ACCOUNTS RECEIVABLE REPORTS

There are several Accounts Receivable Aging and other informational reports which can be generated using the Indiana University Information Environment (IUIE). The IUIE uses the data from the FIS and allows users to execute reports and obtain data extracts by entering parameters. This document will review several of the various Accounts Receivable reports which can be generated by the IUIE.

Aged Receivable by Chart-Organization

This report returns information based on the Chart and Organization parameter entered by the user. Parameters included in this report:

1. Chart/Org Type – This is a drop down box with three options:
    a. Accounting – will return information for all open invoices based on the Chart/Org of the account used on the invoice
    b. Bill By – will return information for all open invoices based on the Chart/Org of the person who created the invoice.
    c. Processing – will return information for all open invoices based on the Processing Organization of the invoice.

2. Report Style – This is a drop down box with three options:
    a. Consolidated – if more than one org code (or no org code) is entered, this option will summarize all of the information by customer.
    b. Detail – if more than one org code (or no org code) is entered, this option will sort the information first by org code and then by customer.
    c. Summary – this will report one total line for Chart/Org(s) entered.

3. Detail Level – This is a drop down box with three options:
    a. Customer – the amounts will be reported by customer in total
    b. Document – the amounts will be reported by document and then totaled by customer.
    c. Item – each line item of the invoice will be reported, totaled by invoice and then by customer.

4. Type of Aging – This is a drop down box with two options:
    a. Approved Date – this will age the open invoices by the invoice date
    b. Due Date – this will age the open invoices by the invoice due date

There are four aging periods on this report and can be specified by the user. The default aging periods are: <=30 days, <= 60 days, <= 90 days, >90 days. A screenshot of the report parameters is shown on the next page.

Aged Receivables by Chart-Organization

Last Refresh Of Underlying Datagroup:

07/11/2006 00:35:45 - AR_CR_MEMO_DOC_GT

Create Shortcut Security Information
Instructions Report Object Help

Specified Field Values Will Determine the Resulting Output:

ChartOrg Type	ACCOUNTING		
Chart Code			
Organization Code			Wildcards Allowed
Report Style	Consolidated		
Detail Level	Customer		
Customer Number			Wildcards Allowed
Responsibility Center Code		Valid Values	Wildcards Allowed
Account Number			Wildcards Allowed
Sub-Account Number			Wildcards Allowed
Type of Aging	Approved Date		
First Aging Period			
Second Aging Period			
Third Aging Period			
Fourth Aging Period			
Show Cents?	☐		
Show Customer Name?	☐		
Include Closed Accounts?	☐		

Select the Output Format

- ○ MS Excel (XLS)
- ◉ Plain text
- ○ Word-RTF

Select the Output Destination*

- ◉ Wait for Output
- ○ Send Output to Completed Reports
- ○ Send Output to BARR Printer

Aged Receivable by Chart-Organization

This report returns information based on customer number(s) entered by the user and will return information by Chart-Organization. Parameters included in this report:

1. Chart/Org Type – This is a drop down box with three options:
    a. Accounting – will return information for all open invoices based on the Chart/Org of the account used on the invoice
    b. Bill By – will return information for all open invoices based on the Chart/Org of the person who created the invoice.
    c. Processing – will return information for all open invoices based on the Processing Organization of the invoice.

2. Report Style – This is a drop down box with three options:
    a. Consolidated – if more than one customer number is entered, this option will summarize all of the information by org code.
    b. Detail – if more than one customer number is entered, this option will sort the information first by customer and then by org code.
    c. Summary – this will report one total line for the customer number(s) entered.

3. Detail Level – This is a drop down box with three options:
    a. Customer – the amounts will be reported by org in total
    b. Document – each invoice will be listed by org.
    c. Item – each line item of the invoice will be reported, totaled by invoice and then by org.

4. Type of Aging – This is a drop down box with two options:
    a. Approved Date – this will age the open invoices by the invoice date
    b. Due Date – this will age the open invoices by the invoice due date

There are four aging periods on this report and can be specified by the user. The default aging periods are: <=30 days, <= 60 days, <= 90 days, >90 days. A screenshot of the report parameters is shown on the next page.

Aged Receivables by Customer

Last Refresh Of Underlying Datagroup:

07/11/2006 00:35:45 - AR_CR_MEMO_DOC_GT

Create Shortcut Security Information
Instructions Report Object Help

Specified Field Values Will Determine the Resulting Output:

ChartOrg Type	Accounting		
Customer Number			Wildcards Allowed
Report Style	Consolidated		
Detail Level	Chart/Org		
Chart Code			
Responsibility Center Code		Valid Values	Wildcards Allowed
Organization Code			Wildcards Allowed
Account			Wildcards Allowed
Sub-Account			Wildcards Allowed
Type of Aging	Approved Date		
First Aging Period			
Second Aging Period			
Third Aging Period			
Fourth Aging Period			
Show Cents?	☐		
Include Closed Accounts?	☐		

Select the Output Format

- ○ MS Excel (XLS)
- ● Plain text
- ○ Word-RTF

Select the Output Destination*

- ● Wait for Output
- ○ Send Output to Completed Reports
- ○ Send Output to BARR Printer

Number of Days Old by Account, Chart-Organization and Customer

The Number of Days Old reports return open invoices which are over a specified number of days old. The user will enter Account, Chart-Org, or Customer parameters and a minimum number of days old. This will show all open invoices which are equal to or older than the minimum number of days input. The default minimum number of days is 30; however, if zero is entered, all open invoices will be returned in the report. There are three reports:

1. Number of Days Old by Account – When an account number is entered, the report will return the total amount by customer for the Chart-Org of the account.
2. Number of Days Old by Chart-Organization – When a Chart and Org Code(s) is entered, the report will return total amount by customer for the accounts in the Chart-Org.
3. Number of Days Old by Customer – When a Customer number is entered, the report will return the invoice amount for that Customer for each account.

The parameters on each report can be varied to get as much or as little details as needed. The following three pages shows the screenshot of the report parameters for each of the three reports.

Number Of Days Old by Account

Last Refresh Of Underlying Datagroup:

07/11/2006 00:35:45 - AR_CR_MEMO_DOC_GT

Create Shortcut Security Information

Instructions Report Object Help

Specified Field Values Will Determine the Resulting Output:

Report	Consolidated	
Account		Wildcards Allowed
Sub-Account		Wildcards Allowed
ChartOrg Type	ACCOUNTING	
Chart Code		
Organizational Code		Wildcards Allowed
Detail Level	Chart/Org	
Customer Number		Wildcards Allowed
Responsibility Center Code		
Type of Aging	Approved Date	
Number of Days Old		
Include Customer Name?	☐	
Include Amount Detail?	☐	
Show Cents?	☐	

Select the Output Format

- (•) MS Excel (XLS)
- ( ) Plain text
- ( ) Word-RTF

Select the Output Destination*

- (•) Wait for Output
- ( ) Send Output to Completed Reports
- ( ) Send Output to BARR Printer

Number of Days Old by Chart-Organization

Last Refresh Of Underlying Datagroup:

07/11/2006 00:35:45 - AR_CR_MEMO_DOC_GT

Create Shortcut Security Information

Instructions Report Object Help

Specified Field Values Will Determine the Resulting Output:

Report Style	Consolidated		
ChartOrg Type	ACCOUNTING		
Chart Code			
Organization Code			Wildcards Allowed
Detail Level	Account		
Customer Number			Wildcards Allowed
Responsibility Center Code		Valid Values	Wildcards Allowed
Account			Wildcards Allowed
Sub-Account			Wildcards Allowed
Type of Aging	Approved Date		
Number of Days Old			
Include Customer Name?	☐		
Include Amount Detail?	☐		
Show Cents?	☐		

Select the Output Format

- (•) MS Excel (XLS)
- ( ) Plain text
- ( ) Word-RTF

Select the Output Destination*

- (•) Wait for Output
- ( ) Send Output to Completed Reports
- ( ) Send Output to BARR Printer

Number Of Days Old by Customer

Last Refresh Of Underlying Datagroup:

07/11/2006 00:35:45 - AR_CR_MEMO_DOC_GT

Create Shortcut Security Information
Instructions Report Object Help

Specified Field Values Will Determine the Resulting Output:

Report Style	Consolidated		
ChartOrg Type	ACCOUNTING		
Customer Number			Wildcards Allowed
Detail Level	Account		
Chart Code			
Oraganization Code			Wildcards Allowed
Responsibility Center Code		Valid Values	Wildcards Allowed
Account			Wildcards Allowed
Sub-Account			Wildcards Allowed
Type of Aging	Approved Date		
Number of Days Old			
Include Amount Detail?	☐		
Show Cents?	☐		

Select the Output Format

- ○ MS Excel (XLS)
- ● Plain text
- ○ Word-RTF

Select the Output Destination*

- ● Wait for Output
- ○ Send Output to Completed Reports
- ○ Send Output to BARR Printer

Invoice Payment History by Customer

This report shows all payments applied to a specific customer. In addition to many of the same parameters in the other reports, this report also includes Fiscal Year, Fiscal Period and specific date parameters. Below is a screenshot of the parameters for this report.

Invoice Payment History by Chart-Organization

Create Shortcut Security Information
Instructions Report Object Help

Specified Field Values Will Determine the Resulting Output:

ChartOrg Type	ACCOUNTING	
Chart Code		
Organization Code		Wildcards Allowed
Report Style	Consolidated	
Detail Level	Customer	
Customer Number		Wildcards Allowed
Account		Wildcards Allowed
Sub-Account		Wildcards Allowed
Fiscal Year	2007	Valid Values
Fiscal Period		
Beginning Payment Date (ex.7/09/99)		
Ending Payment Date (ex.12/09/99)		
Show Cents?	☐	
Include Closed Accounts?	☐	

Select the Output Format

- MS Excel (XLS)
- Plain text
- Word-RTF

Select the Output Destination*

- Wait for Output
- Send Output to Completed Reports
- Send Output to BARR Printer

Customer Billing Statement

This report is a standard Billing Statement which can be run by Chart-Organization, Customer number, Account or any combination of those parameters. This returns one page for each customer within a billing organization. The user may also enter an 80 character comment to appear on the statements. Currently, these do NOT show any open credit memos.

Customer Billing Statement

Last Refresh Of Underlying Datagroup:

07/11/2006 00:32:05 - AR_CUSTOMER_GT

Create Shortcut Security Information
Instructions Report Object Help

Specified Field Values Will Determine the Resulting Output:

ChartOrg Type	BILL BY	
Chart Code		
Organizational Code		Wildcards Allowed
Customer Number		Wildcards Allowed
Account		Wildcards Allowed
Comment (max 80 characters per line; no commas)		Wildcards Allowed
Type of Aging	Approved Date	
Show Amount Detail?	☐	
Include Document Description?	☐	
Show Cents?	☐	

Select the Output Format

(•) Adobe Acrobat

Select the Output Destination*

( ) Wait for Output

(•) Send Output to Completed Reports

( ) Send Output to BARR Printer