

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

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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:** [NHCC Invoice and Case Reference Data: Views - Tableau Cloud](#)

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

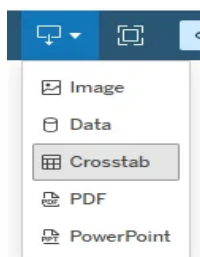
**SharePoint:** [MA Group Intranet - Aged Debt - Weekly Statements - All Documents](#)

## Step 1: Export Data from Tableau

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

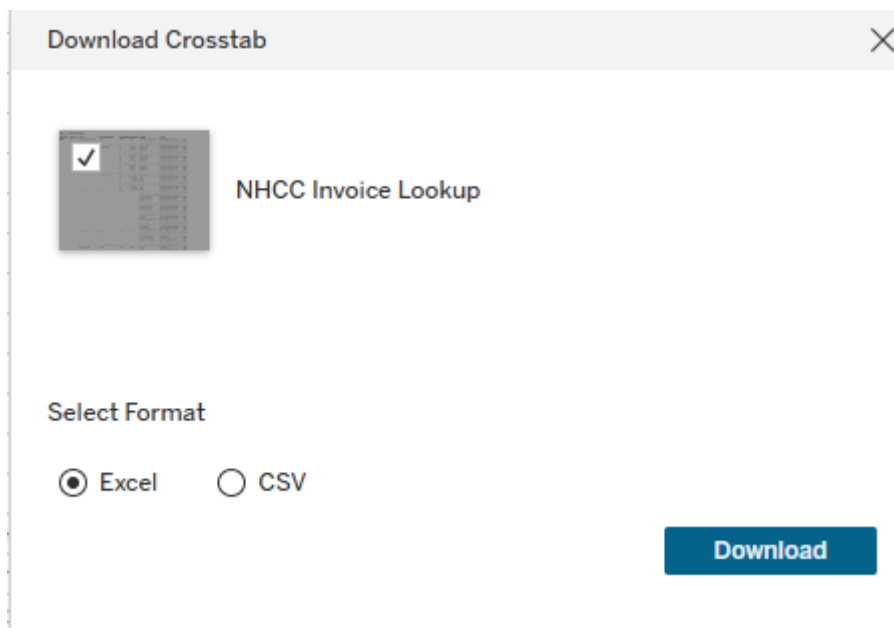
[NHCC Invoice and Case Reference Data: NHCC Invoice Lookup - Tableau Cloud](#)

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




3. In the Download Crosstab dialog:

- Ensure **NHCC 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.

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## Step 2: Export Data from Sage

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1. Open the **Sales Ledger** in Sage.
2. Click on **Custom reports**.
3. Select '**NHCC 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.

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## Step 3: Generate Reports using the Web App


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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.

**1 Upload Tableau Export**  
CSV • InvoiceRef, Client, Development Name, JobType

  
Drop Tableau CSV here  
or click to browse


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




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## Step 4: Download and Extract Reports

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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.