Global 3000
Enhancement Note

Export CL Aged Transactions Report/DL Aged Debt

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INTRODUCTION

This enhancement provides options that allow the Creditors Ledger Aged Transactions Report and Debtors Ledger Aged Debt Report to be exported to a CSV file.

The Creditors Ledger Aged Transactions Report and Debtors Ledger Aged Debt Report have been enhanced to include a new option which allows the report to be exported to a CSV file.
The following changes have been made. <u>Creditors Ledger</u> A new line has been added to the Creditors Ledger Reports and Statistics menu, the new line is titled 'Export Aged Transactions' and appears immediately below the 'Print Aged Transactions' option. On selection the user is prompted with the standard aged transactions criteria window with the following options suppressed "Supplier notes", "Print CRN", the 'Settings' button for contact details and "Supplier actions dated after". On exit from the main window the user is offered an export options window (in which they specify the details of the CSV file to be created). The CSV file which is based on the summary report will consist of a single line containing column headings followed by a single line per supplier. Each line is terminated with either #0D or #OD0A depending on the operating system.
<u>Debtors Ledger</u> A new line has been added to the Reports and Statistics menu, the new line is titled 'Export Aged Debt' and appears immediately below the 'Print Single Line Aged Debt' option. On selection the user is prompted with the standard aged debt criteria window with the following options suppressed "Print customer classification codes", "Print CRN", "Customer notes", the 'Settings' button for contact details and "Customer actions dated after". On exit from the main window the user is offered an export options window (in which they specify the details of the CSV file to be created). The CSV file which is based on the summary report will consist of a single line containing column headings followed by a single line per customer. Each line is terminated with either #0D or #OD0A depending on the operating system.

DOCUMENTATION CHANGES

Creditors Ledger Aged Transactions Report

Introduction

The Aged Transactions report shows the ageing of transactions on supplier accounts at a particular date. The suppliers included in the report can be selected by a wide variety of criteria and the details can be printed in a choice of sequences in either summary or detailed form.

In multi-currency systems, the detailed report can either be printed in entry currency or in account currency. The entry currency version shows account sub-totals in each trading currency and the overall account total in base currency. The account currency version shows all the transactions in account currency, with an account total in both account currency and base currency.

This report can also be exported for use in other applications such as spreadsheets and word processing packages, two types of export are available.

1) Standard export. If you select the 'Export Aged Transactions' option from the Reports and Statistics menu, a summary Aged Transactions report is exported to a CSV file. The CSV file consists of a single line containing column headings followed by a single line for each supplier (meeting the selection criteria) in the selected sequence (each line within the file is terminated with either #0D or #OD0A depending on the operating system). The lines contain the following items (columns for optional items only appear in the file if the item is selected):

- Supplier account code,
- Supplier name,
- Trading terms code,
- Supplier priority,
- Credit limit,
- Last payment date,
- Supplier type,
- Totals for ageing periods,
- Account balance,
- Currency,
- Contact name (optional),
- Contact details (optional, this column contains contact details based on the contact method (i.e. if the contact method is phone then the telephone number will be exported), where no contact method has been established the telephone number, fax number, email address or mobile phone number will be exported depending on the information available on the contact record).

2) Customised. If you require greater control over the information exported you can define an export 'scenario' within scenario maintenance and select 'Export' from the print options window to initiate your customised Global 3000 data export. Further information is provided within the Global 3000 Installation & Set-up Manual.

Printed example For a printed example of this report, see the Installation and Setup manual.

Note For each operator, the report selection criterion defaults to the criteria entered by the user when the report was last printed/exported.

Creditors Ledger Aged Transactions

Contact Details When the report is being printed; set this if you want the contact details for the supplier printed on the report. Use the “Settings…” button to select the contact information you require.

When the report is being exported; set this if you want the contact name and contact details included in the exported file. The contact details are based on the contact method (i.e. if the contact method is phone then the telephone number will be exported), where no contact method has been established the telephone number, fax number, email address or mobile phone number will be exported depending on the information available on the contact record).

The following three prompts are not available when Aged Transactions are being exported.

- Print CRN,
- Supplier notes,
- Supplier actions dated after.

Debtors Ledger Aged Debt Report

Introduction The Aged Debt report shows the ageing of transactions on customer accounts at a particular date. The customers included in the report can be selected by a wide variety of criteria and the details can be printed in a choice of sequences in either summary or detailed form. In addition, both condensed single line and ‘Global 2000’ format reports are available.

There is an option to include Days Sales Outstanding (DSO) calculations for individual accounts and for the report as a whole.

In multi-currency systems, the detailed report can either be printed in entry currency or in account currency. The entry currency version shows account sub-totals in each trading currency and the overall account total in base currency. The account currency version shows all the transactions in account currency, with an account total in both account currency and base currency.

This report can be used in conjunction with the Global 3000 Review function which extends the selection criteria and enables you to save the current selection for future use and to re-use saved selections.

This report can also be exported for use in other applications such as spreadsheets and word processing packages, two types of export are available.

1) Standard export. If you select the ‘Export Aged Debt’ option from the Reports and Statistics menu, a summary Aged Debt report is exported to a CSV file. The CSV file consists of a single line containing column headings followed by a single line for each customer (meeting the selection criteria) in the selected sequence (each line within the file is terminated with either #0D or #OD0A depending on the operating system). The lines contain the following items (columns for optional items only appear in the file if the item is selected):

- Customer account code,
- Customer name,

- Trading terms code,
- Credit limit,
- Last payment date,
- Totals for ageing periods,
- Account balance,
- Currency,
- Days Sales Outstanding (optional),
- Contact name (optional),
- Contact details (optional, this column contains contact details based on the contact method (i.e. if the contact method is phone then the telephone number will be exported), where no contact method has been established the telephone number, fax number, email address or mobile phone number will be exported depending on the information available on the contact record).

2) Customised. If you require greater control over the information exported you can define an export 'scenario' within scenario maintenance and select 'Export' from the print options window to initiate your customised Global 3000 data export.

The Global 3000 Installation & Set-up Manual provides an example of how you can use this report with the attribute, Global 3000 Review, and data export features to monitor and chase overdue accounts.

Printed example For a printed example of this report, see the Installation and Setup manual.

Note For each operator, the report selection criterion defaults to the criteria entered by the user when the report was last printed/exported.

Debtors Ledger Aged Debt

Contact Details When the report is being printed; set this if you want the contact details for the customer printed on the report. Use the "Settings…" button to select the contact information you require.

When the report is being exported; set this if you want the contact name and contact details included in the exported file. The contact details are based on the contact method (i.e. if the contact method is phone then the telephone number will be exported), where no contact method has been established the telephone number, fax number, email address or mobile phone number will be exported depending on the information available on the contact record).

The following four prompts are not available when the Aged Debt is being exported.

- Print customer classification codes,
- Print CRN,
- Customer notes,
- Customer actions dated after.

Export Options Window

Purpose This window enables you to specify the export file details.

The prompts are:

Create file on Set this option to ‘Desktop’ if the folder specified in the path is on the PC currently running GX, otherwise set the option to ‘Server’ and the CSV file will be generated on the main server.

Example If the path is C:\My Documents, with the above option set to ‘Desktop’ the CSV file would be created in the ‘My Documents’ folder on the operator’s PC, with the above option set to ‘Server’ the CSV file would be created in the ‘My Documents’ folder on the server.

Filename Enter the file name (including extension) in the host system

Path Enter the path defining the folder in which the extracted file should be placed in the host system.

Please note If the file is to be created on the desktop (i.e. the operator’s PC) then the <Browse> button can be used to locate and specify the path.

Please note The export file will be created with the above filename in the folder defined by your path with the date the export took place.

Back Where available this returns to the preceding window.