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Accounts Receivable Monitoring

NAVIGATION PATH TO AGING REPORTS

Main Menu > Accounts Receivable > Receivable Analysis > Aging

Aging by ChartField Report

Used by fiscal monitors at the department level. This report lists the customer, the dollar amount of each outstanding invoice/item, and the age category of the item.

Input Parameters

Field Name	Field Description
As of Date	The date the report should be run "as of."
Unit	Choices are: UMN01 – select for nonsponsored activity. UMMAC – do not select.
Default SetID	Select "UMFIN."
Aging SetID	Select "UMFIN."
Aging ID	Select "STD" for a standard aging report.
Customer ID	Leave blank to get a report for all customers. Enter the customer ID to get a very focused report.
Report Option	*Detail:* each invoice will be listed as a separate line item. *Summary:* invoice detail will not be included.
Display Option	"Include All" displays all invoice activity and is the recommended choice.
Subtotal **Value** **To Value**	Check the subtotal next to the ChartField where a subtotal is wanted. Identify the ChartField number to be included in the report. Identify the end number. It may be the same number as in the *Value* field.

UM Aging by DeptID Tree Report

Used by fiscal monitors at the college level to identify the aging of individual invoices by customer, by node on the DeptID fiscal tree.

Input Parameters

Field Name	Field Description
Business Unit	UMN01
Aging SetID	UMFIN
Aging ID	STD
Tree Node	Select the appropriate node.

Accounts Receivable Monitoring (continued)

UM Aging by Department and Contract Report

Used by fiscal monitors to view a summary of aged invoices by department and sponsored contract.

Input Parameters

Field Name	Field Description
SetID	UMSPR
Aging ID	STD
DeptID	Input the DeptID to report on.

RESEARCHING ACCOUNTS RECEIVABLE

Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

The **Account Overview** provides a high-level view of a customer's outstanding balance for the University as a whole. It provides valuable information that can be used to determine whether the non-payment issue for a department is an anomaly or an indication of a credit issue with the customer.

The transactions that comprise the totals can be accessed directly from this screen by clicking on any of the hyperlinks. Keep in mind that the invoices that appear are for all departments.

Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

The **Item List** allows users to search for invoices by customer number or status (open, closed, past due, etc.), and includes advanced search capabilities as well. An advanced search allows users to search for invoices by invoice number, cluster (items like 001%), accounting date, balance due, or other criteria. From the results screen, invoice detail is available along with conversations that are linked to the particular invoice.