Aging by Project

Initial Release

Prepared by Jae Sen
AUTO COUNT SDN BHD

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1.0 Revision History

Rev.	Version	Update Date	Modified By	Remark
0	2.0.0.6	28/01/2020	Jae Sen	Initial Release

2.0 Introduction

Aging by Project allows user to view aging report **grouped by Project or Department**. It is available both for **Debtor (AR) and Creditor (AP)**. This is useful for companies that would like to track or trace their ARAP outstanding by projects or departments.

2.1 System Requirement

- AutoCount Accounting 2.0 Basic Edition and above (For Project Aging Report only)
- AutoCount Accounting 2.0 Revision 129 and above (Recommended)
- AutoCount Accounting Department Module (For Department Aging Report)

2.2 Installation

1. Launch AutoCount Accounting 2.0 and login the account book that wish to install this plug-in.
2. From the top Menu, go to **Tools → Plug-in Manager**.
3. Plug-in Manager screen will appear, click on the **"Install"** button located on the right side. System will prompt to select a file. Browse for the related **.app file**.
4. A new window will prompt with some basic information of this plug-in. Click on the **"Install"** button again to proceed.
5. A confirmation message will prompt after that. Click **"Yes"** to confirm the installation.
6. A success message will appear after the plug-in is installed correctly.

3.0 Access Rights

There will be new access rights added once user had installed this plug-in. User can browse these access rights from top **Menu → General Maintenance → Access Rights Maintenance**. User will be able to see new record **"Aging by Project"** with several new access rights.
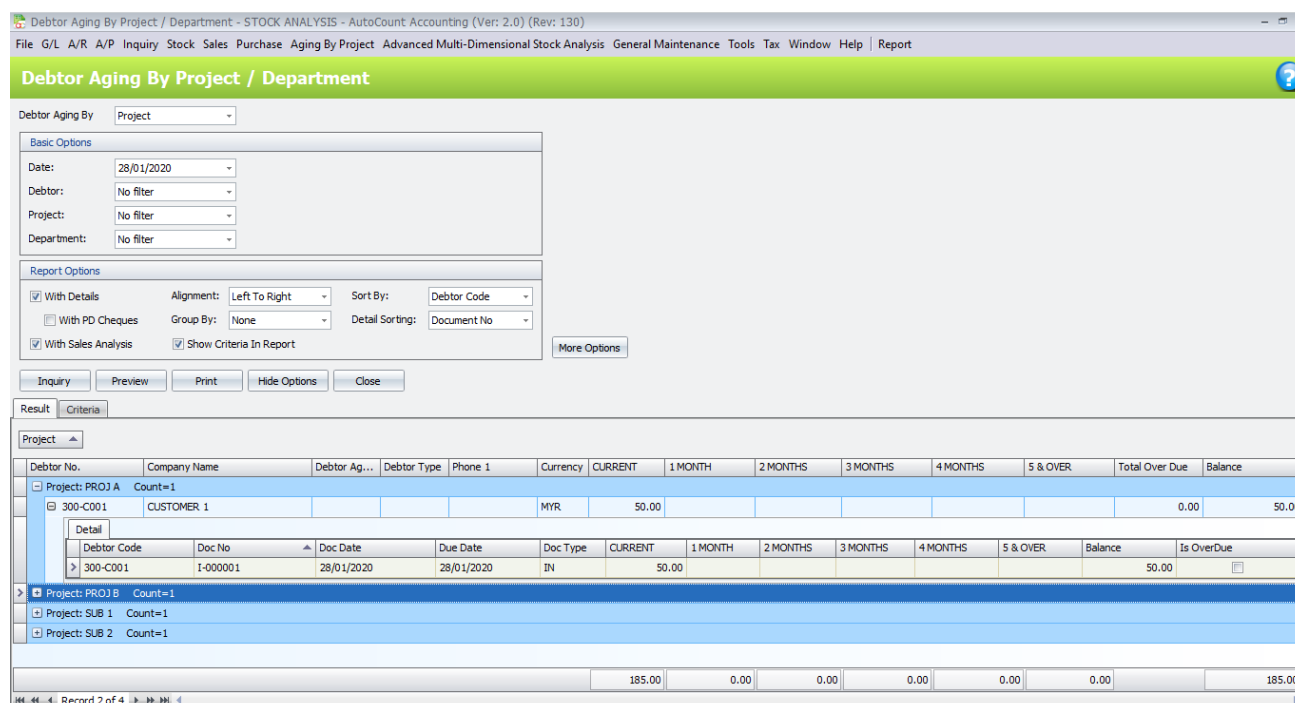

Access Rights	Description
Debtor Aging by Report	
Show Debtor Aging by Project	To show Debtor Aging by Project menu
Open Debtor Aging by Project	Allow to open Debtor Aging by Project
Preview Debtor Aging by Project	Allow to preview Debtor Aging by Project
Print Debtor Aging by Project	Allow to print Debtor Aging by Project
Export Debtor Aging by Project	Allow to export Debtor Aging by Project
Creditor Aging Report	
Show Creditor Aging by Project	To show Creditor Aging by Project menu
Open Creditor Aging by Project	Allow to open Creditor Aging by Project
Preview Creditor Aging by Project	Allow to preview Creditor Aging by Project
Print Creditor Aging by Project	Allow to print Creditor Aging by Project
Export Creditor Aging by Project	Allow to export Creditor Aging by Project

4.0 Function & Feature

4.1 Aging by Project / Department

This function allows user to view aging report **grouped by Project or Department**. This function can be found at **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.

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.

Using Aging by Project / Department

User can filter based on own requirements, then click on the **"Inquiry"** button to process the report. The result will be displayed at the bottom section and will be grouped by either Project or Department, depending on user's selection.

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													
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		185.00

Record 1 of 4

User can click on the "+" or "-" to expand or collapse the results.

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												
001	CUSTOMER 1			MYR	50.00						0.00	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		185.00

Record 1 of 4

User can double click on the detail lines to drill down to documents.

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

User can preview or print results in report format.

No. 36, Persiaran Mergastua, Kepong Baru, 52100 Kuala Lumpur, Malaysia
T: 603 6275 2718   F: 603 6263 3628   W: www.jtech.my   E: info@jtech.my

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4.2 Knock off Invoice or Debit Note with multiple projects

At certain times, an invoice or debit note might consist of **multiple projects**. For example, line 1 is assigned to Project A and line 2 is assigned to Project B.

By having such invoice, if there are 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**. Using the above example, 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.

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

Home | Edit

Preview | Print | Edit | Cancel Document | Delete | View

Document Navigation

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

Debtor :	300-C001
Project No. :	
Department No. :	

Payment's Currency : MYR Debtor's Currency : MYR

Main | External Links | Note

Paid By :   CUSTOMER 1

Description :

Official Receipt No. : OR-000001

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	I-000001	200.00	150.00		☐	0.00	50.00	☑	28/01/2020
RI	28/01/2020	I-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		150.00	

Record 2 of 2