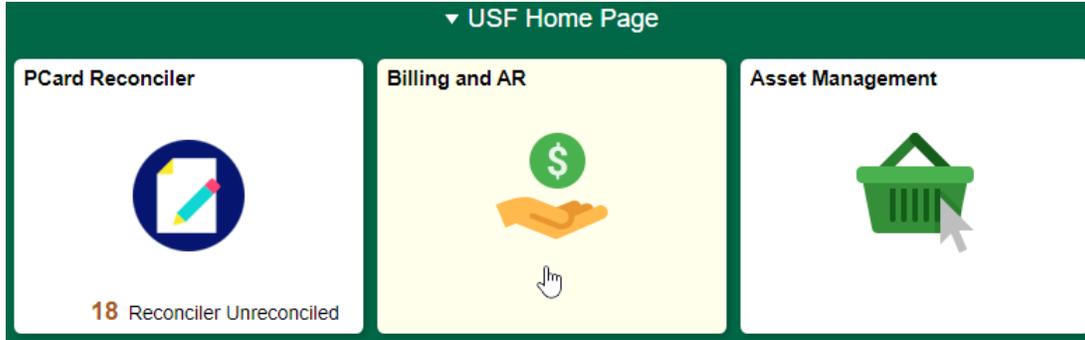
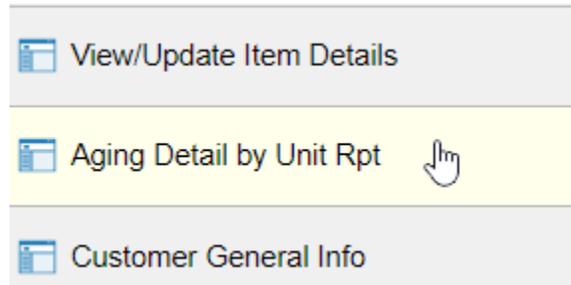


This document is to demonstrate how to run an Aging Detail By Unit Report. Please report any issues with this document to billingarhelp@usf.edu.

Navigation



From the Billing and AR Tile on the Home Page, select in the Navigation Collection the option for Aging Detail by Unit Rpt.



Aging Detail by Unit Rpt

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

Run Control ID

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

To run an Aging Detail Report an existing Run Control must be used or if this is the very first time a user is running an Aging Report a new one will need to be created.

If you have an existing run control for the Aging Detail Report you may search for it and use it.

Add a New Value

If you need to add one, click on the Add a New Value Tab.

Aging Detail by Unit Rpt

Find an Existing Value **Add a New Value**

Run Control ID

Add

Enter a meaningful Run Control ID with no spaces. Then click Add

Report Request Parameters

Aging Detail By Unit

Run Control ID AGING_DETAIL

[Report Manager](#) [Process Monitor](#)

Language English ▼

Report Request Parameters

| | | |
|-----------------|--|--|
| As of Date | 05/16/2020 | <input type="checkbox"/> Use System Date |
| SetID | USFSI | USFSI |
| Aging ID | <input type="text"/> | |
| Amount Type | Base Curr ▼ | |
| Rate Type | CRRNT | Current Rate |
| Customer ID | <input type="text"/> | |
| *Display Option | Include All ▼ | |
| | <input type="checkbox"/> Exclude IU Customers | |
| | <input type="checkbox"/> Exclude Customers with Different Aging ID | |
| | <input type="checkbox"/> Print By SubCustomer | |

Business Unit

| *Business Unit | Description | | | |
|----------------|-----------------------------|--|--|--|
| TAMPA | UNIVERSITY OF SOUTH FLORIDA | | | |

You will be presented with a screen.

Should you notice the Business Unit at the Bottom is set to 'TAMPA' or any other Business Unit you will need to switch it to 'USF01'.

Business Unit

| *Business Unit | Description | | | |
|----------------|-----------------------------|--|--|--|
| USF01 | UNIVERSITY OF SOUTH FLORIDA | | | |

As of Date 05/16/2020

Use System Date

Next select the Check Box to Use System Date. This check box will change the date for you every time you return to run an aging report so you do not need to worry about changing the date.

If you want to run it as of a certain date in the past, un-check the box and enter the date you would like the report ran as of. You will need to remember to update this date in the future should you decide to run with a specified date.

Aging ID 0-90

Next enter an Aging ID of '0-90'

OR

Customer ID DJV%

For the Customer ID field, you may run the report for all the customers for a bill source by entering the Bill Source followed by a Percent Sign.

OR

Customer ID DJV1001

You may run the report for a specific customer.

Leave all of the other values and check boxes on the page as they are.

Once everything is entered click the Run Button.

User ID ACONNIFF

Run Control ID AGING_DETAIL

Server Name

Run Date 05/16/2020

Recurrence

Run Time 8:30:16AM

Reset to Current Date/Time

Time Zone

Process List

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-------------------------------|--------------|--------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | Aging Detail by Business Unit | AR30003 | SQR Report | Web | PDF | Distribution |

OK **Cancel**

On the page provided ensure the select box is checked and then click OK. Do NOT change the Type, Format, or Distribution.

Retrieving the Report

[Report Manager](#) [Process Monitor](#)

Process Instance: 8468714

When you return to the Run Control Screen a Process Instance Number should be assigned. Click on the Process Monitor link to go to the Process Monitor.

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|----------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 8468714 | | SQR Report | AR30003 | ACONNIFF | 05/16/2020 8:30:16AM EDT | Initiated | N/A | Details |

Locate your Process. Click the refresh button on the page every so often until the Process Run Status Says 'Success' and the Distribution Status says 'Posted'.

Then click on the Details Link.

| Run Status | Distribution Status | Details |
|------------|---------------------|------------------------|
| Success | Posted | Detail |

Next Click on the View Log/Trace Link towards the bottom of the page.

Date/Time

| | |
|--------------------|--------------------------|
| Request Created On | 05/16/2020 8:30:42AM EDT |
| Run Anytime After | 05/16/2020 8:30:16AM EDT |
| Began Process At | 05/16/2020 8:31:05AM EDT |
| Ended Process At | 05/16/2020 8:31:11AM EDT |

Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)



Retrieve the File ending with '.PDF'

File List

| Name |
|-------------------------------------|
| AR30003_8468714.PDF |

You have just run an Aging Report. You may save the file to your desktop or other network drive.

Aging Report Parts

Report ID: AR30003
 Aging Id: USFSI/0-90
 Currency: Base Currency
 Rate Type: CRRNT

PeopleSoft Receivables
 AGING DETAIL BY BUSINESS UNIT
 as of 16-MAY-2020

Page No. 1
 Run Date 05/16/2020
 Run Time 08:31:05

| Item | Line | As Of | Ent Typ/Rsn | Terms | Document | Cur Amount | Future | Current | 31 to 60 | 61 to 90 | 90+ | Other |
|-------------------------------------|---------|------------|-------------|-------|----------------------|------------|-----------|----------|----------|-----------|-----|-------|
| USF01 | DJV1001 | | | | DJV TESTING CUSTOMER | TAMPA | FL | | | | | |
| DJV-00002 | 0 | 04/24/2020 | IN | | IMMED | USD | 2,170.00 | | | | | |
| DJV-00003 | 0 | 04/24/2020 | IN | | IMMED | USD | 2,751.56 | | | | | |
| DJV-00004CR | 0 | 04/24/2020 | CR | | IMMED DJV-00004 | USD | -839.51 | | | | | |
| DJV-00005 | 0 | 04/24/2020 | IN | | IMMED | USD | 13,394.93 | | | | | |
| DJV-00006 | 0 | 04/29/2020 | IN | | IMMED | USD | 1,000.00 | 1,000.00 | | | | |
| DJV-00007 | 0 | 05/07/2020 | IN | | IMMED | USD | 1,125.00 | 1,125.00 | | | | |
| JOHN_DOE_CK_55555 | 0 | 04/24/2020 | DR | DJVCK | IMMED | USD | 125.00 | | | | | |
| JOHN_DOE_CK_55555_FEE | 0 | 04/24/2020 | DR | RETC | IMMED | USD | 25.00 | | | | | |
| OA-8338 | 0 | 04/24/2020 | OA | DJVPY | | USD | -2,500.00 | | | | | |
| 5 Total DJV TESTING CUSTOMER | | | | | | | 17,251.98 | 2,125.00 | | 15,126.98 | | |
| 6 Total USF01 | | | | | | | 17,251.98 | 2,125.00 | | 15,126.98 | | |

1. This shows the Title of the report and the as of date of the report.
2. This shows the run date and time of the report.
3. For each Customer it will list the Customer ID, Name, and the customer's primary City and State.
4. For each Customer it will provide a listing of open Items as of the date the report is run. It will provide the Item ID, As of Date, Entry Type, The Total Amount, and whether the amount is Future Due, Current, 31-60 Days, 61 to 90 Days, or 90+ Days past due.
5. For each Customer it will provide the total Amounts for each column of the report.
6. At the end it will provide a Total for all Customers on the Aging Report.

Should you have questions or have issues with running an Aging Report contact billingarhelp@usf.edu for assistance.

[END]