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:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChartOrg Type</td>
<td>ACCOUNTING</td>
<td></td>
</tr>
<tr>
<td>Chart Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization Code</td>
<td></td>
<td>Wildcards Allowed</td>
</tr>
<tr>
<td>Report Style</td>
<td>Consolidated</td>
<td></td>
</tr>
<tr>
<td>Detail Level</td>
<td>Customer</td>
<td></td>
</tr>
<tr>
<td>Customer Number</td>
<td></td>
<td>Wildcards Allowed</td>
</tr>
<tr>
<td>Responsibility Center Code</td>
<td></td>
<td>Wildcards Allowed</td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
<td>Wildcards Allowed</td>
</tr>
<tr>
<td>Sub-Account Number</td>
<td></td>
<td>Wildcards Allowed</td>
</tr>
<tr>
<td>Type of Aging</td>
<td>Approved Date</td>
<td></td>
</tr>
<tr>
<td>First Aging Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Aging Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Aging Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth Aging Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Cents?</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Show Customer Name?</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Include Closed Accounts?</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

#### 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

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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
**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

**Last Refresh Of Underlying Datagroup:**

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

### Specify Parameter Values to Restrict Output:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
<th>Wildcards Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>Consolidated</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
<td>Wildcards Allowed</td>
</tr>
<tr>
<td>Sub-Account</td>
<td></td>
<td>Wildcards Allowed</td>
</tr>
<tr>
<td>ChartOrg Type</td>
<td>ACCOUNTING</td>
<td></td>
</tr>
<tr>
<td>Chart Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Code</td>
<td></td>
<td>Wildcards Allowed</td>
</tr>
<tr>
<td>Detail Level</td>
<td>Chart/Org</td>
<td></td>
</tr>
<tr>
<td>Customer Number</td>
<td></td>
<td>Wildcards Allowed</td>
</tr>
<tr>
<td>Responsibility Center Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Aging</td>
<td>Approved Date</td>
<td></td>
</tr>
<tr>
<td>Number of Days Old</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include Customer Name?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include Amount Detail?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Cents?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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**: [ ] Wildcards Allowed
- **Detail Level**: Account Wildcards Allowed
- **Customer Number**: [ ] Wildcards Allowed
- **Responsibility Center Code**: [ ] Valid Values Wildcards Allowed
- **Account**: [ ] Wildcards Allowed
- **Sub-Account**: [ ] Wildcards Allowed
- **Type of Aging**: Approved Date Wildcards Allowed
- **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

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
- 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**

Specify Parameter Values to Restrict 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 Bill By Chart-Organization, Customer number, Account or any combination of those parameters. This report returns one statement for each billing address used under an individual customer number. The user may also enter a one line comment to appear on the statements. Currently, this statement does NOT show any open credit memos, but it does have the option to reflect partial payments applied to the total amount due. Additionally, the statement reflects the age of each invoice.
Example Statement:

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Invoice Number</th>
<th>Document Description</th>
<th>Original Amount</th>
<th>Applied Amount</th>
<th>Amount Due</th>
<th>Number of Days Old</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/06/15</td>
<td>45513766</td>
<td>9854295 AY 2015-16</td>
<td>$4,015.00</td>
<td>$2,728.15</td>
<td>$1,286.85</td>
<td>358</td>
</tr>
</tbody>
</table>

**TOTAL**  
$4,015.00  
$2,728.15  
$1,286.85

Prompt payment is appreciated!

Detach & Return Lower Portion with Payment

<table>
<thead>
<tr>
<th>Aging Dates</th>
<th>0-30</th>
<th>31-60</th>
<th>61-90</th>
<th>90+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,286.85</td>
</tr>
</tbody>
</table>

PLEASE MAKE CHECKS PAYABLE TO:  
INDIANA UNIVERSITY

Statement Date: 11/30/16  
Customer Number: YMC25231  
Amount Due: $1,286.85

Ymca of michiana  
1201 Northside Boulevard  
South Bend in 46615

Remit To:  
Indiana Univ Accts Receivable  
Dept 78896  
P.O. Box 78000  
Detroit MI 48278-0896