IUIE AR Report Instructions

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

Specify Parameter Values to Restrict Output:

ChartOrg Type  ACCOUNTING
Chart Code
Organization Code
Report Style  Consolidated
Detail Level  Customer
Customer Number
Responsibility Center Code
Account Number
Sub-Account Number
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 Customer

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

Specify Parameter Values to Restrict Output:

ChartOrg Type

Customer Number

Report Style

Detail Level

Chart Code

Responsibility Center Code

Organization Code

Account

Sub-Account

Type of Aging

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

Last Refresh Of Underlying Datagroup:

07/11/2006 00:35:45 - AR_CR_MEMO_DOC_GT
**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 show the screenshot of the report parameters for each of the three reports.
Number Of Days Old by Account

Specify Parameter Values to Restrict Output:

Report
Account
Sub-Account
ChartOrg Type
Chart Code
Organizational Code
Detail Level
Customer Number
Responsibility Center Code
Type of Aging
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

Specify Parameter Values to Restrict Output:

Report Style
- Consolidated

ChartOrg Type
- ACCOUNTING

Chart Code

Organization Code

Detail Level
- Account

Customer Number

Responsibility Center Code

Account

Sub-Account

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

Specify Parameter Values to Restrict Output:

Report Style
Consolidated

ChartOrg Type
ACCOUNTING

Customer Number
Wildcards Allowed

Detail Level
Account

Chart Code

Organization Code
Wildcards Allowed

Responsibility Center Code
Valid Values

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
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**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**

Specify Parameter Values to Restrict Output:

- **ChartOrg Type**: ACCOUNTING
- **Chart Code**
- **Organization Code**
- **Report Style**: Consolidated
- **Detail Level**: Customer
- **Customer Number**
- **Account**
- **Sub-Account**
- **Fiscal Year**: 2007
- **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

Specify Parameter Values to Restrict Output:

ChartOrg Type

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

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