Accounts Receivable Monitoring

Navigation Path to Aging Reports

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Aging Reports

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.
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.
UM Aging by Department and Contract Report	Used by fiscal monitors to view a summary of aged invoices by department and sponsored contract.
Aging Detail by Unit Report	Used by fiscal monitors at the central level to identify aging of individual invoices by customer, across multiple colleges. Useful if several colleges do business with the same customer.
Aging Summary by Unit Report	Used by fiscal monitors at the central level to identify the total of open invoices, by customer, by age, across multiple colleges.

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. UMSPR – select for sponsored activity. UMN03 – select for nonsponsored HIPPA activity. UMMAC – do not select.
SetID (also called Aging SetID)	Select UMFIN unless you have selected UMN03 as the Unit. UMHIP is to be used with the UMN03 Unit.
Aging ID	Select STD for a standard aging report.
Amount Type	Leave at default of base currency.
Rate Type	Leave blank.

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Customer ID	Leave blank to get a report for all customers. Enter the Customer ID to get a very focused report.
Display Option	"Include All" displays all invoice activity and is the recommended choice.
Tree Node	The tree node on the DeptID fiscal tree. Aging report will include all open invoices by department within the node.
Server Name	On the **Process Scheduler** page, PSNT must be selected when running a UM Aging by DeptID Tree Report or a UM Aging by Department and Contract Report.

Research an Item

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

Account Overview allows one to view conversations and item detail.

Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Billing Data

Item Billing data allows one to view purchase detail (what was purchased, the quantity, etc.)

Contact Information

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