

# Credit Control Aged Reports.

Michael Cox

Duration – 45 mins

Today's webinar starts at 2pm

**Note:** You'll receive an email later today containing links to register for future webinars and to watch recordings.

Sage



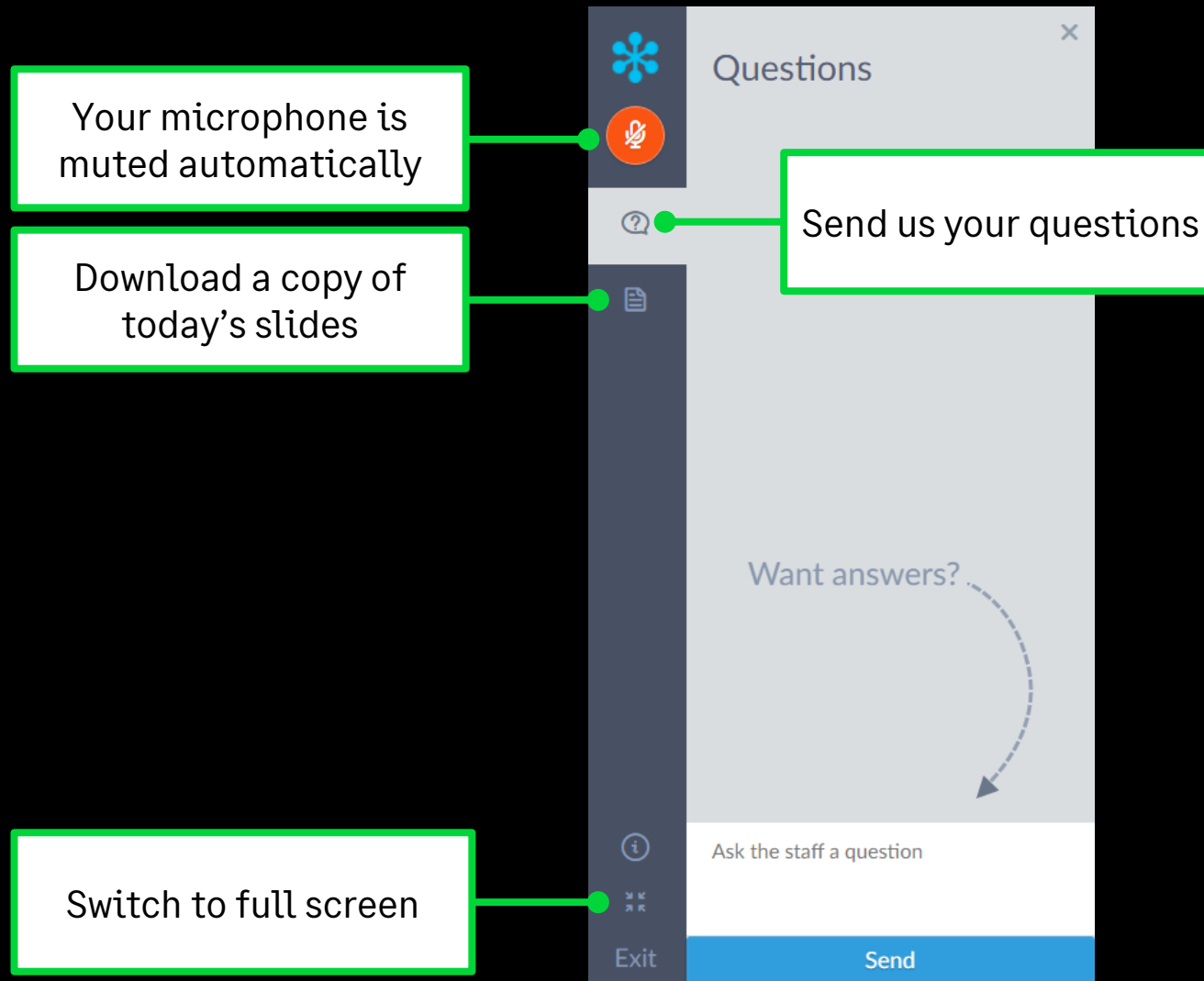
# Credit Control Aged Reports.

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Sage



# Housekeeping



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**Retrospective reporting**

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# Aged Reports.

## Introduction

- If you offer credit to your customers the main aim is to ensure you get paid on time.

## Understand

- Who owes you money / How much / How old

## Customers ledger

- Balance / Credit limit

New/edit

Activity

Batch invoice

Batch credit

Customer receipt

Request card payment

Settlements

Direct Debit Manager

Aged debt

Credit charges

Disputes

Contra entries

Price lists

Debt analysis

Filter

All records (31)

A/C	Name	Balance	Credit Limit	Cont
A1D001	A1 Design Services	33.00	500.00	Ian O
ABS001	ABS Garages Ltd	32.21	0.00	Mike
BBS001	Bobs Building Supplies	0.00	0.00	Susa
BRI001	Fred Briant	0.00	0.00	Fred
BRO001	Bronson Inc	0.00	0.00	Paul
BUS001	Business Exhibitions	2066.62	1500.00	Step
CASH001	Cash and Credit Card Sales	0.00	0.00	
CGS001	County Golf Supplies	0.00	0.00	Keith
COM001	Compton Packaging	0.00	0.00	Sear
DST001	Johnson Design & Build Partners	0.00	0.00	Pete
FGL001	F G Landscape & Design	0.00	0.00	Davi
GRA001	Graham Electronics	0.00	0.00	Clint
HAU001	Hausser GMBH	0.00	0.00	Alist



# Aged Reports.















## Aged Balances

- Customers > Aged debt
- Customers > Activity
- Customers > Record > Activity




## Tip – Real time Aged Balances

- Customers > Chase debt view\* > add columns

\* Not available in Essentials

 New/edit ▼	 Activity	 Batch invoice	 Batch credit	 Customer receipt	 Request card payment	 Settlements	 Direct Debit Manager ▼	 Aged debt	 Credit charges
								 Disputes	 Contra entries
								 Price lists	 Debt analysis

 Filter	<input type="text" value="Search..."/>	  All records (31)
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A/C ▲	Name	Balance	Credit Limit	Cont
A1D001	A1 Design Services	33.00	500.00	Ian O
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BRO001	Bronson Inc	0.00	0.00	Paul
BUS001	Business Exhibitions	2066.62	1500.00	Step
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CGS001	County Golf Supplies	0.00	0.00	Keith
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FGL001	F G Landscape & Design	0.00	0.00	Davi
GRA001	Graham Electronics	0.00	0.00	Clint
HAU001	Hausser GMBH	0.00	0.00	Alist

# Aged Reports.

## Ageing periods

- Settings > Customer Defaults > Ageing/Due date

## Options

- Calendar Monthly Ageing
- Period Ageing

**Note:** Due date section is a new feature in V28.1

The screenshot shows the 'Customer Defaults' dialog box with the 'Ageing/Due date' tab selected. The 'Ageing' section has two radio buttons: 'Calendar Monthly Ageing' (selected) and 'Period Ageing'. Below 'Period Ageing' is a table with columns 'From', 'To', and 'Days'. The table has four rows: 'Aged Period 1' (30 to 59), 'Aged Period 2' (60 to 89), 'Aged Period 3' (90 to 119), and 'Aged Period 4' (120 Days plus). Below the table are two checkboxes: 'Start Period Ageing on first day of month after Transaction date' and 'Include future totals in balance'. The 'Due date' section has a checked checkbox: 'Payment due immediately when payment due days is set to zero.' At the bottom right are 'OK' and 'Cancel' buttons.

	From	To	Days
Aged Period 1	30	59	Days
Aged Period 2	60	89	Days
Aged Period 3	90	119	Days
Aged Period 4	120		Days plus

# Aged Reports.

## Aged reports

- Customers > Reports > Aged debtors
  - Contacts
  - Summary
  - Detailed
  - Drillable

**Tip:** Use Favourites

The screenshot shows the 'Customer reports' window in Sage software. The left sidebar lists various report categories, with 'Aged debtors' highlighted. The main area displays a table of aged debtors reports. The table has four columns: Name, Description, Last Run, and Filename. There are four rows of reports listed, each with a star icon in the Name column.

Name	Description	Last Run	Filename
★ Aged Debtors Analysis (Contacts)	One line for each customer, to quickly view the outstanding balances. Lists each customers contact name and telephone number.		CSTAGEC
★ Aged Debtors Analysis (Contacts) - By Balance (Descending)	One line for each customer, to quickly view the outstanding balances. Lists each customers contact name and telephone number. Sorted by the current balance.		SL_AGECEB
★ Aged Debtors Analysis (Contacts) - By Balance (Descending) with Disputed Items	One line for each customer, to quickly view the outstanding balances. Lists each customers contact name and telephone number and the total number of disputed items. Sorted by the current balance.		SL_AGCEBD
★ Aged Debtors Analysis (Contacts) with Disputed Items	One line for each customer, to quickly view the outstanding balances. Lists each customers contact name and telephone number and the total number of disputed		CSTAGECD



# Aged Reports.


## Retrospective reporting

**Calculate what was outstanding  
at the Report Date**

Criteria for Aged Debtors Analysis (Contacts) ✕

**Criteria Values**  
Enter the values to use for the criteria in this report

**Customer Ref** Between (inclusive) ▼ ▼ and ZZZZZZZZ ▼

**Report Date** To (inclusive) ▼ 31/05/2022 ▼ 

**Inc Future Tran** ☐

**Exc Later Payments** ☐

Preview a sample report for a specified number of records or transactions (0 for all) 0 ▼

Help OK Cancel

# Aged Reports.

## Retrospective reporting

Transaction	Date	Amount
SI	21/05/22	100.00
SR	10/06/22	100.00

## Exclude Later Payments

- Not selected – Debtors = £0
- Selected – Debtors = £100

Criteria for Aged Debtors Analysis (Contacts)

Criteria Values

Enter the values to use for the criteria in this report

Customer Ref

Between (inclusive)  and 

ZZZZZZZZ

Report Date

To (inclusive) 

31/05/2022

Inc Future Tran

☐

Exc Later Payments

☐

Preview a sample report for a specified number of records or transactions (0 for all)

0

Help

OK

Cancel

# Aged Reports.

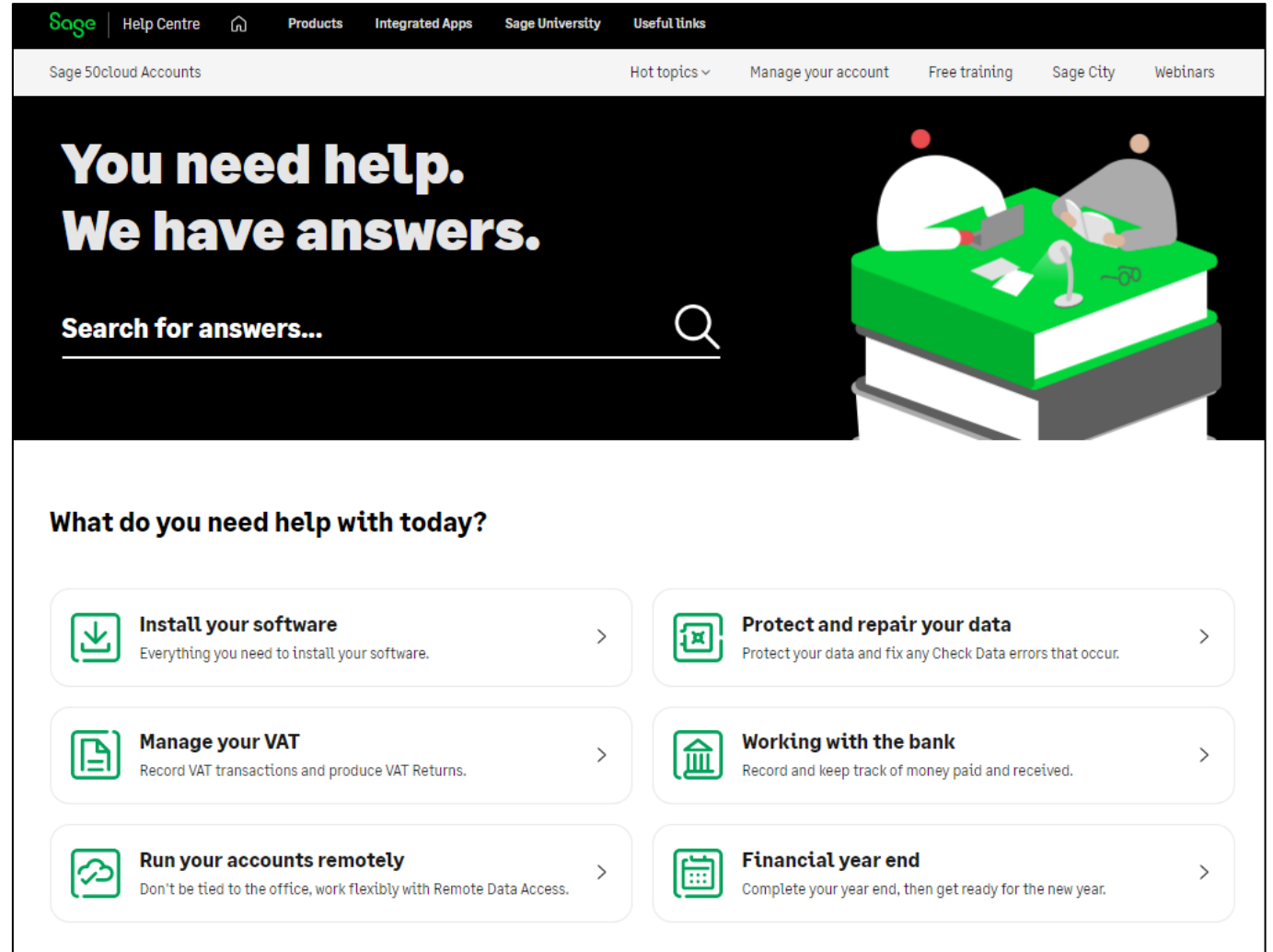
## Common queries

- Why do customer with zero balances appear on the report?
- Why are total debtors different to my:
  - Nominal codes > Debtors Control Account
  - Trial Balance
  - Balance Sheet

# Help Centre

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# Upcoming Webinars.

Upcoming	Key Topics
<p>Credit Control Parts 1, 2 &amp; 3</p> <p>Fixed Assets / Depreciation</p> <p>Report Design</p> <p>Fuel Scale Charges</p> <p>Brexit Tax Codes</p> <p>Year End</p>	<p><b>Prepayments and Accruals</b> <b>Friday 2 December 1:30pm</b></p> <p>This session explores the options for posting prepayments and accruals in Sage 50 Accounts.</p> <p>Note: The automated options are not available in Sage 50 Accounts Essentials.</p> <p><b>Any requests?</b></p> <p>Please add them to the exit survey as you leave.</p>

# Thank you!

Please take a minute to complete the short exit survey as you leave.

You'll receive a follow-up email with links to register for future webinars  
and watch recordings later today.



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