Ageing Application

## Instructions

Instructions for “Ageing Application”

**Please read and follow all the instructions for a proper use of this application!**

## Pre-requisites:

1. **Details template** – should be made using the header presented down below:

In the Details template, the header needs to have the exact form, as written below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Client | Client code | Account | Due date | Invoice no | Amount in LC | Invoice value |
| Name 1 | 00011 | 411 | mm/dd/yyyy | 12345 | 80 | 100 |

\*\*\*If we have fields that do not exist in the PBC, the column names must be added anyway, next to the headers that contain information

1. **Trial Balance Template** – should be made using the header presented down below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Account | Description | OB | DM | CM | CB |
| 411 | Clients | 2.341 | 34.325 | 5.353 | 31.313 |

In this template, map the information from the Trial Balance provided by the client onto the header shown here, accordingly. (Account, Description, Opening Balance (OB), Debit Movement (DM), Credit Movement (CM) and Closing Balance (CB)).

## Instructions:

1. After connecting to the platform, go to **Aging**:

Graphical user interface, application

Description automatically generated

1. Enter the client’s name and the Year End (MM/DD/YYYY), meaning the date of the audit.
2. Click “Import outstanding invoices detail” button and select the Details template.
3. Click “Import TB” and import the Trial Balance template.
4. In the following fields, insert your name (Preparer name), date of preparation of the test (Prepared Date) and desired reference number (Reference).
5. Insert the desired days for the buckets to be computed.

The ageing buckets, measured in days, are:

* Not due: 0
* Bucket 1: 30
* Bucket 2: 60
* Bucket 3: 90
* Bucket 4: 180
* Bucket 5: 360

The buckets work as ranges, meaning that invoices will be segmented between 0 and 30, 30 and 60 etc.

\*\*Outside of the “Not due” field, which should remain 0, the ranges can be changed according to preference.

1. Click “Run and save”. Once clicking that, the robot will save the file in the folder designated for downloads in your browser.
2. Finally, you should obtain an Excel document named “Ageing test”, with the client’s name.

\*\*Note: Only one manual input is necessary after the file is obtained, in sheet Top 10 clients, on column E. On this column, previous year amounts should be inserted accordingly.

If you encounter any issues or if you have any other questions or suggestions, please contact:

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