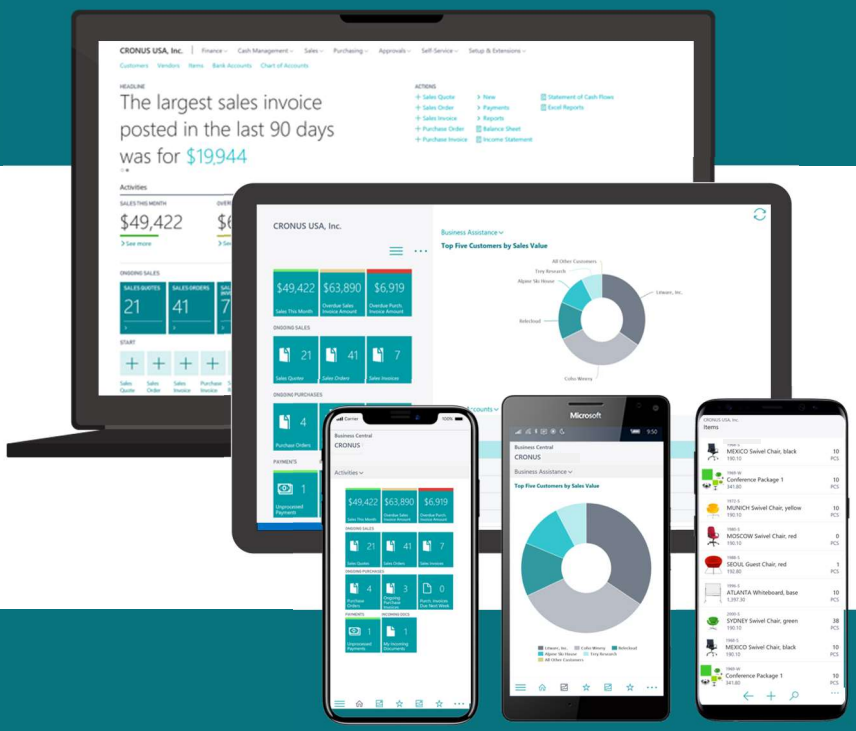
User Manual

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.

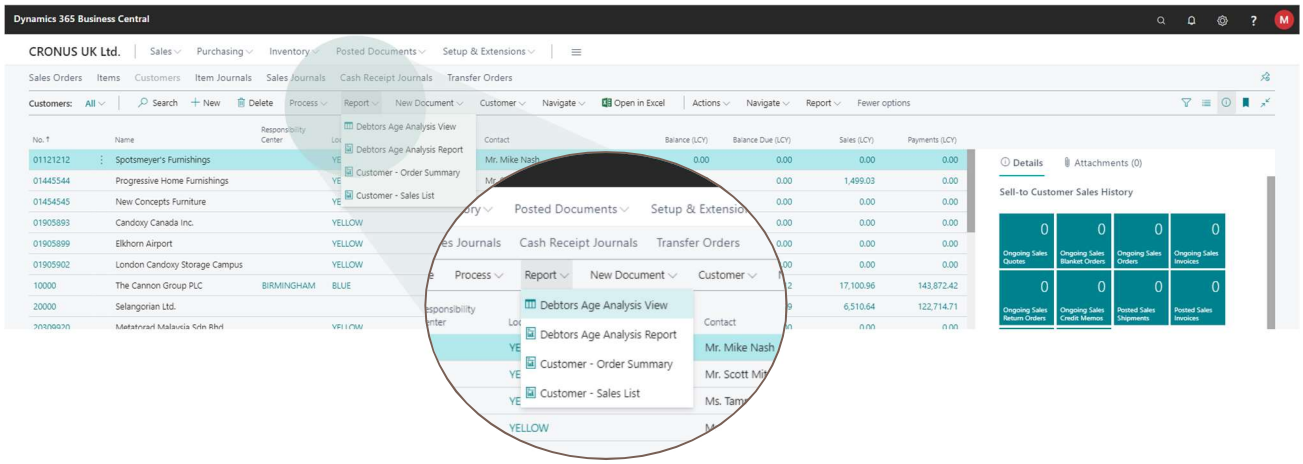
FEATURES

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.
2. 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:



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.

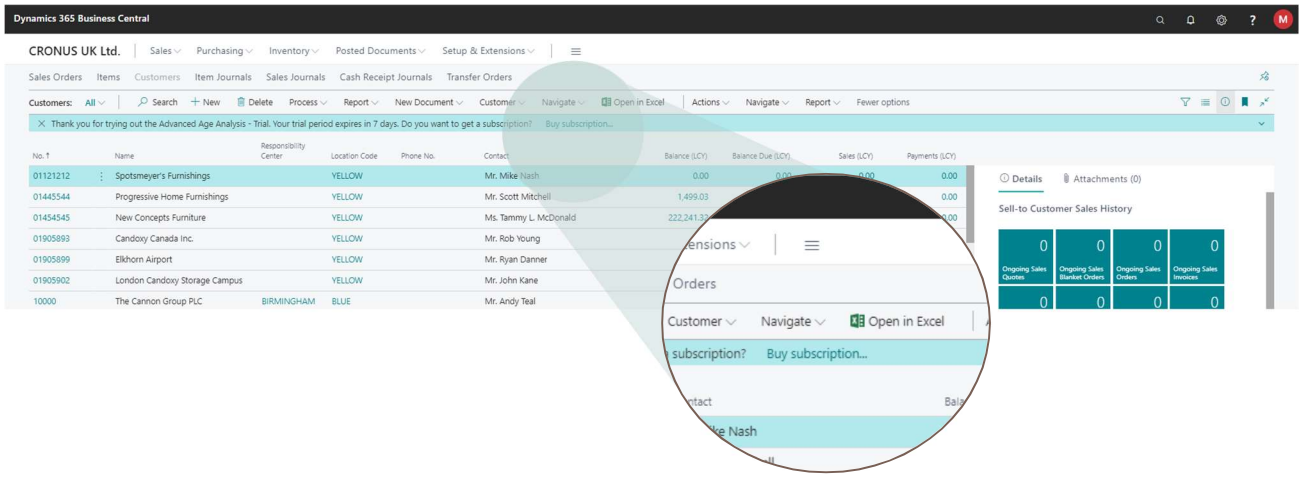
The trial subscription is a risk-free, obligation-free, anonymous request for a license to run the report for a period of 7 days. No credit card details or contact information is requested to activate the trial subscription. There are no penalties and no auto-activation that may result in financial risk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

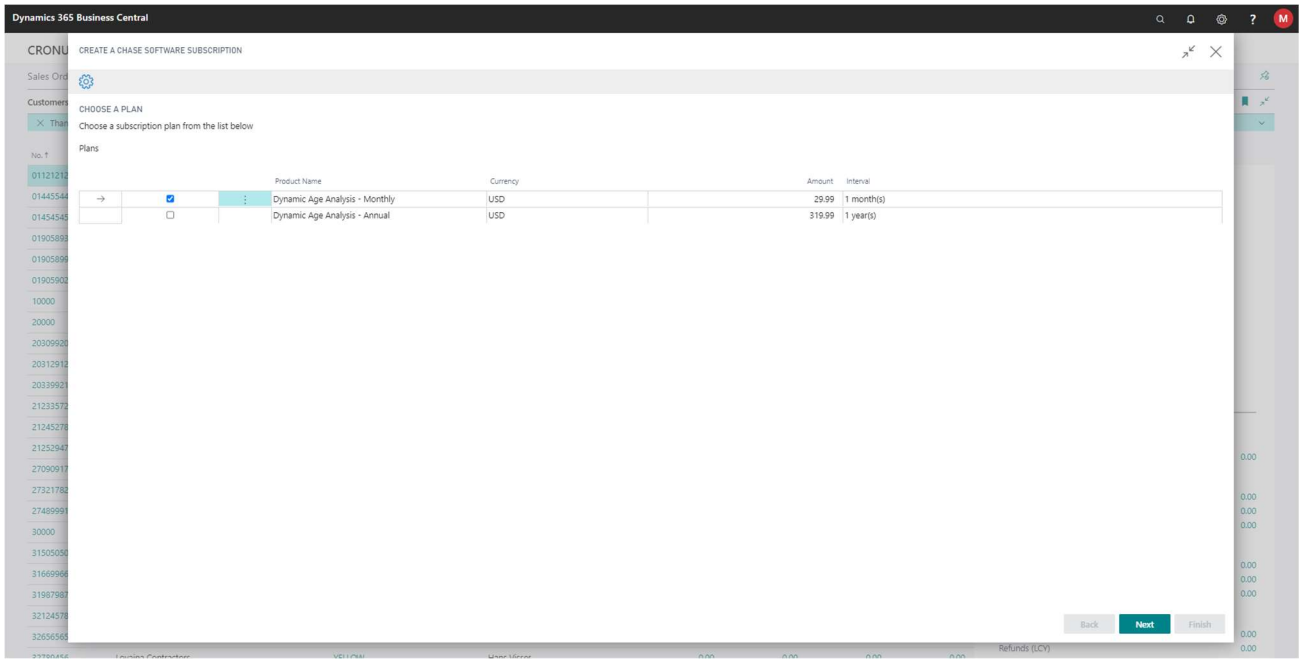
You can buy a subscription to continue using the app after the trial has expired at any point in time during the trial period or after the trial has expired.

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:

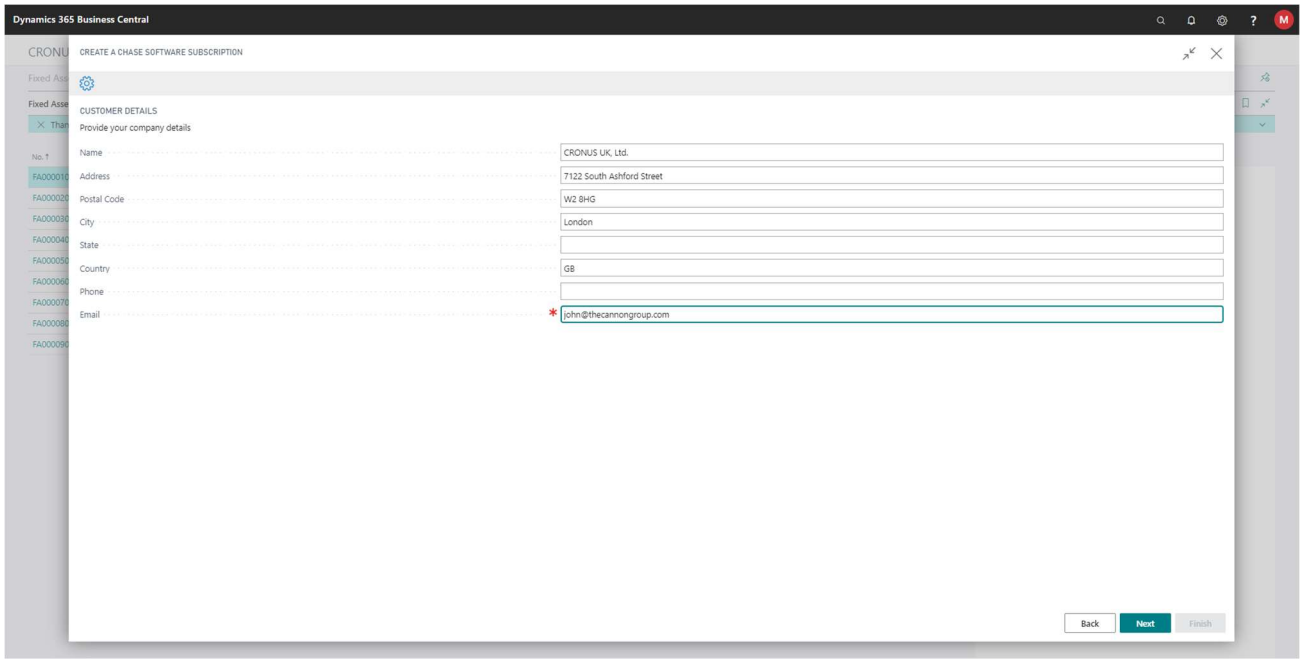


When clicking on the *Buy subscription* action, the Subscription Assistant will guide you through the process of completing the purchase.

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

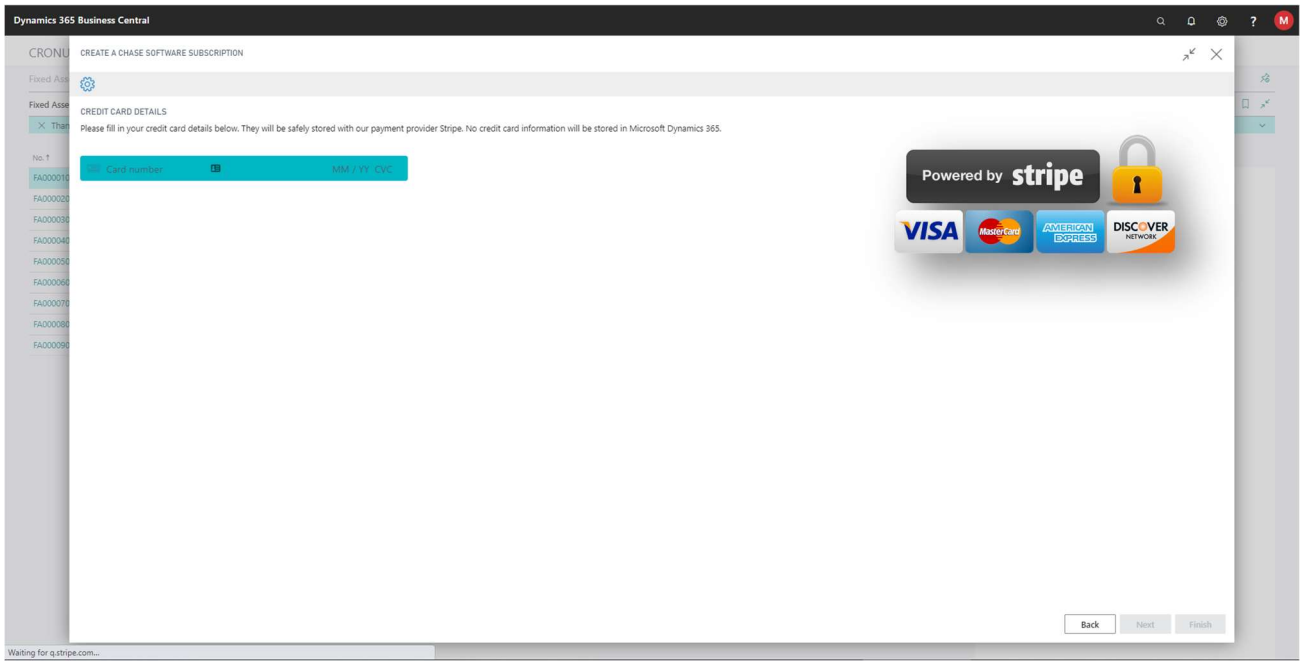


Complete the mandatory fields from the Customer Details page as shown below, then click on the Next button. The mandatory fields are indicated with a red asterisk.

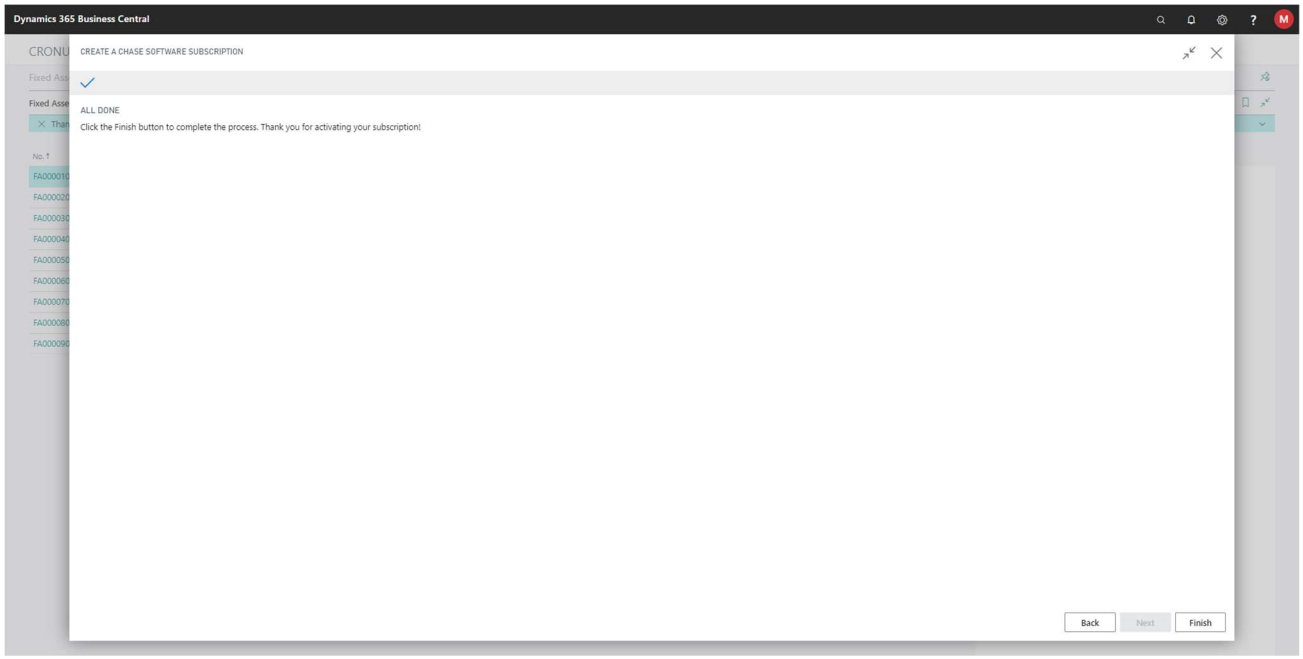


The next page is where you need to enter your card information. Complete the credit card number, expiry date and CVC fields and then click on the Next button to continue.

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

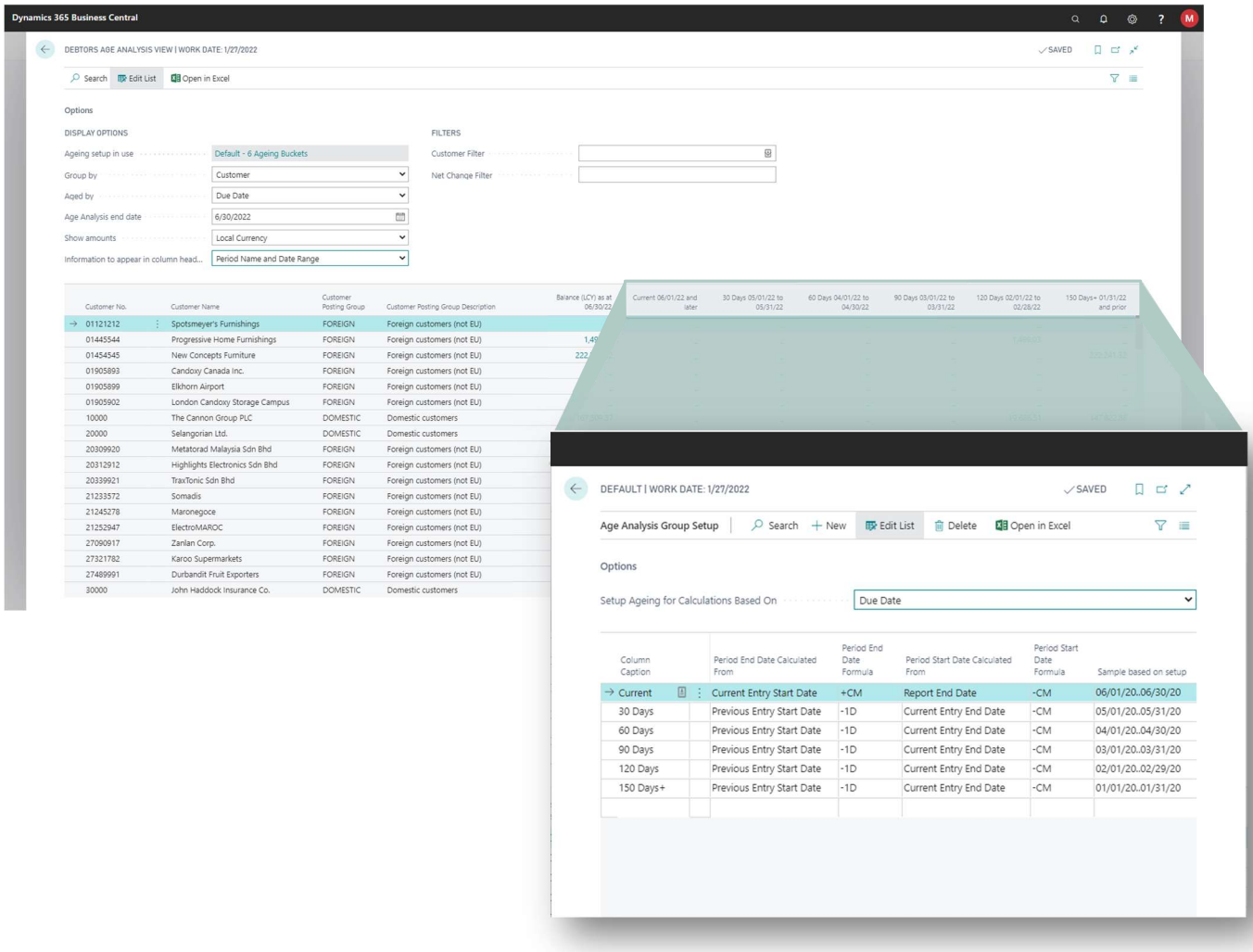


To complete the process, click on the Finish button from the page shown below.



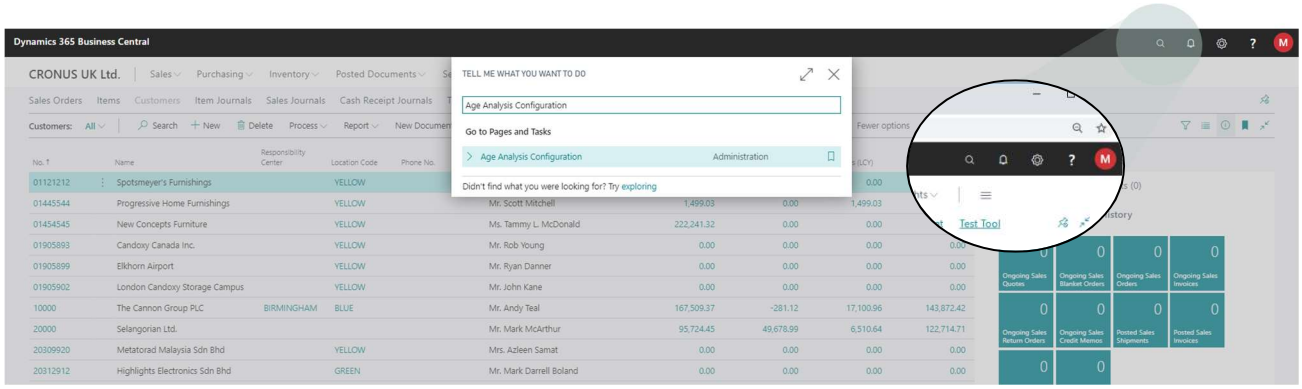
STEP 3: CREATE YOUR OWN SET OF COLUMNS

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.

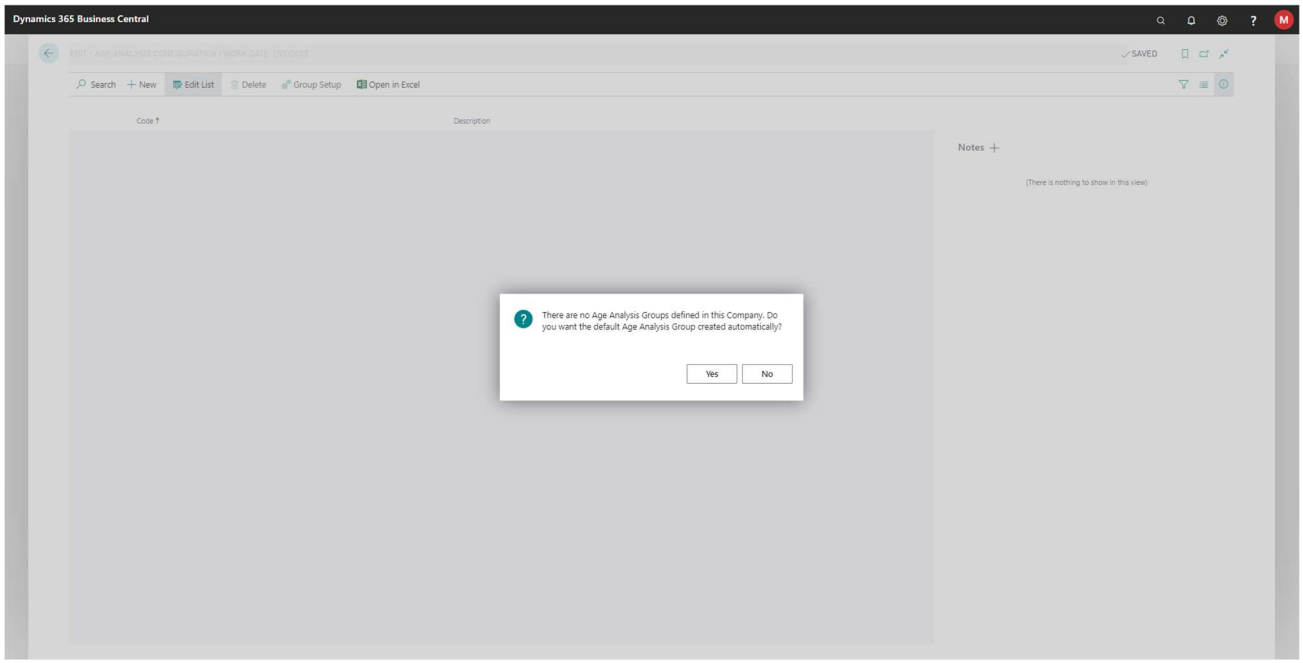


Let's run through the steps of creating your own set of columns.

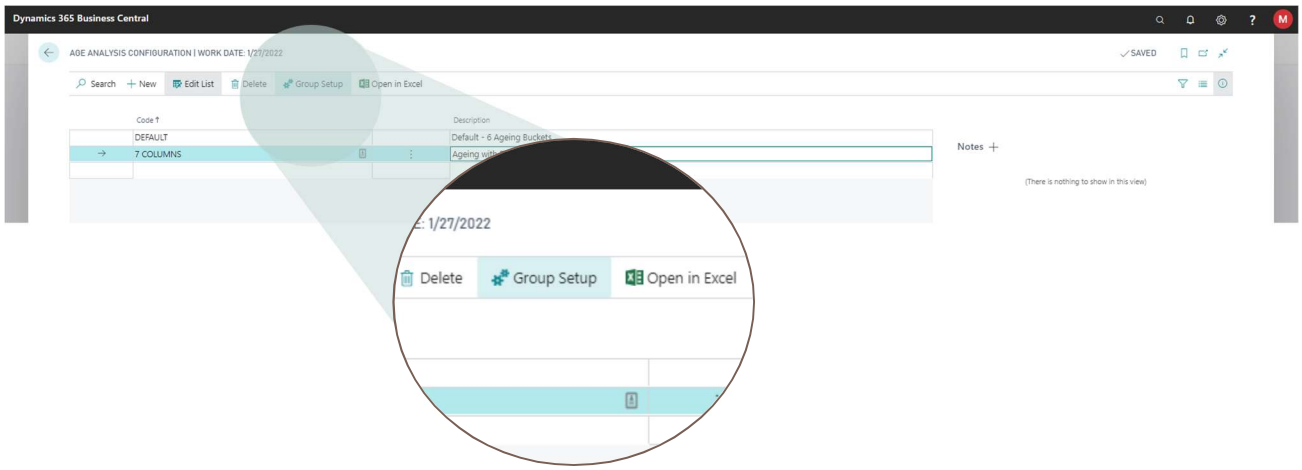
Start by making use of the ***Search*** feature to access the Age Analysis Configuration page, as shown in the image below:



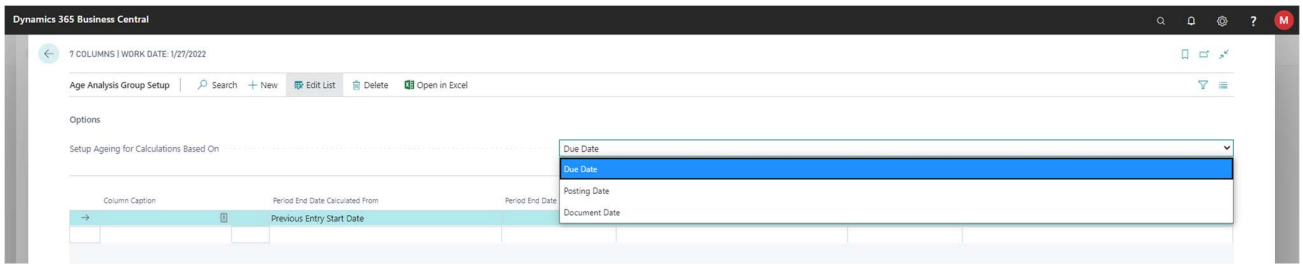
When launching the Age Analysis Configuration, a confirmation dialog will appear as shown below, this will happen when there are no columns defined. ***We recommend*** you accept this confirmation to have the default set of columns created as the default setup can serve as an example to assist you when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



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:



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



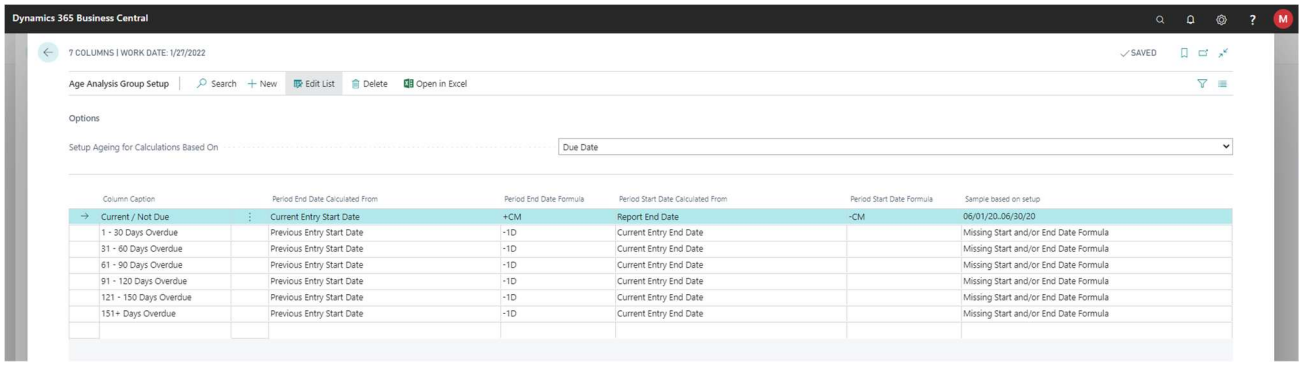
When creating a new group, or making changes to an existing group, it's important to note that the setup of a single group carries a configuration for each of these three options.

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.



Column Caption	Period End Date Calculated From	Period End Date Formula	Period Start Date Calculated From	Period Start Date Formula	Sample based on setup
Current / Not Due	Current Entry Start Date	+CM	Report End Date	-CM	06/01/20..06/30/20
1 - 30 Days Overdue	Previous Entry Start Date	-1D	Current Entry End Date		Missing Start and/or End Date Formula
31 - 60 Days Overdue	Previous Entry Start Date	-1D	Current Entry End Date		Missing Start and/or End Date Formula
61 - 90 Days Overdue	Previous Entry Start Date	-1D	Current Entry End Date		Missing Start and/or End Date Formula
91 - 120 Days Overdue	Previous Entry Start Date	-1D	Current Entry End Date		Missing Start and/or End Date Formula
121 - 150 Days Overdue	Previous Entry Start Date	-1D	Current Entry End Date		Missing Start and/or End Date Formula
151+ Days Overdue	Previous Entry Start Date	-1D	Current Entry End Date		Missing Start and/or End Date Formula

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.

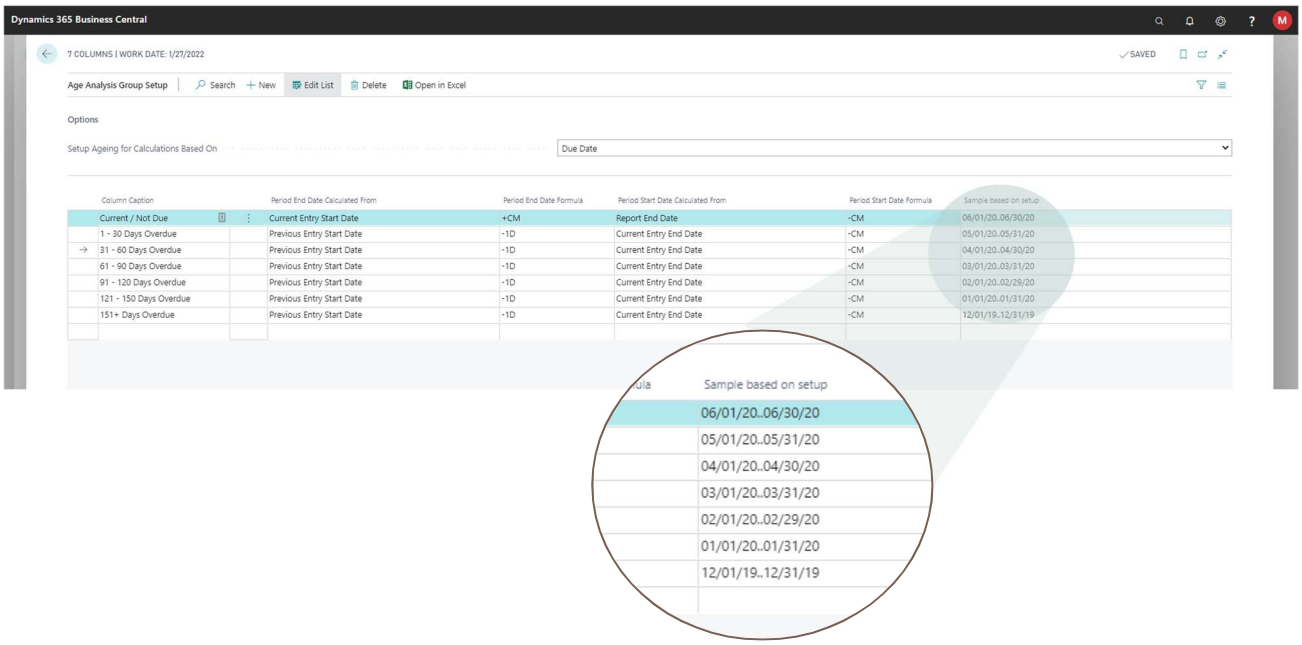
   For the first column in our new configuration, we've decided to calculate the end date using the start date of this same column, and for this reason the only option available to us to calculate the start date of this column is to select the option to use the ***Report End Date***.

   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.

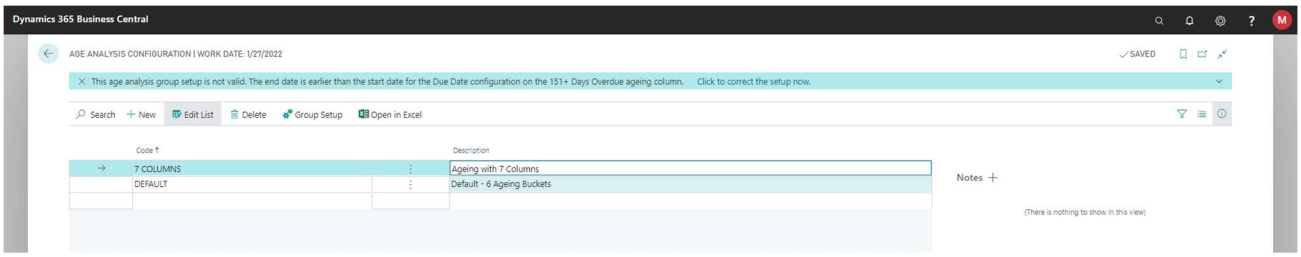
4. *Sample based on setup*

   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.



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

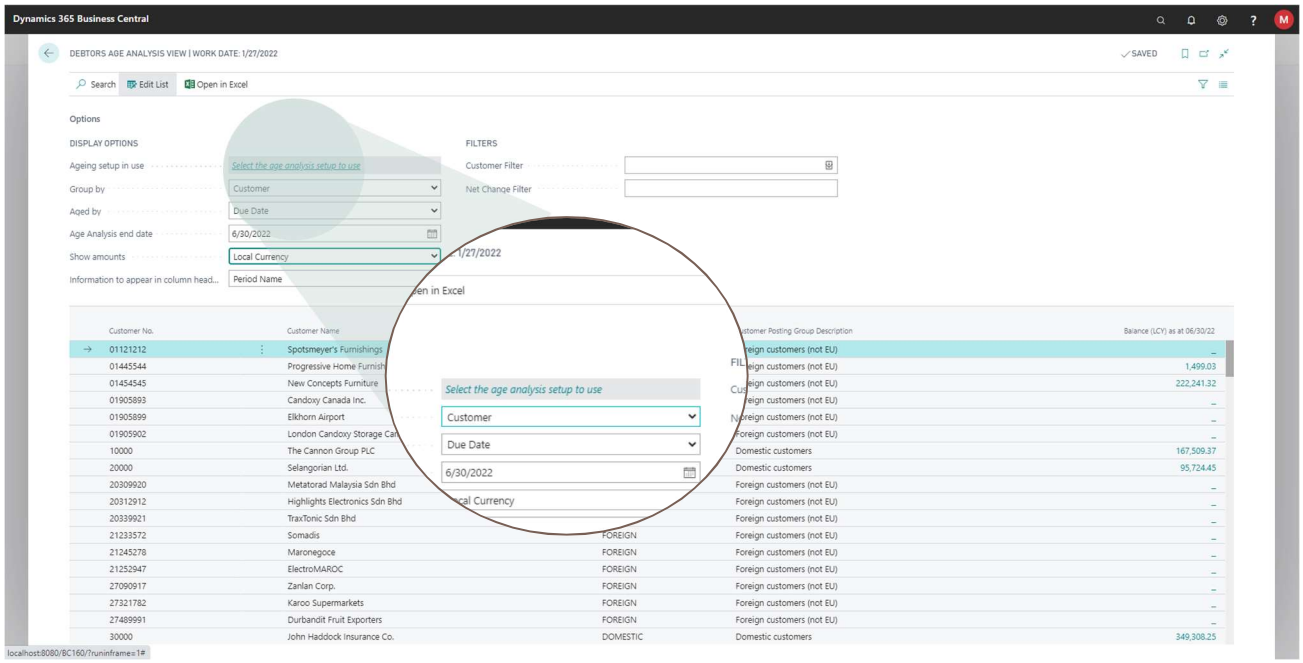
THE AGE ANALYSIS VIEWS

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

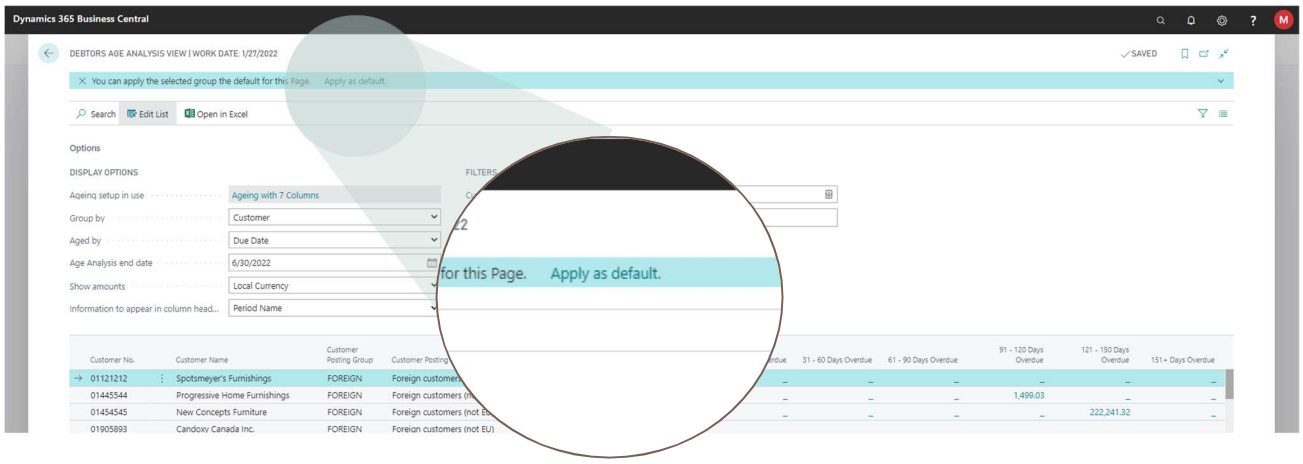
Start by selecting your preferred set of columns from the ***Ageing setup to use*** field as illustrated in the image below:



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.

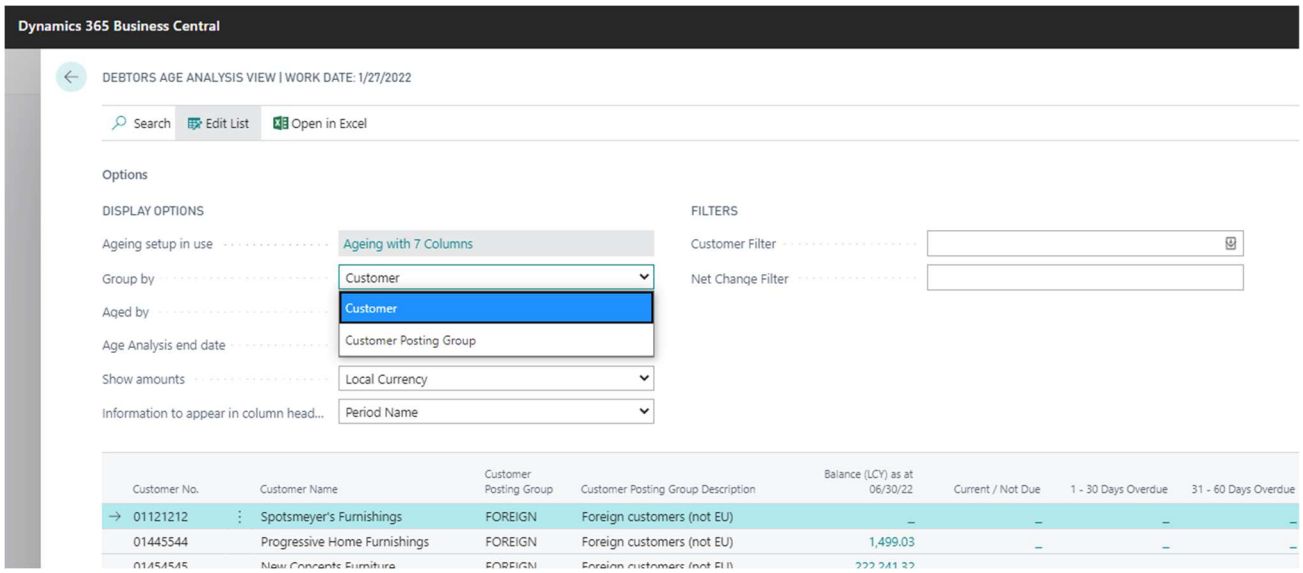
A Notification appears allowing you the option to define the selected set of columns as the default set for this view. Click on the *Apply as default* action in the Notification as shown below. The selected set of columns will be used as a default for this view for all users in the current company.

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.



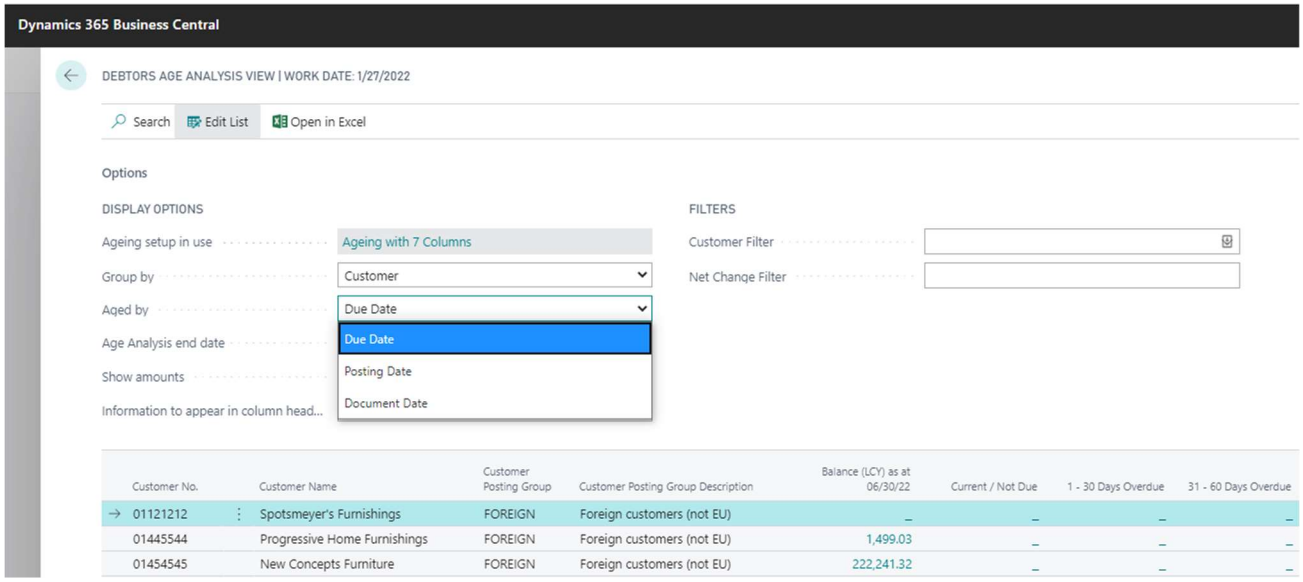
GROUP BY

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.



AGED BY

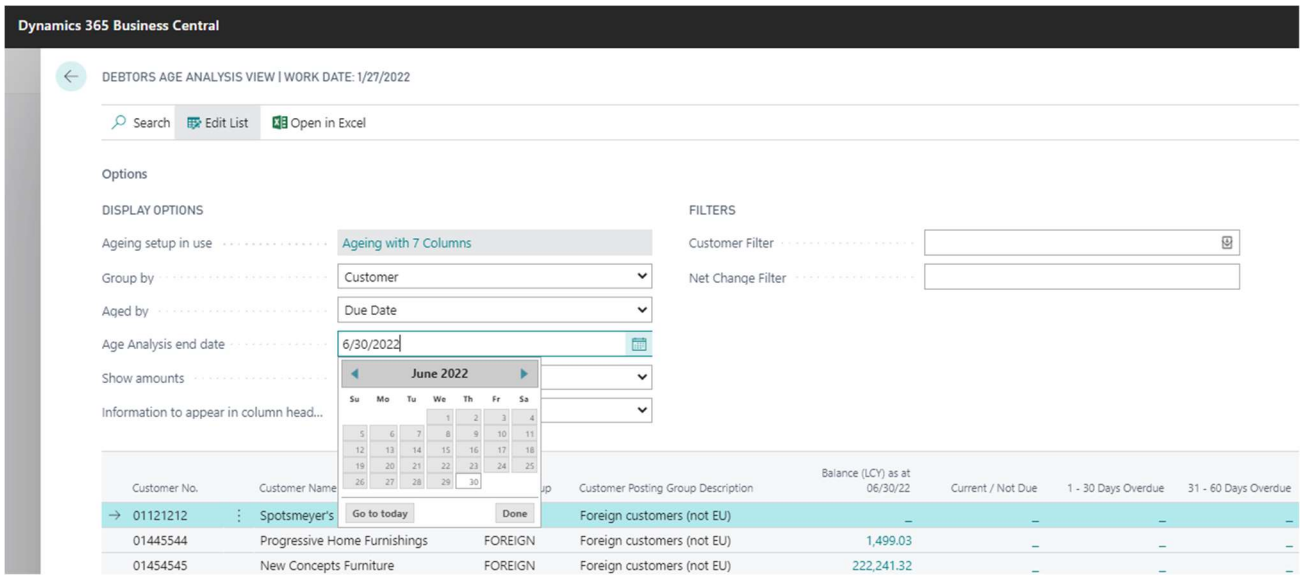
The *Aged by* field offers three options as shown in the image below: Due Date, Posting Date and Document Date. Use this field to decide if you want the age analysis values calculated using the Due Date, Posting Date or Document Date from the transactions.



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.

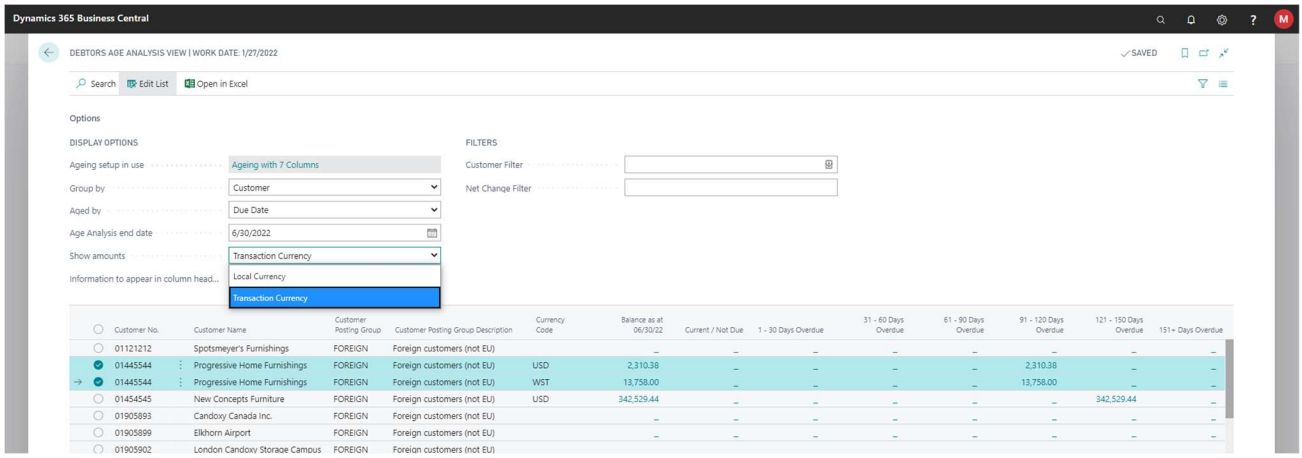


The end date of the second column, the column with the Caption *1 – 30 Days Overdue* is setup to use the *Start Date of the Previous Column* and applying a DateFormula of -1D to this date which means it will use the 1'st of June 2022 as the date for the calculation, then subtracting 1 day from this date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

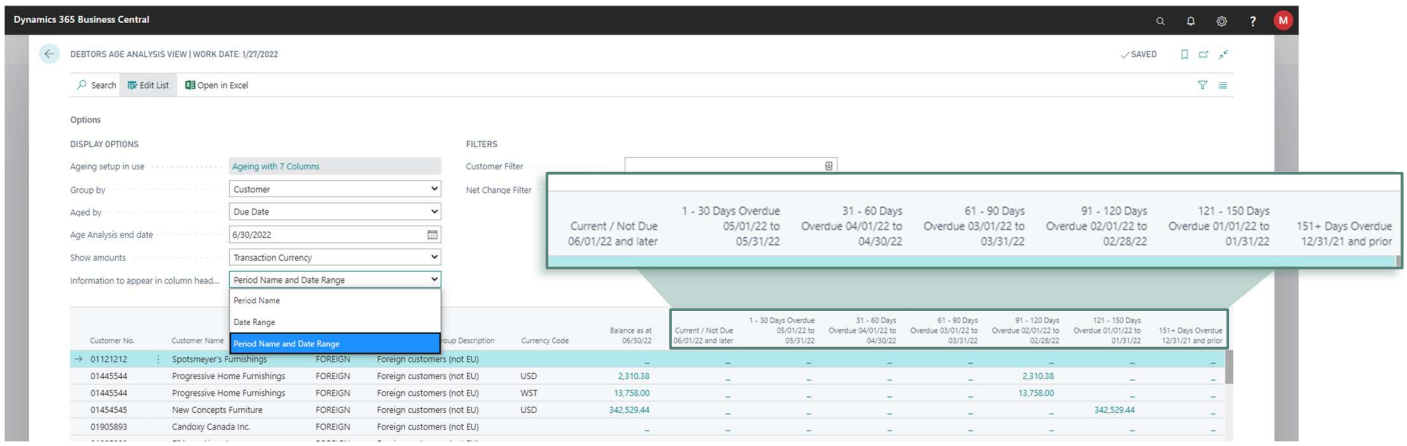
This field offers an option between Local Currency and Transaction Currency.

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:



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*:

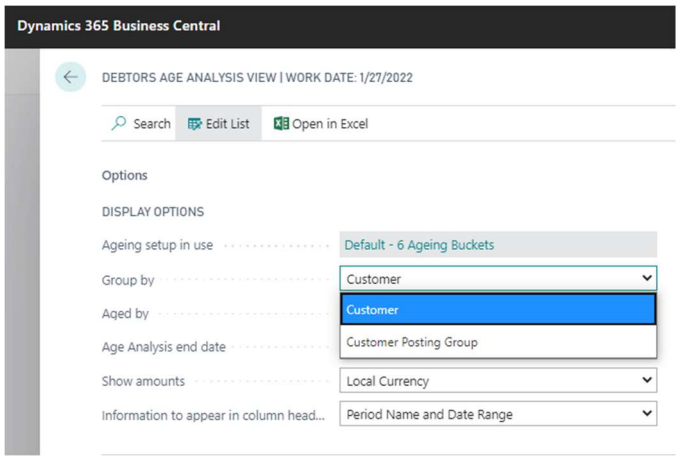


DRILLDOWN FEATURE

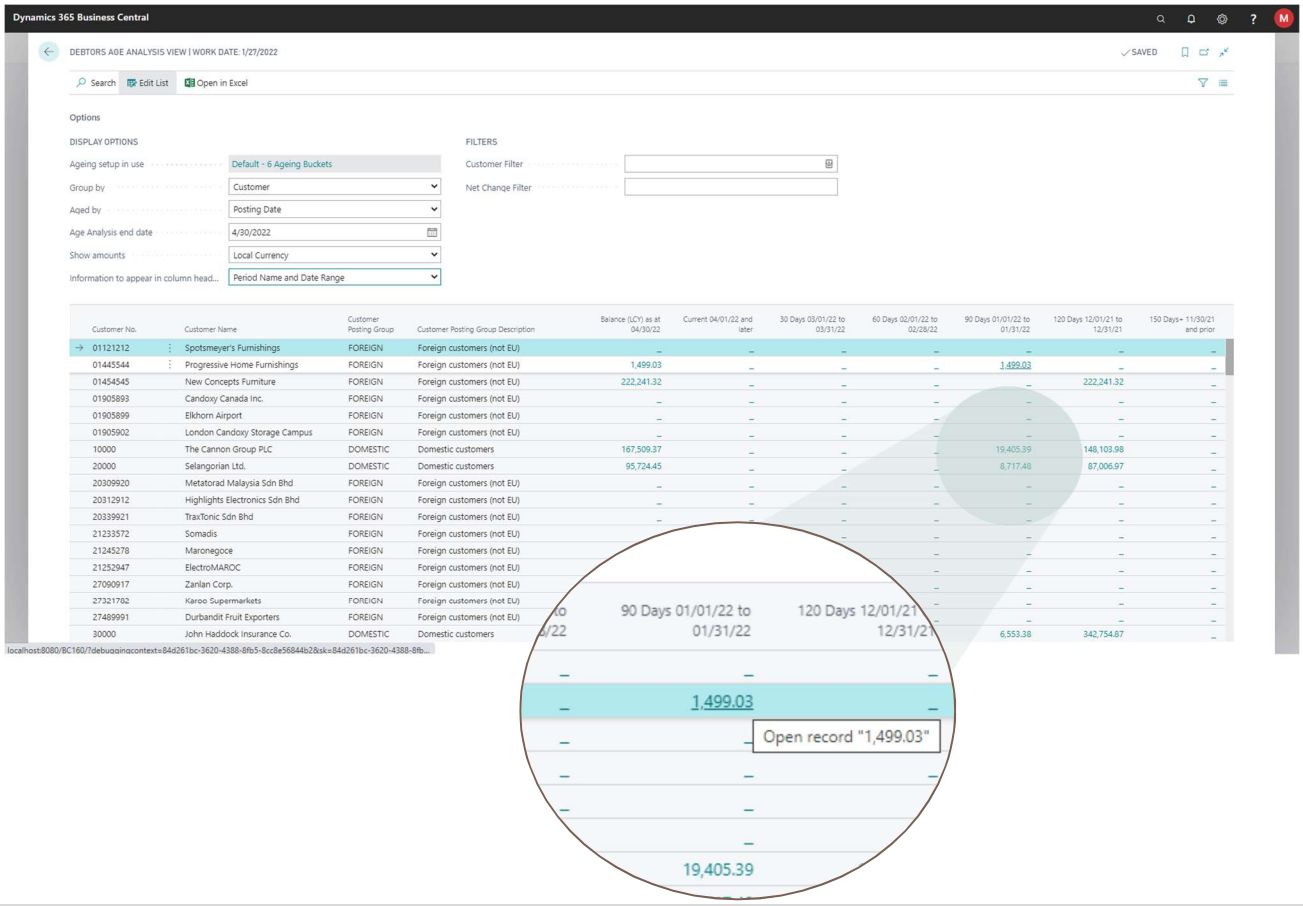
The Age Analysis View offers a powerful ***drilldown feature*** to allow you to access the lowest level of detail to manage and maintain your Customer and Vendor ledger entries.

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.

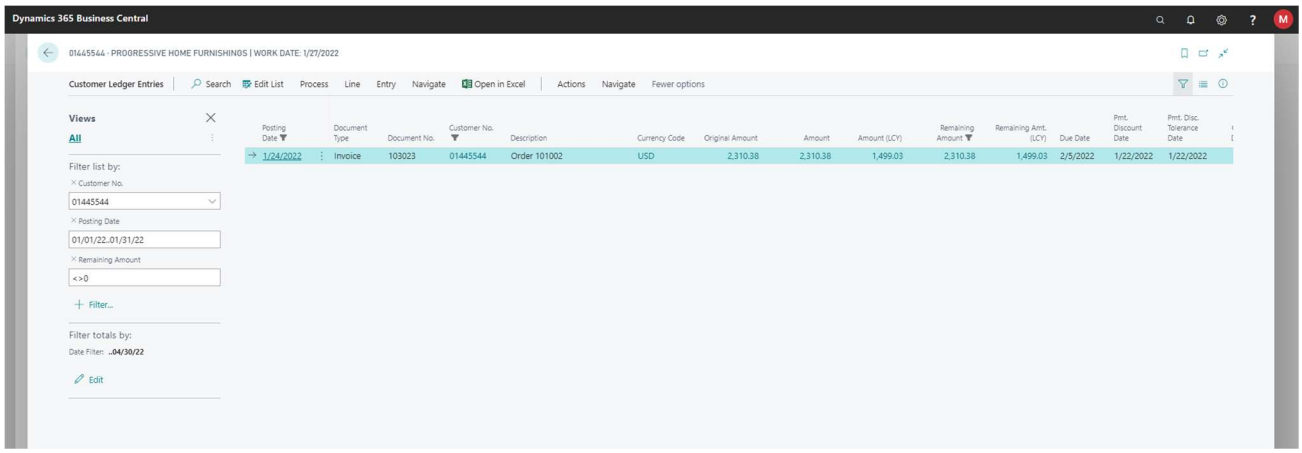
Let's take a look at the drilldown in action. From the Debtors Age Analysis View, make sure you have the ***Group by*** field set to **Customer** as shown below:



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

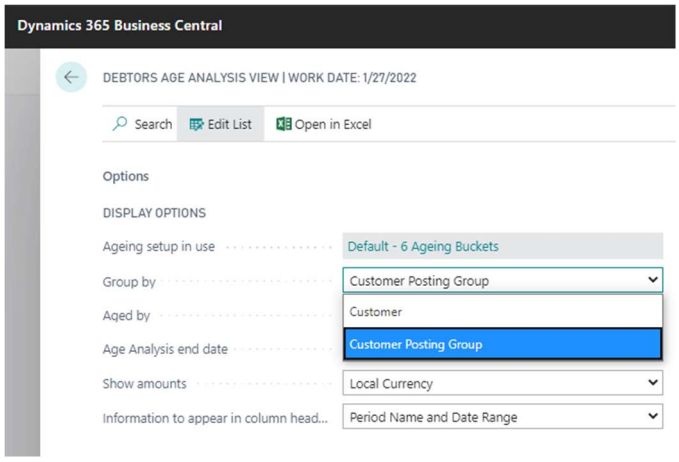


The drilldown page will appear, in this case it's the *Customer Ledger Entry* page, displaying a list of transactions included in the calculation for the column you used the drilldown from:

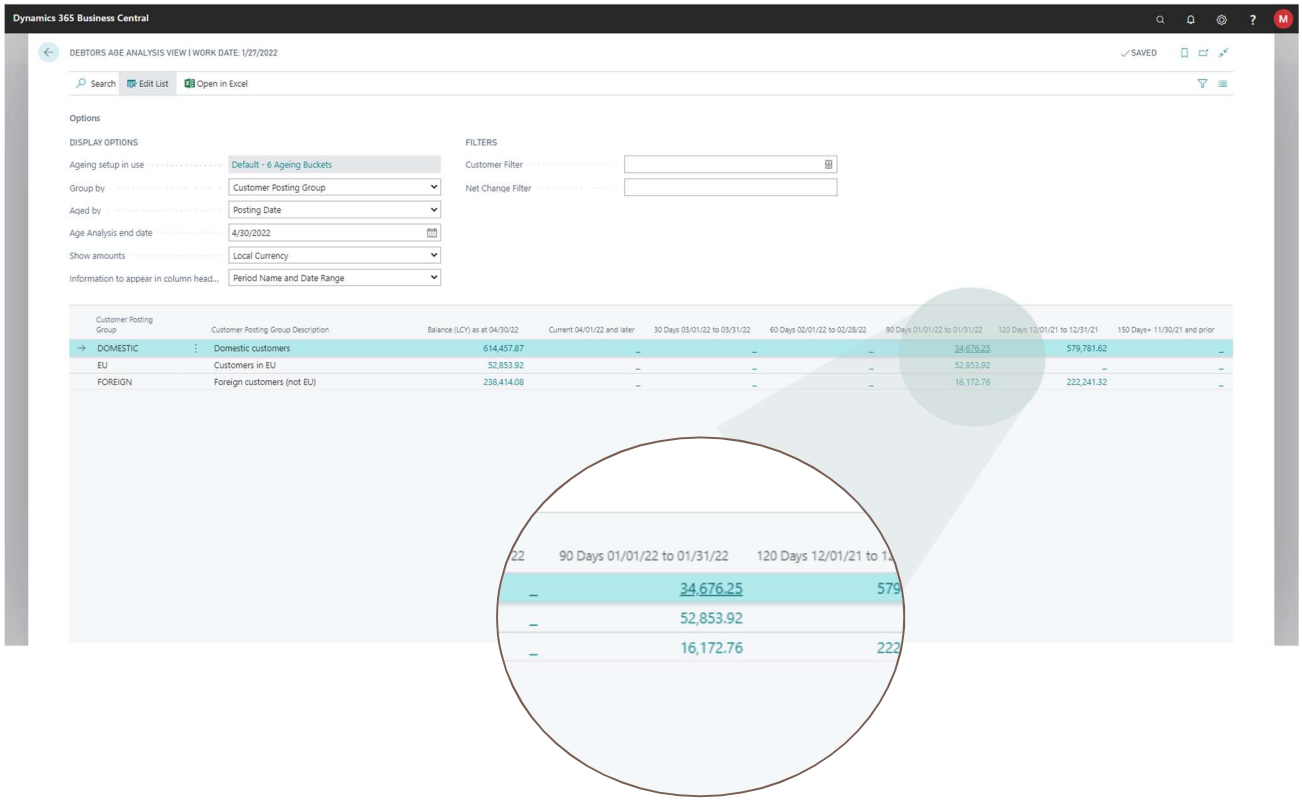


Now let's take a look at the drilldown feature when the results is grouped by Customer Posting Group.

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

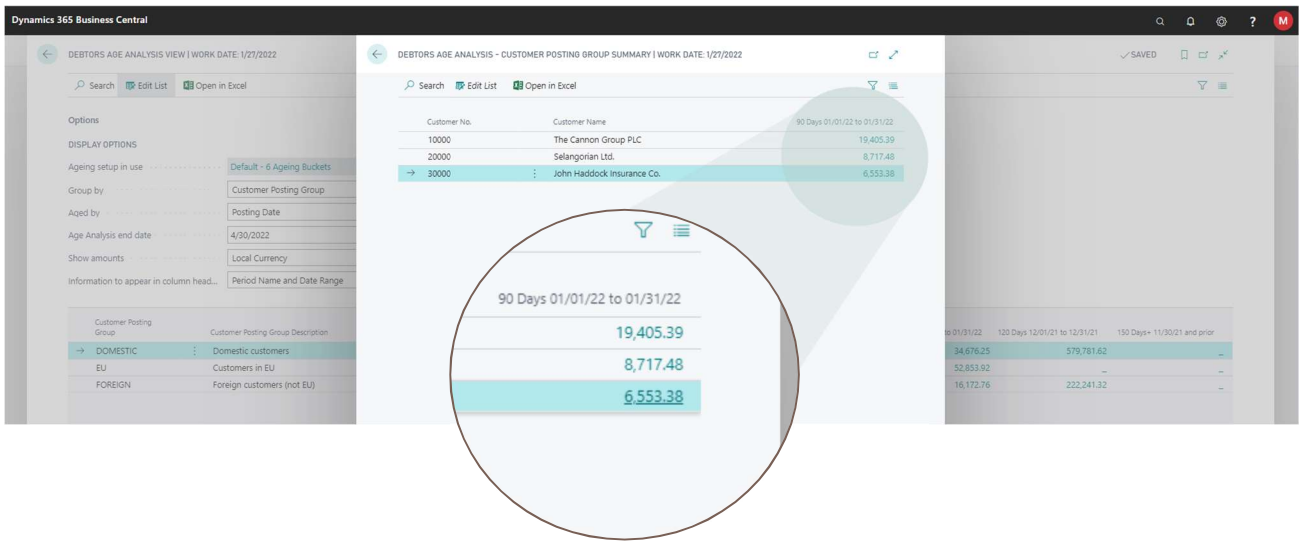


Now click on any of the amounts appearing in the results section to launch the drilldown, as shown below:

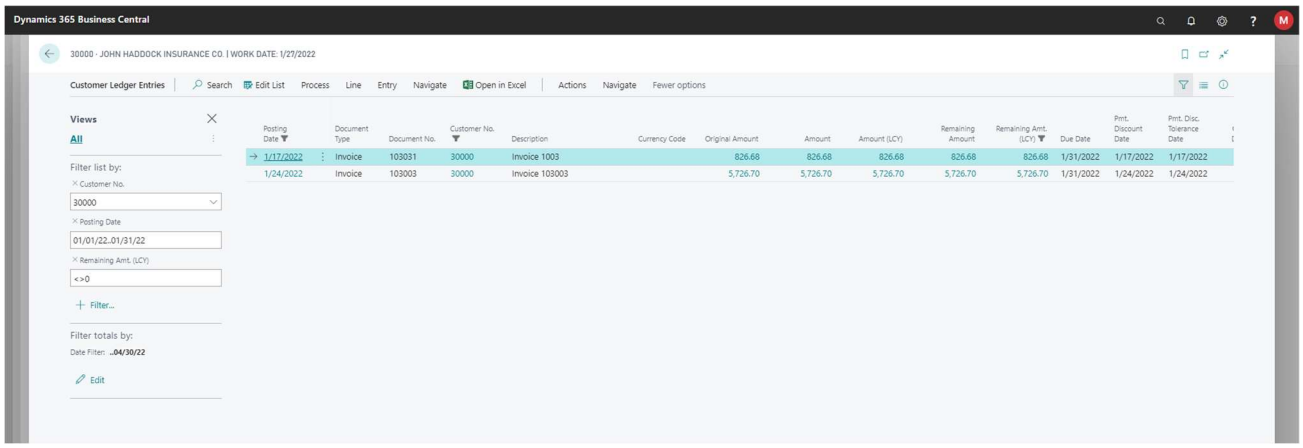


The drilldown page will appear, in this case it's the *Customer Posting Group Summary* page, displaying a list of Customers with a corresponding value in the Age Analysis column from where the drilldown action was initiated.

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:



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:



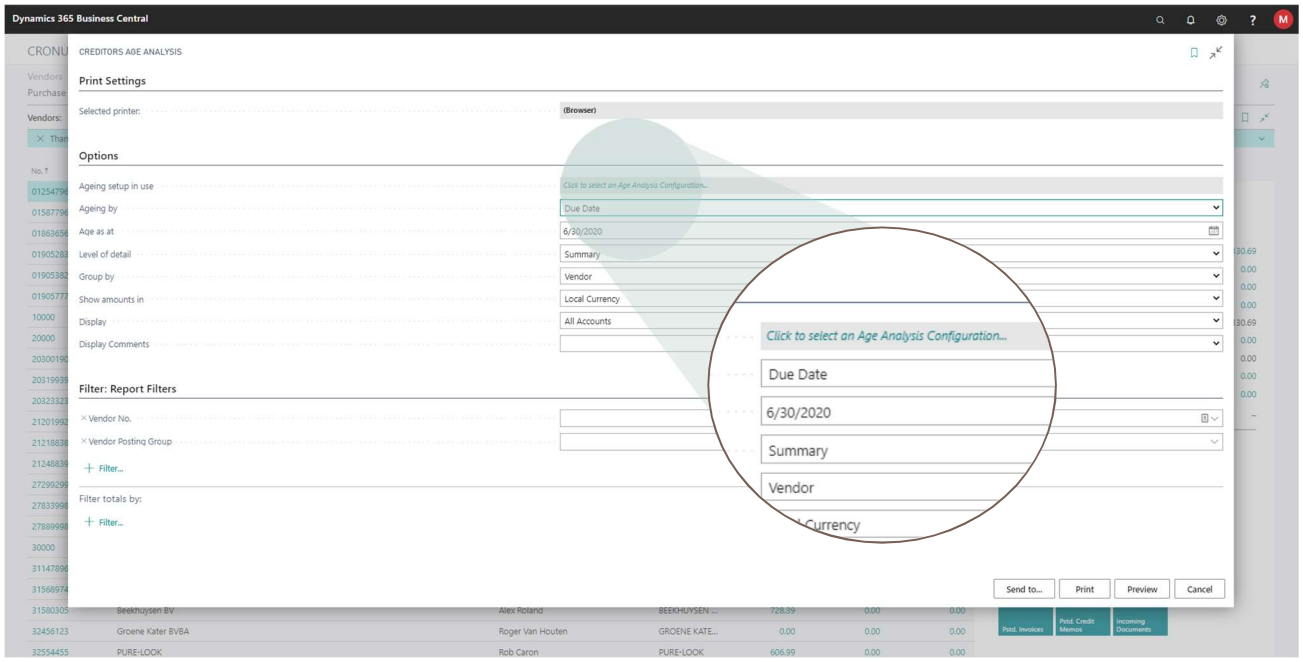
THE AGE ANALYSIS REPORTS

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.

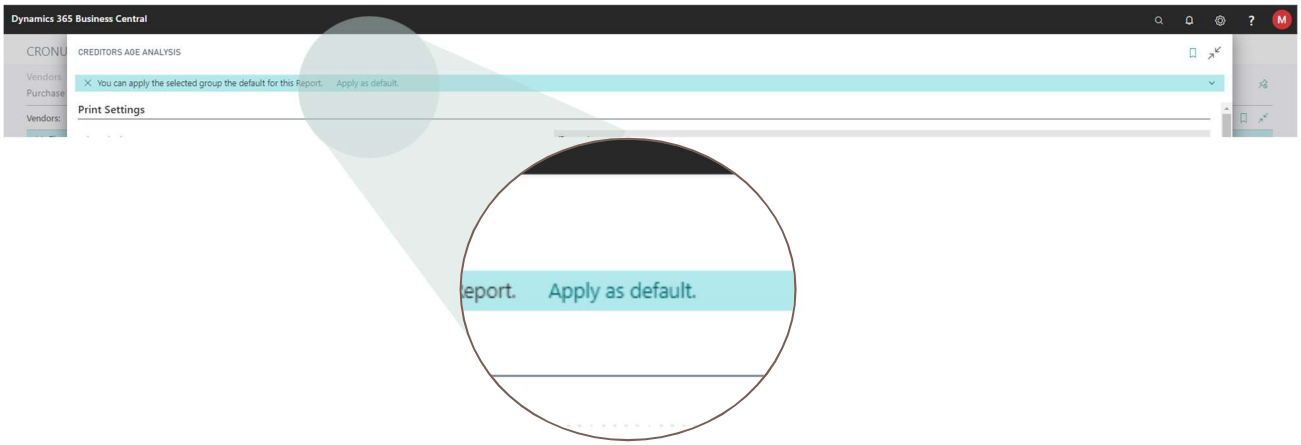
AGEING SETUP TO USE

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

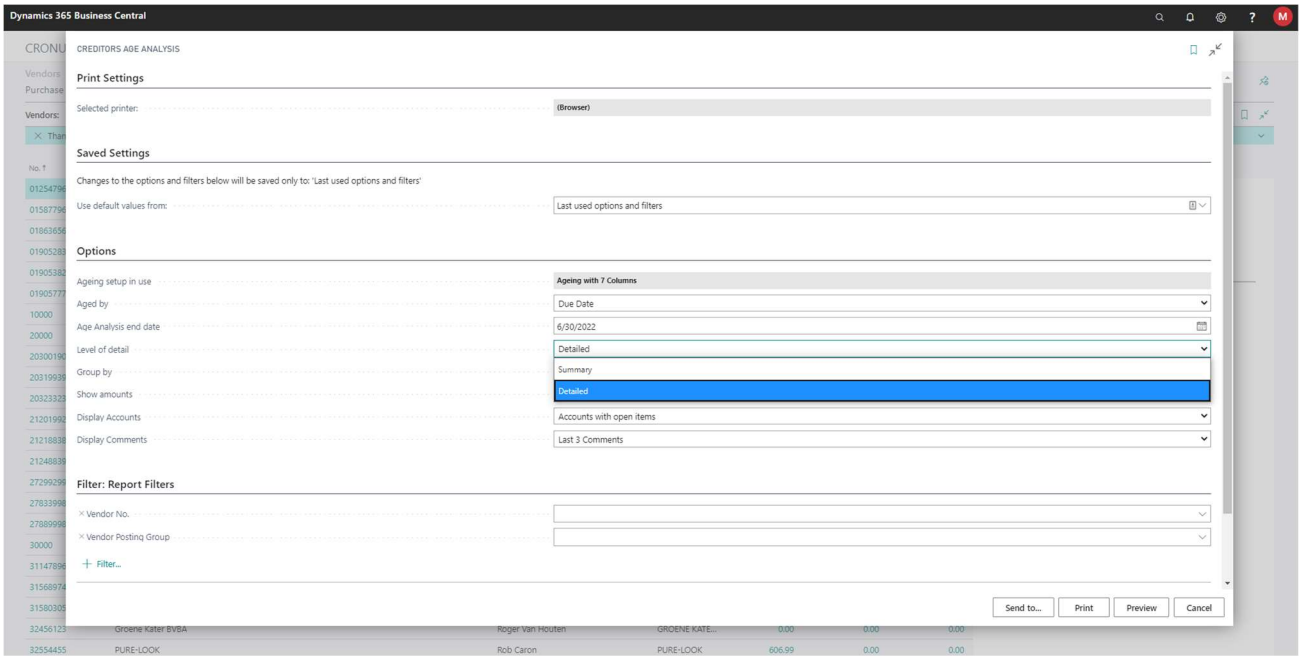
set for this report. Click on the ***Apply as default*** action in the Notification as shown below. The selected set of columns will be used as a default for this report for all users in the current company.



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.

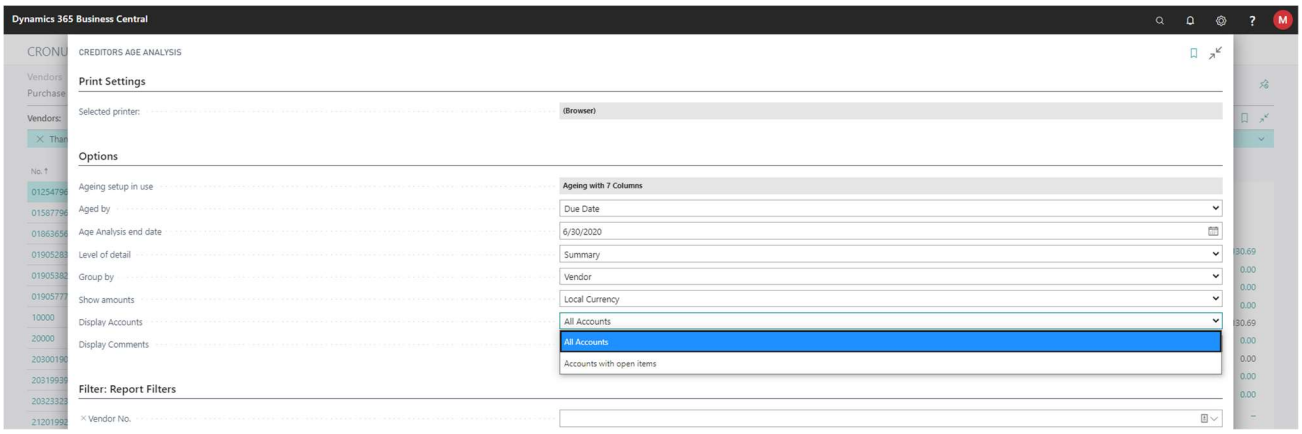
LEVEL OF DETAIL

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.



DISPLAY ACCOUNTS

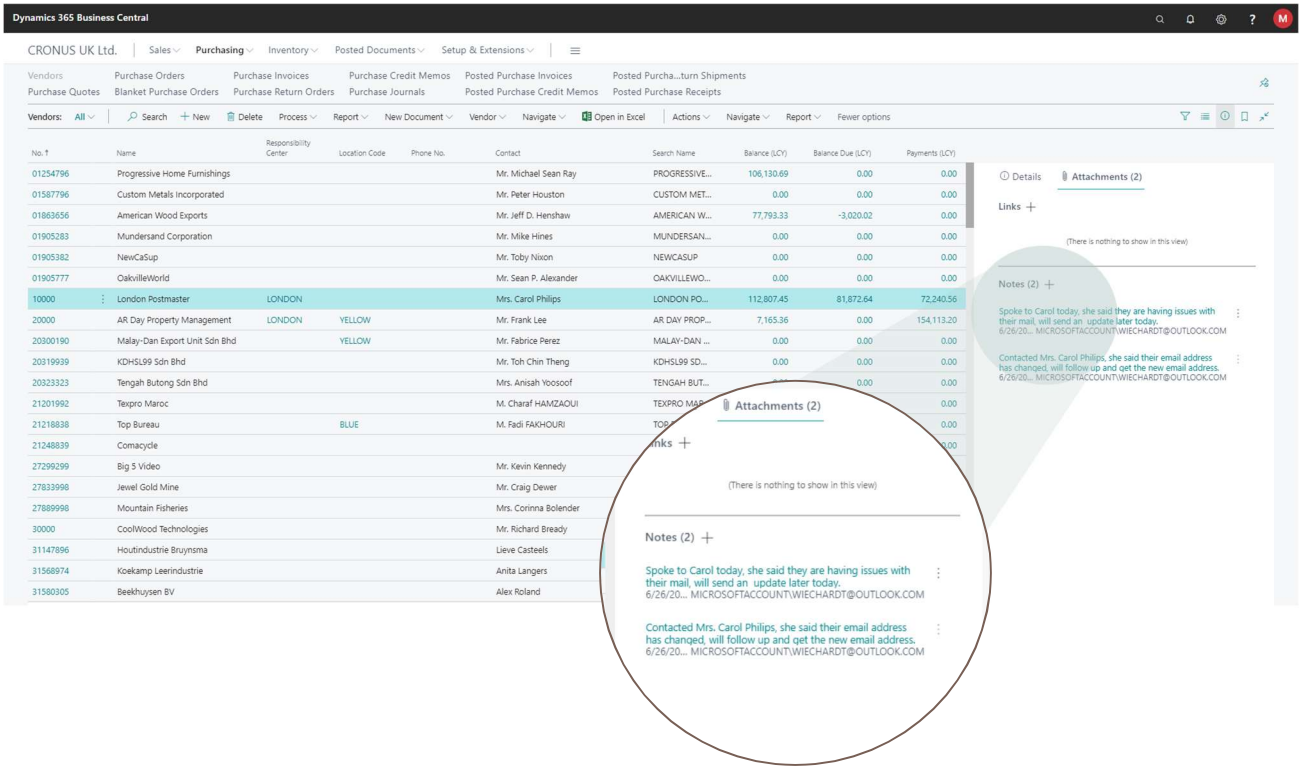
The ***Display Accounts*** field offers two choices: *All Accounts* and *Accounts with open items*. When selecting the *All Accounts with open items* option, the report will only list accounts (summary or detailed) where there are transactions that have a value in the *Remaining Amount (LCY)* field.



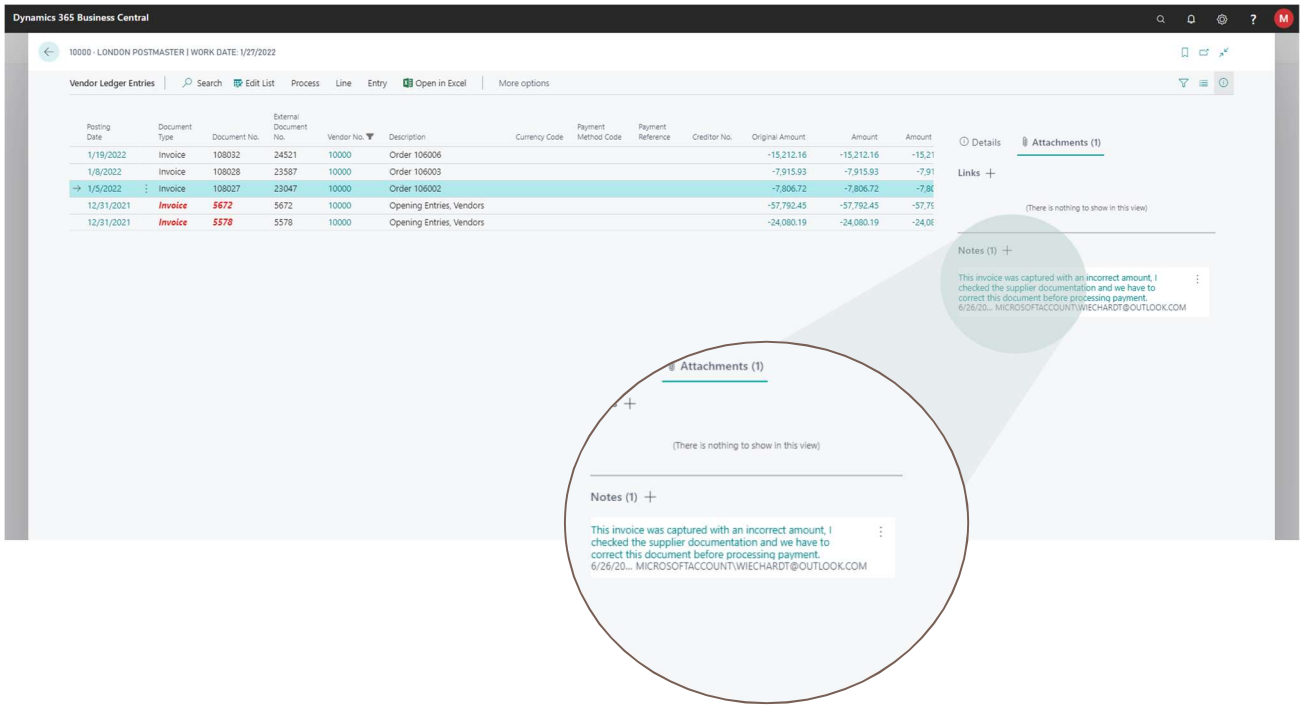
DISPLAY COMMENTS

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.

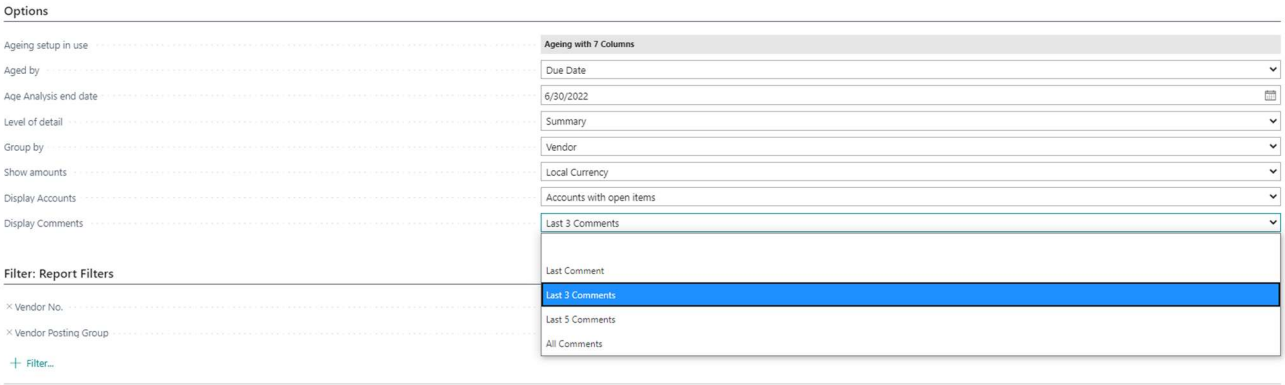
To demonstrate this feature, let's create a few notes on the Vendor account and Vendor transactions. Notice the two new ***Notes*** created on the *London Postmaster* Vendor account as shown below:



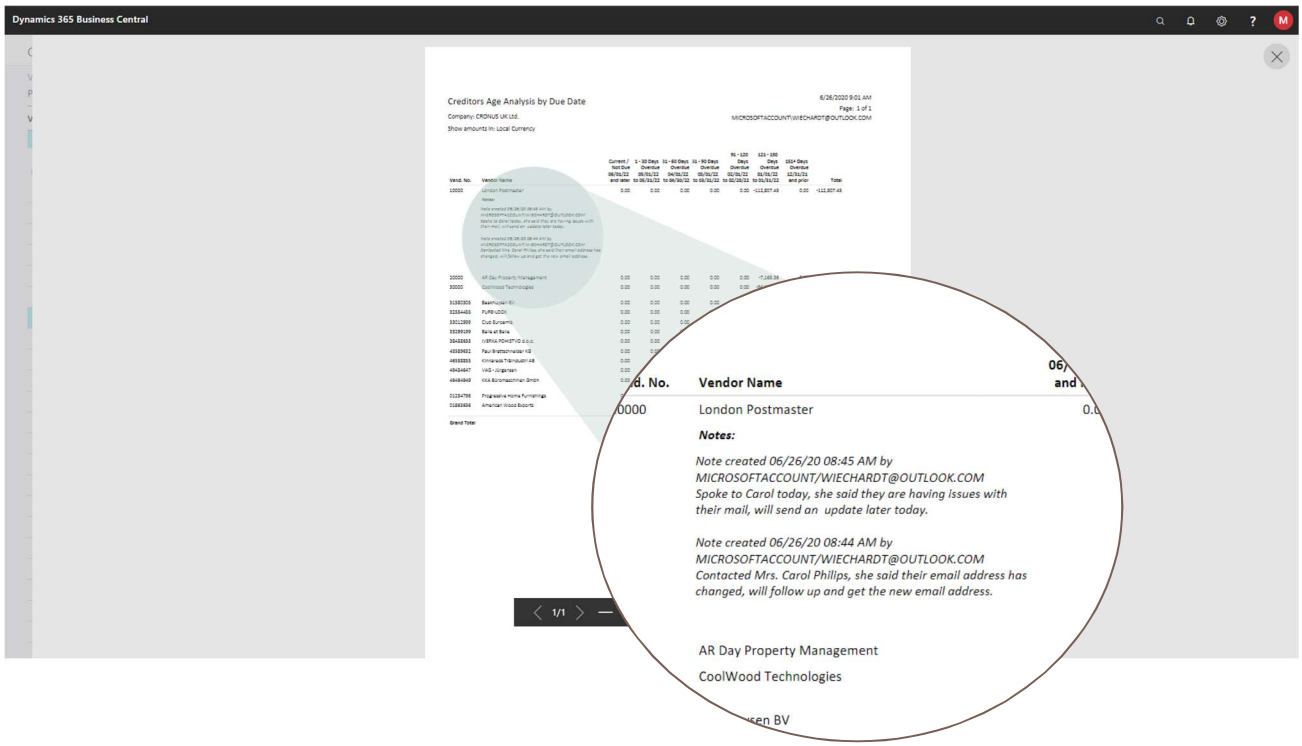
A new note was also created on a transaction related to the *London Postmaster* Vendor as shown in the image below:



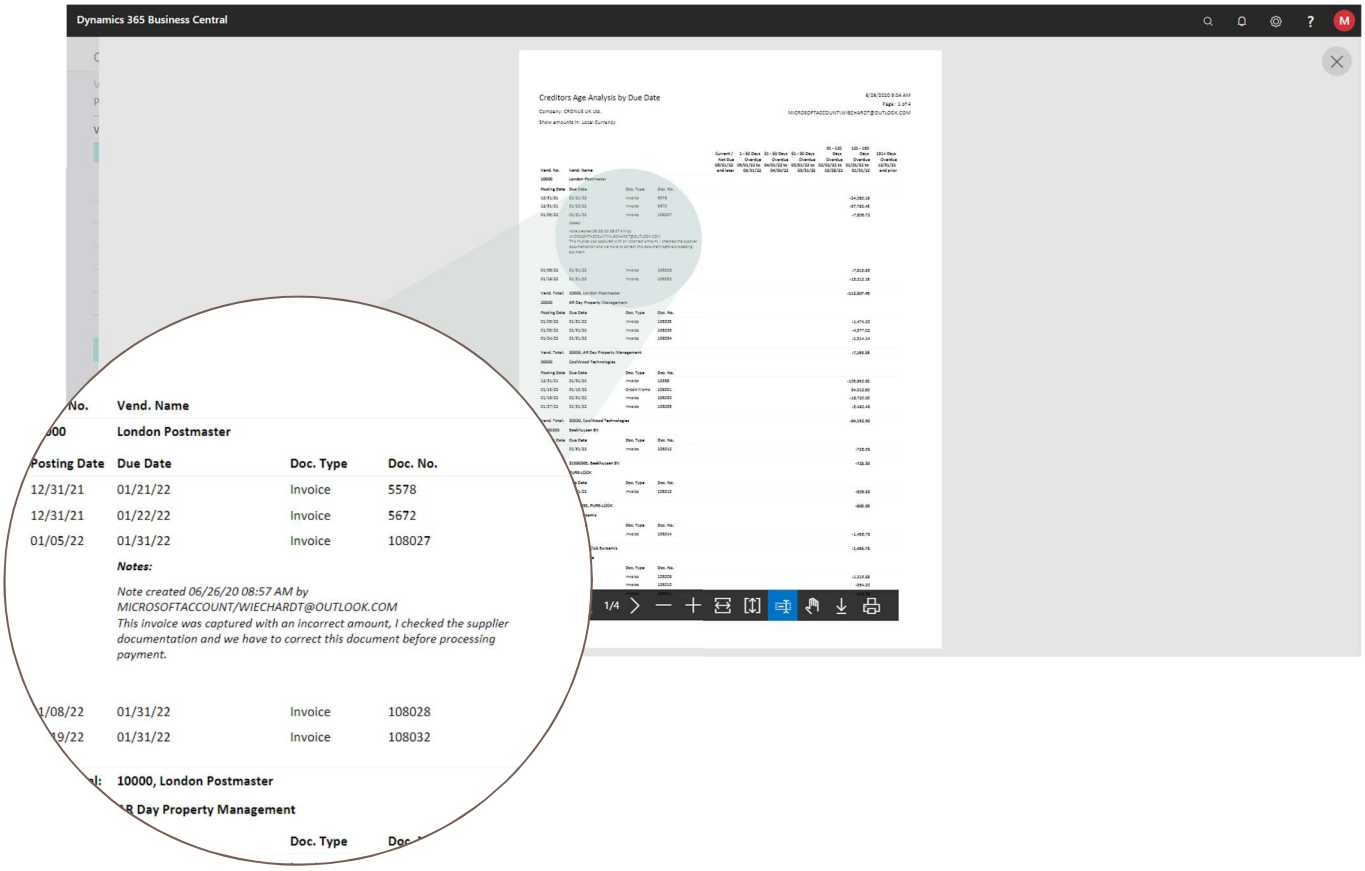
Let's run the Creditors Age Analysis report and select the option to display the last 3 comments. Notice in the Image below the ***Level of detail*** field the Summary option was selected:



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:



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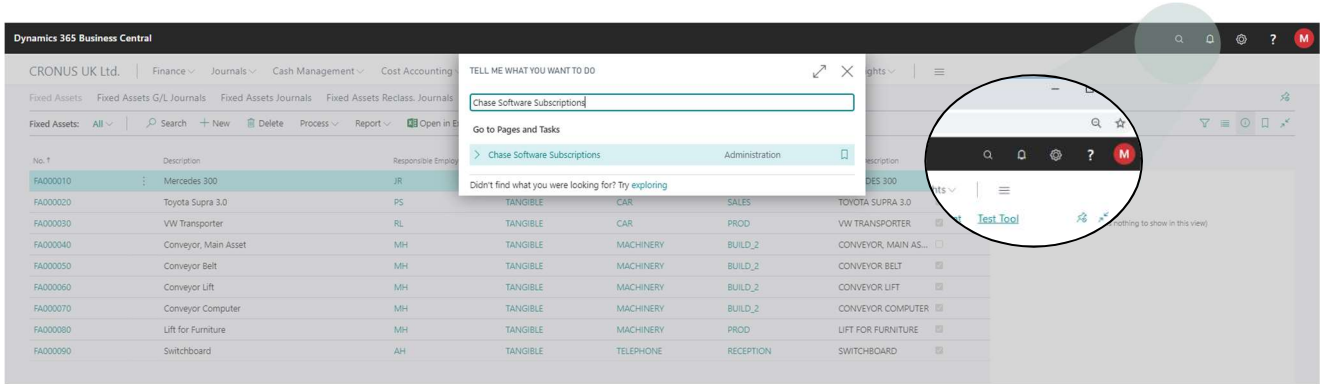

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