

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: [Virtus - Tableau Cloud](#)

Web App: [Aged Debt Report Generator | Virtus](#)

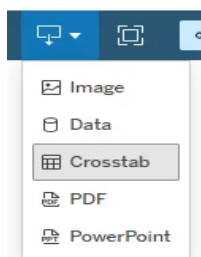
SharePoint: [MA Group Intranet - Aged Debt - Weekly Statements](#)

Step 1: Export Data from Tableau

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

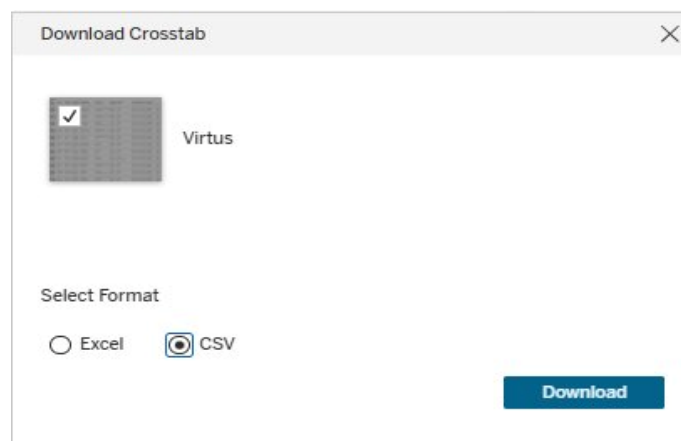
[Aged Debt Reference csv \(MA, Revival, Virtus\): Virtus - Tableau Cloud](#)

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




3. In the Download Crosstab dialog:

- Ensure **Virtus** 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

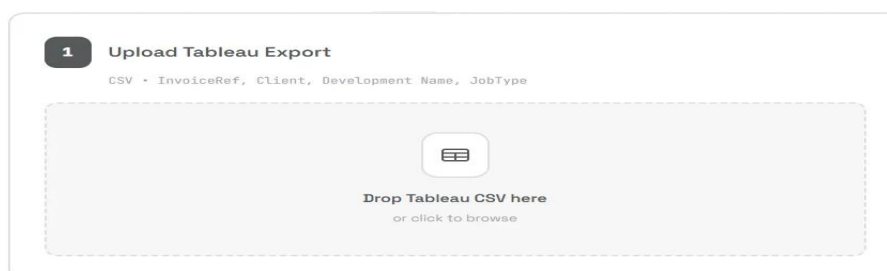
1. Open the **Sales Ledger** in Sage.
2. Click on **Custom reports**.
3. Select **'Heather Aged Debt Report For Excel'**.
4. Click **Ok**.
5. Click **'Data to Excel'**.
6. Save the Excel workbook to the **same folder** as the Tableau CSV file.

Step 3: Generate Reports using the Web App

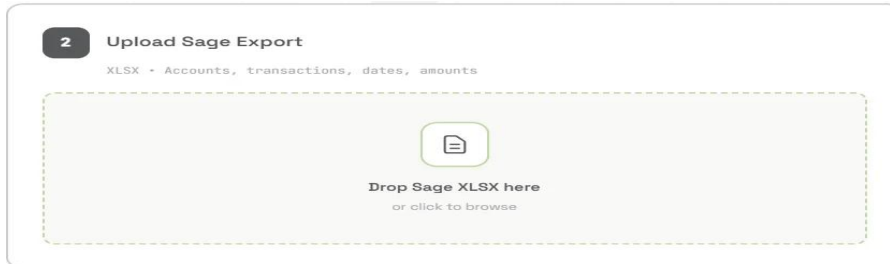
1. Open the Web App by clicking the link below:

[Aged Debt Report Generator | Virtus](#)

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



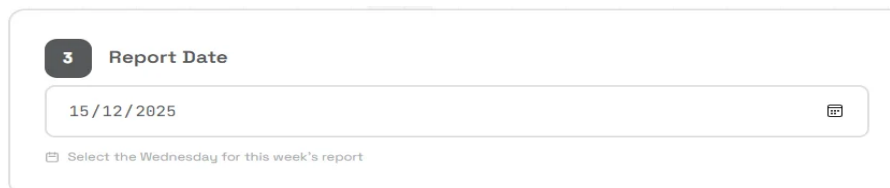
3. In **Box 2 - Upload Sage Export**, drag and drop or click to browse for your Sage Excel workbook.



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

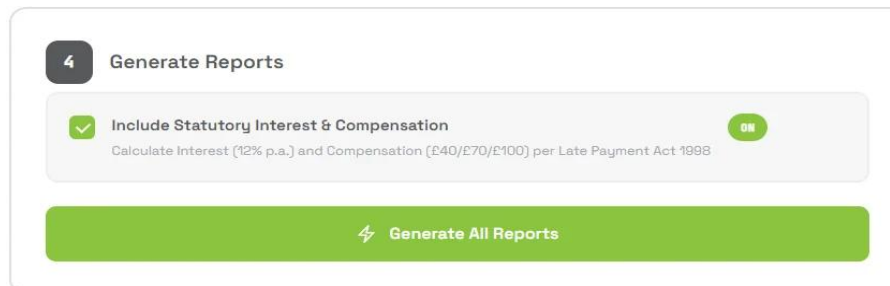
5. In **Box 4 - Generate Reports**:

- 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 **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.

Step 5: Upload to SharePoint

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**

Process Complete!

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

Troubleshooting

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.