

# ***Aged Debt Report WebApp User Guide Weekly Report Generation Process***

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	Signature	Position	Date
Prepared By	Charlie Thompson	AI Business Analyst	15/12/2025
Issued By			

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## Overview

This guide walks you through the weekly process of generating Aged Debt Reports. The process involves five main steps: extracting data from Tableau, exporting from Sage, uploading to the Web App, downloading generated reports, and uploading to SharePoint.

## Quick Links

**Tableau:** [CRC Invoice Look up - Tableau Cloud](#)

**Web App:** [Aged Debt Report Generator | CRC Northern](#)

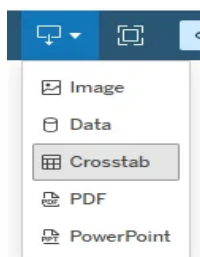
**SharePoint:** [MA Group Intranet - Aged Debt - Weekly Statements](#)

## Step 1: Export Data from Tableau

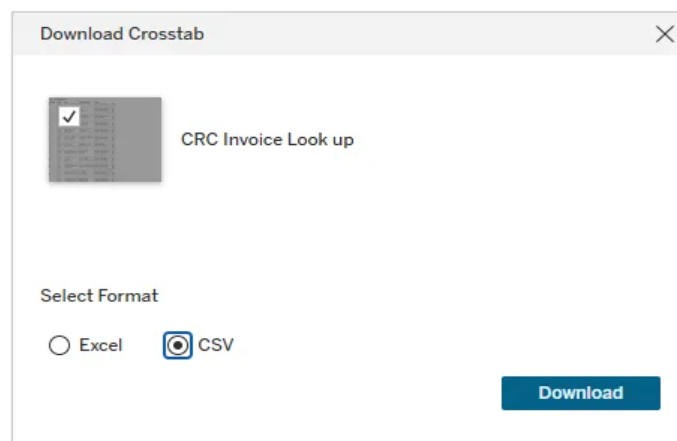
1. Open the Tableau view by clicking the link below:

[CRC Invoice and Job Reference Data: CRC Invoice Look up - Tableau Cloud](#)

2. Click the **Download** button (download icon) in the toolbar, then select **Crosstab**.



3. In the Download Crosstab dialog:
  - Ensure **CRC Invoice Look up** is selected
  - Under Select Format, choose **CSV**
  - Click **Download**



4. Save the CSV file to a folder on your laptop.

**Tip:** Remember which folder you save to – you'll need both files in the same location for the Web App.

## Step 2: Export Data from Sage

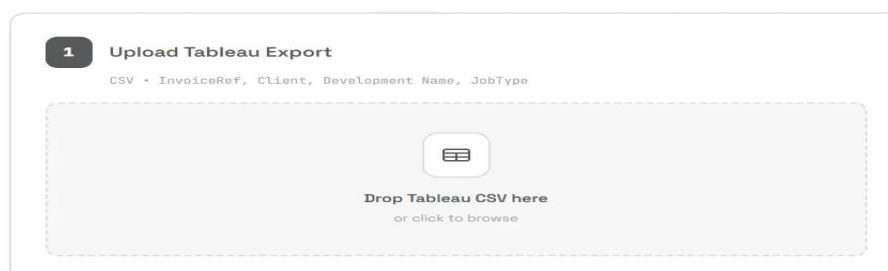
1. Open the **Sales Ledger** in Sage.
2. Click on **Custom reports**.
3. Select **'Heather Aged Debt Report For Excel'**.
4. Click **Ok**.
5. Click **'Data to Excel'**.
6. Save the Excel workbook to the **same folder** as the Tableau CSV file.

## Step 3: Generate Reports using the Web App

1. Open the Web App by clicking the link below:

[Aged Debt Report Generator | CRC Northern](#)

2. In **Box 1 - Upload Tableau Export**, drag and drop or click to browse for your Tableau CSV file.



3. In **Box 2 - Upload Sage Export**, drag and drop or click to browse for your Sage Excel workbook.

**2 Upload Sage Export**  
XLSX • Accounts, transactions, dates, amounts

Drop Sage XLSX here  
or click to browse

4. Check the **Report Date** in Box 3. Leave as default if generating on the correct day, or adjust to the appropriate Wednesday.

**3 Report Date**

15/12/2025

Select the Wednesday for this week's report

5. In **Box 4 - Generate Reports**:

- Toggle '**Include Statutory Interest & Compensation**' ON or OFF based on your requirements

**ON:** Reports include interest (12% p.a.) and compensation (£40/£70/£100)

**OFF:** Reports exclude statutory charges

- Click the green **Generate All Reports** button

**4 Generate Reports**

☒ **Include Statutory Interest & Compensation** **ON**  
Calculate Interest (12% p.a.) and Compensation (£40/£70/£100) per Late Payment Act 1998


**Generate All Reports**

## Step 4: Download and Extract Reports

1. Once reports are generated, click '**Download All Reports (ZIP)**'.
2. The ZIP file will download to your Downloads folder containing:
  - Weekly Summary sheet
  - Client Statements folder (individual client reports)

### 3. Extract the ZIP file:

- Right-click the ZIP file in your Downloads folder
- Select '**Extract All**' (or open the ZIP and copy contents)
- Move the extracted files to a new folder on your laptop

 **Tip:** Important: You must extract/unzip the files before uploading to SharePoint. Uploading the ZIP file directly will not work correctly.

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## Step 5: Upload to SharePoint

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1. Open the SharePoint location by clicking the link below:

[MA Group Intranet - Aged Debt - Weekly Statements - All Documents](#)

2. Create a **new folder** named with the report date (e.g., "15-12-2025").
3. Upload the following into the new folder:
  - The '**Client Statements**' folder
  - The **Weekly Summary sheet**

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## Process Complete!

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The Aged Debt Reports have been successfully generated and uploaded. Team members can now access the reports from the SharePoint location.

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## Troubleshooting

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### Web App won't accept my files:

Ensure you're uploading the CSV from Tableau (not Excel format) and the XLSX from Sage.

### Reports show incorrect date:

Check Box 3 in the Web App and adjust the Report Date to the correct Wednesday.

### Can't extract ZIP file:

Right-click the ZIP file and select 'Extract All'. If this doesn't work, try using 7-Zip or WinRAR.