 Days	01/01/22 to 01/31/22 120 Days	12/01/21 to 12/31/21 150 Days	+ 11/30/21 and prior
→ DOMESTIC		mestic customers		614,457.87	-		-	-	34.676.25	579,781.62	
EU	Cus	itomers in EU		52,853.92	-		-	-	52,853.92	-	-
FOREIGN	10	eign customers (not EU)			-				16,172.76		
				22	90 Days 01/01,	/22 to 01/31/22 <u>34,676.2</u>	120 Days 12/0	01/21 to 1. 579			
				22	90 Days 01/01,		5				
				22	90 Days 01/01.	<u>34,676.2</u>	<u>5</u> 2				

The drilldown page will appear, in this case it's the *Customer Posting Group Summary* page, displaying a list of Customers with a corresponding value in the Age Analysis column from where the drilldown action was initiated.

The *Customer Posting Group Summary* page, shown below, features a further drilldown to allow you to view the Customer Ledger Entries, displaying a list of transactions included in the calculation for the column you used the drilldown from:

🔎 Search 🗰 Edit List 📲 Open in Excel	🔎 Search 🐺 Edit List 🛛 🗳 Open in B	xcel	▼ ≡			▽ ■
Options	Customer No. Cu	istomer Name	90 Days 01/01/22 to 01/31/22			
DISPLAY OPTIONS	10000 TI	he Cannon Group PLC	19,405.39			
Ageing setup in use Default - 6 Ageing Buckets		elangorian Ltd.	8,717.48			
	→ 30000 ; Jo	ohn Haddock Insurance Co.	6,553.38			
Group by Customer Posting Group						
Aged by Posting Date						
Age Analysis end date 4/30/2022						
Show amounts Local Currency						
Information to appear in column head Period Name and Date Range						
	90 Days 0	1/01/22 to 01/31/22				
	/	19,405.39		to 01/31/22 120 Days	12/01/21 to 12/31/21 150 Days+ 11/30	/21 and prior
Customer Posting Group Customer Posting Group Description	/			34,676.25	579,781.62	
Customer Posting Group Customer Posting Group Description → DOMESTIC É Domestic customers Customer Posting Group Description						
Group Customer Posting Group Description → DOMESTIC É Domestic customers EU Customers in EU		8,717.48	N N	52,853.92		
Group Customer Posting Group Description		8,717.48		52,853.92 16,172.76	222,241.32	
Group Customer Posting Group Description DOMESTIC : Domestic customers EU Customers in EU)	and the second second		
Group Customer Posting Group Description DOMESTIC : Domestic customers EU Customers in EU		8,717.48)	and the second second		
Group Customer Posting Group Description DOMESTIC : Domestic customers EU Customers in EU		8,717.48		and the second s		

The image below shows the *Customer Ledger Entry* page appearing when you make use of the drilldown feature from the Customer Posting Group Summary page:

30000 · JOHN HADDOCK INSUR	ANGE CO. I V	TORK DATE. 1/21/2022													0 😅	
Customer Ledger Entries	₽ Search	🐯 Edit List 🛛 Proc	ess Line	Entry Navigat	te 🚺 Open in	n Excel Actions	Navigate Fewer optic	ons							∀ ≡	0
Views	×	Posting Date 🐨	Document Type	Document No.	Customer No.	Description	Currence Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt.	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date	
<u>All</u>		→ <u>1/17/2022</u>	: Invoice	103031	30000	Invoice 1003	Contency Code	826.68	826.68	826.68	826.68	826.68		1/17/2022		
Filter list by: × Customer No.		1/24/2022	Invoice	103003	30000	Invoice 103003		5,726.70	5,726.70	5,726.70	5,726.70		1/31/2022	1/24/2022		
30000	~															
× Posting Date																
01/01/2201/31/22																
× Remaining Amt. (LCY)																
<>0																
+ Filter																
Filter totals by:																
Date Filter:04/30/22																
C Edit																

THE AGE ANALYSIS REPORTS

The app offers a Debtors Age Analysis Report and a Creditors Age Analysis Report, these are flexible reports used to produce a formal output of the age analysis information.

In this section we will cover the features available in the Age Analysis Report that differ from the Age Analysis View and we will use the Creditors Age Analysis View to illustrate the features. Launch the Creditors Age Analysis Report from the Vendor List or Vendor Card pages using the *Reporting* action menu.

AGEING SETUP TO USE

5 8	usiness Central								۹	٥	l
C	CREDITORS AGE ANALYSIS									م []	,
P	Print Settings										
S	Selected printer:	(Browser)									
0	Options										
_		Click to select on Age A	and and Factor and an								
	Ageing setup in use	Due Date									
	Ageing by	6/30/2020				_				0	
	Aqe as at	Summary		/							
	Group by	Vendor		/							
S	Show amounts in	Local Currency								,	,
D	Display	All Accounts								,	•
D	Display Comments			Click to sele	t an Age Analys	is Configurat	ion			,	,
				Due Date				1			
F	Filter: Report Filters							1			
2	× Vendor No.			6/30/2020							Ŷ
>	× Vendor Posting Group			Summary			/			~	~
	+ Filter		$\langle \rangle$								
F	Filter totals by:			Vendor							
	+ Filter			L CUT	ency	/					
							Send to	Print	Preview	Cancel	ĺ
	Beekhuysen BV	Alex Roland	BEEKHUYSEN	728.39	0.00	0.00		Peter Condit	Incoming		ľ
	Groene Kater BVBA	Roger Van Houten	GROENE KATE	0.00	0.00	0.00	Pstd, Invoices	Pstd. Credit Memos	Incoming Documents		

Start by selecting your preferred set of columns from the *Ageing setup in use* field as indicated below:

Once selected, a Notification appears allowing you the option to define the selected set of columns as the default

set for this report. Click on the *Apply as default* action in the Notification as shown below. The selected set of columns will be used as a default for this report for all users in the current company.

Dynamics 36	5 Business Central						M
CRONU	CREDITORS AGE ANALYSIS			Π	^{بلا}		
Vendors Purchase	imes You can apply the selected group the default for this Re	eport. Apply as default.			~	A	6
Vendors:	Print Settings						-
			eport. Apply as default.				

To change the set of columns to a different set, click on the *Ageing setup in use* field again and select a different set of columns.

LEVEL OF DETAIL

This option allows you to run the age analysis report either in *Summary* mode or in *Detailed* mode. In Detailed mode the report will list individual transactions that have a Remaining Amount from the Customer or Vendor ledger, allowing you to analyze the age analysis in the lowest level of detail possible.

65 Business Central												٩
CREDITORS AGE ANAL	YSIS											¥
Print Settings												
Selected printer:			(Browser)									
n												
Saved Settings												
Changes to the option	s and filters below will be saved only to: 'Last used o	options and filters'										
Use default values from	π		Last used options a	nd filters								
5												
Options												ł
Ageing setup in use			Ageing with 7 Column	15								ł
Aged by			Due Date								~	
Age Analysis end date			6/30/2022									
Level of detail			Detailed								~	
Group by			Summary									
Show amounts			Detailed									
Display Accounts			Accounts with open	i items							~	
Display Comments			Last 3 Comments								~	
Filter: Report Filt	rs											
× Vendor No.											\sim	
× Vendor Posting Gro	q										\sim	
+ Filter												
-												
5								Send to	Print	Preview	Cancel]
3 Groene Kate	BVBA	Roger Van Ho	Juten	GROENE KATE	0.00	0.00	0.00					an a

DISPLAY ACCOUNTS

The *Display Accounts* field offers two choices: *All Accounts* and *Accounts with open items*. When selecting the *All Accounts with open items* option, the report will only list accounts (summary or detailed) where there are transactions that have a value in the *Remaining Amount (LCY)* field.

Dynamics 36	5 Business Central		Q	۵	Ø	?	M
CRONU	CREDITORS AGE ANALYSIS			П	× ۶		
Vendors	Print Settings					3	56
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01254796	Ageing setup in use	Ageing with 7 Columns					
01587796	Aged by	Due Date			~		
01863656	Age Analysis end date	6/30/2020			<u></u>		
01905283	Level of detail	Summary				0.00	
01905382	Group by	Vendor			×	0.00	
01905777	Show amounts	Local Currency				0.00	
20000	Display Accounts	All Accounts All Accounts			_	0.00	
20300190	Display Comments	Accounts with open items				0.00	
20319939	Filter: Report Filters					0.00	
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21201992	× Vendor No.			ŧ	~		

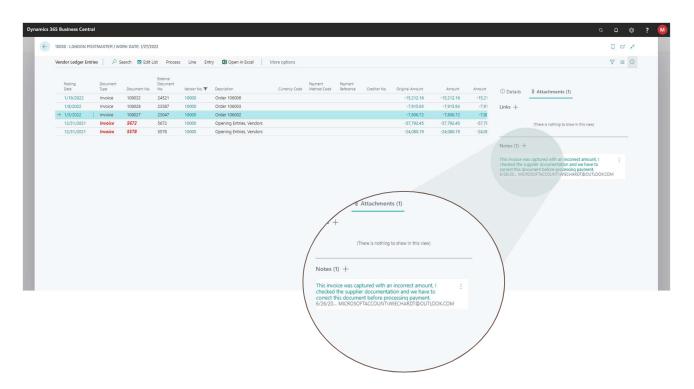
DISPLAY COMMENTS

The *Display Comments* field offers a unique feature to display the comments, also called *Notes*, created on the master file or Notes created on transaction level directly on the Age Analysis report. This field offers a range of options to control the number of comments to be displayed on the report ranging from zero (the blank option) to all comments.

To demonstrate this feature, let's create a few notes on the Vendor account and Vendor transactions. Notice the two new *Notes* created on the *London Postmaster* Vendor account as shown below:

	blanket Purchase Orders Purc	hase Return Orde	Purchase Credit Memos ers Purchase Journals	Posted Purchase Invoices Po Posted Purchase Credit Memos Po	sted Purchaturn Ship sted Purchase Receipts					
endors: All ~	🔎 Search 🕂 New 📋 Dek	ete Process ~	Report \sim New Document \sim	Vendor 🗸 🛛 Navigate 🗸 🚦 Open in	Excel Actions ~	Navigate ~ Repo	ort ~ Fewer options			♡ ⊒ ;
io.†	Name	Responsibility Center	Location Code Phone No.	Contact	Search Name	Balance (LCY)	Balance Due (LCY)	Payments (LCY)		
1254796	Progressive Home Furnishings			Mr. Michael Sean Ray	PROGRESSIVE	106,130.69	0.00	0.00	① Details	Attachments (2)
1587796	Custom Metals Incorporated			Mr. Peter Houston	CUSTOM MET	0.00	0.00	0.00		
1863656	American Wood Exports			Mr. Jeff D. Henshaw	AMERICAN W	77,793.33	-3,020.02	0.00	Links +	
1905283	Mundersand Corporation			Mr. Mike Hines	MUNDERSAN	0.00	0.00	0.00		(There is nothing to show in this view)
1905382	NewCaSup			Mr. Toby Nixon	NEWCASUP	0.00	0.00	0.00		
1905777	OakvilleWorld			Mr. Sean P. Alexander	OAKVILLEWO	0.00	0.00	0.00	Notes (2)	
0000 :	London Postmaster	LONDON		Mrs. Carol Philips	LONDON PO	112,807.45	81,872.64	72,240.56		
0000	AR Day Property Management	LONDON	YELLOW	Mr. Frank Lee	AR DAY PROP	7,165.36	0.00	154,113.20	their mail wil	ol today, she said they are having issues with I send an update later today.
0300190	Malay-Dan Export Unit Sdn Bhd		YELLOW	Mr. Fabrice Perez	MALAY-DAN	0.00	0.00	0.00	6/26/20 MIC	ROSOFTACCOUNT/WIECHARDT@OUTLOOK.COM
0319939	KDHSL99 Sdn Bhd			Mr. Toh Chin Theng	KDHSL99 SD	0.00	0.00	0.00	has changed.	rs. Carol Philips, she said their email address will follow up and get the new email address.
0323323	Tengah Butong Sdn Bhd			Mrs. Anisah Yoosoof	TENGAH BUT		0.00	0.00	6/26/20 MIC	ROSOFTACCOUNT/WIECHARDT@OUTLOOK.COM
1201992	Texpro Maroc			M. Charaf HAMZAOUI	TEXPRO MAD	Attachments	(2)	0.00		
1218838	Top Bureau		BLUE	M. Fadi FAKHOURI	тор			0.00		
1248839	Comacycle				mks +			0.00		
7299299	Big 5 Video			Mr. Kevin Kennedy	/					
7833998	Jewel Gold Mine			Mr. Craig Dewer	/	(There is nothing to	show in this view)	$\langle \rangle$		
7889998	Mountain Fisheries			Mrs. Corinna Bolender						
0000	CoolWood Technologies			Mr. Richard Bready	Notes (2) +				N	
1147896	Houtindustrie Bruynsma			Lieve Casteels	140res (2) +				1	
1568974	Koekamp Leerindustrie			Anita Langers	Spoke to Carol t	oday, she said the	y are having issues v	vith :		
1580305	Beekhuysen BV			Alex Roland		and an update late	echardt@outloc	K.COM		

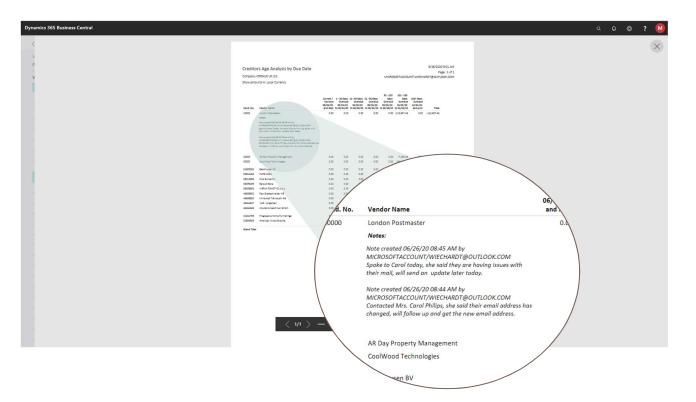
A new note was also created on a transaction related to the *London Postmaster* Vendor as shown in the image below:



Let's run the Creditors Age Analysis report and select the option to display the last 3 comments. Notice in the Image below the *Level of detail* field the Summary option was selected:

Options	
Ageing setup in use	Ageing with 7 Columns
Aged by	Due Date 🗸
Age Analysis end date	6/30/2022
Level of detail	Summary 🗸
Group by	Vendor 🗸
Show amounts	Local Currency 👻
Display Accounts	Accounts with open items
Display Comments	Last 3 Comments 🗸 🗸
Filter: Report Filters	Last Comment
× Vendor No.	Last 3 Comments
× Vendor Posting Group	Last 5 Comments
	All Comments
+ Filter	

When running the age analysis in summary format with the option to display comments on the report, the comments from the master file, in this case the Vendor master, will be displayed on the report. Notice in the image below the notes are displayed below each master file:



The image below shows the same report with the level of detail selected as *Detailed* and the Display Comments selected as *Last 3 Comments*. Notice the comments is displayed on transaction level and will appear below each transaction:

	Dynami	ics 365 Business Central							 	_	٩	Q D	Q D ©
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	V P				Creditors Age Company: Chones I Snow amounts In: Lo		Date	К/24/2020 В 64 АМ Ради 1 Бек М.СКОВОТТАСОЦИКТИНЕСНАТЕРОПИСКОСОМ					
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					01/05/12 01/12/12 01/04/12 01/12/12 Vanit Tatali 2000, A	Hold Hold Car, Process Vanagement d Technologies Dec. Type Decision Decision	20025 20024 On: No. 2004 12064 12064 12064	- 40733 - 42843 - 42843 - 42848 - 42888 - 44288					
		Vend. Name				invalue al literal Technologies	106080	-34,931.00 -3,432.45 -44,352.81					
000		London Postmaster			These Date Date	Des. Type	dec. No.	-103					
Posting	Date	Due Date	Doc. Type	Doc. No.	1			eilin-					
12/31/2	21	01/21/22	Invoice	5578	1	Den. Type Probin	Dan. Na. 126213	400.55					
12/31/2	21	01/22/22	Invoice	5672	Ţ	enia Dic. Tuto	Dec. No.	-06.99					
01/05/2	22	01/31/22	Invoice	108027		index Dataseta	100014	-1.405.75 -1.465.75					
		Notes:				Den. Type	Den. No. 105009						
		Note created 06/26/20 08:57 / MICROSOFTACCOUNT/WIECH. This invoice was captured with documentation and we have to payment.	ARDT@OUTLOOK an incorrect amo	unt, I checked the supplier	/	1/4	106210	- 亞 (1) <mark>可 6</mark> 7 日					
1/08/2	2	01/31/22	Invoice	108028									
19/2		01/31/22	Invoice	108032									
212		01/01/22	invoice	100052	/								
	d:	10000, London Postmaster		/									
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A000070	Conveyor Computer	MH	TANGIBLE	MACHINERY	BUILD_2	CONVEYOR COMPUTER		
A000080	Lift for Furniture	MH	TANGIBLE	MACHINERY	PROD	LIFT FOR FURNITURE		
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