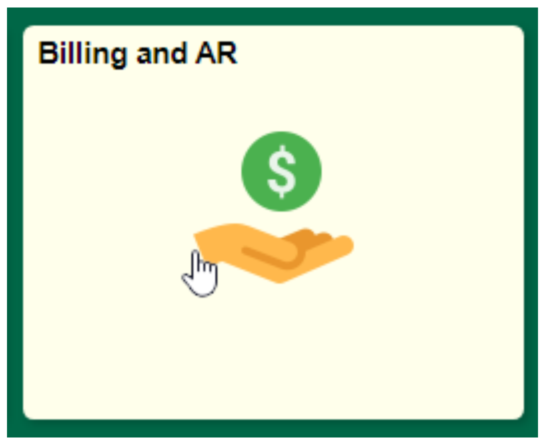
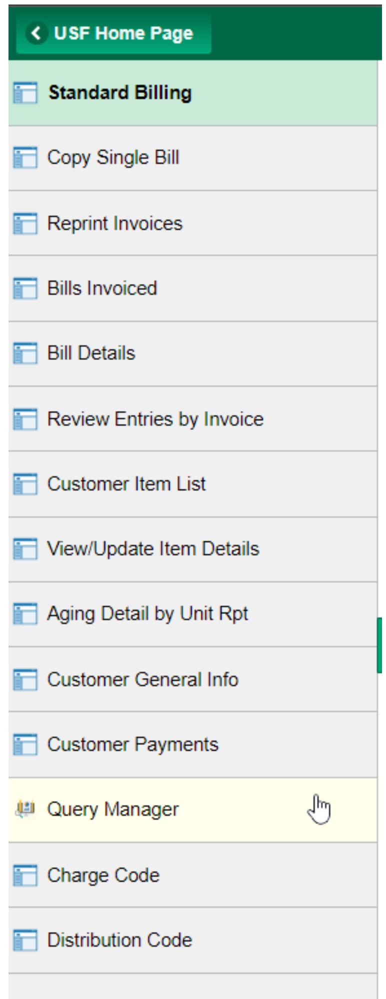
Receivables Aging By Customer Query

This documentation is to provide information on how to run the U_AR_AGING_BY_CUST query and to define the data elements retrieved in the query results.

When comparing the results of this query to the results of the Aging Detail By Unit Rpt there may be differences in where the amounts are placed in the columns. The over all balance is correct.

Navigate to Query Manager

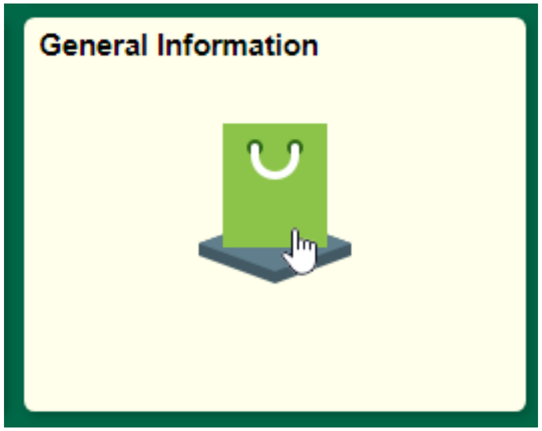


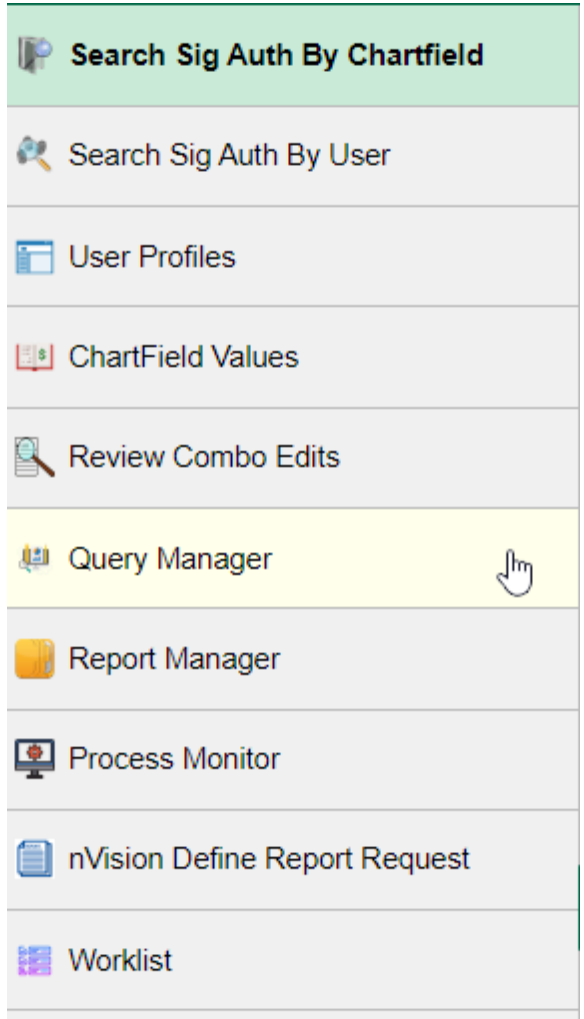


Navigate to Query Manager by either going to the Billing and AR Tile and then select the Query Manger option in the Navigation Collection.

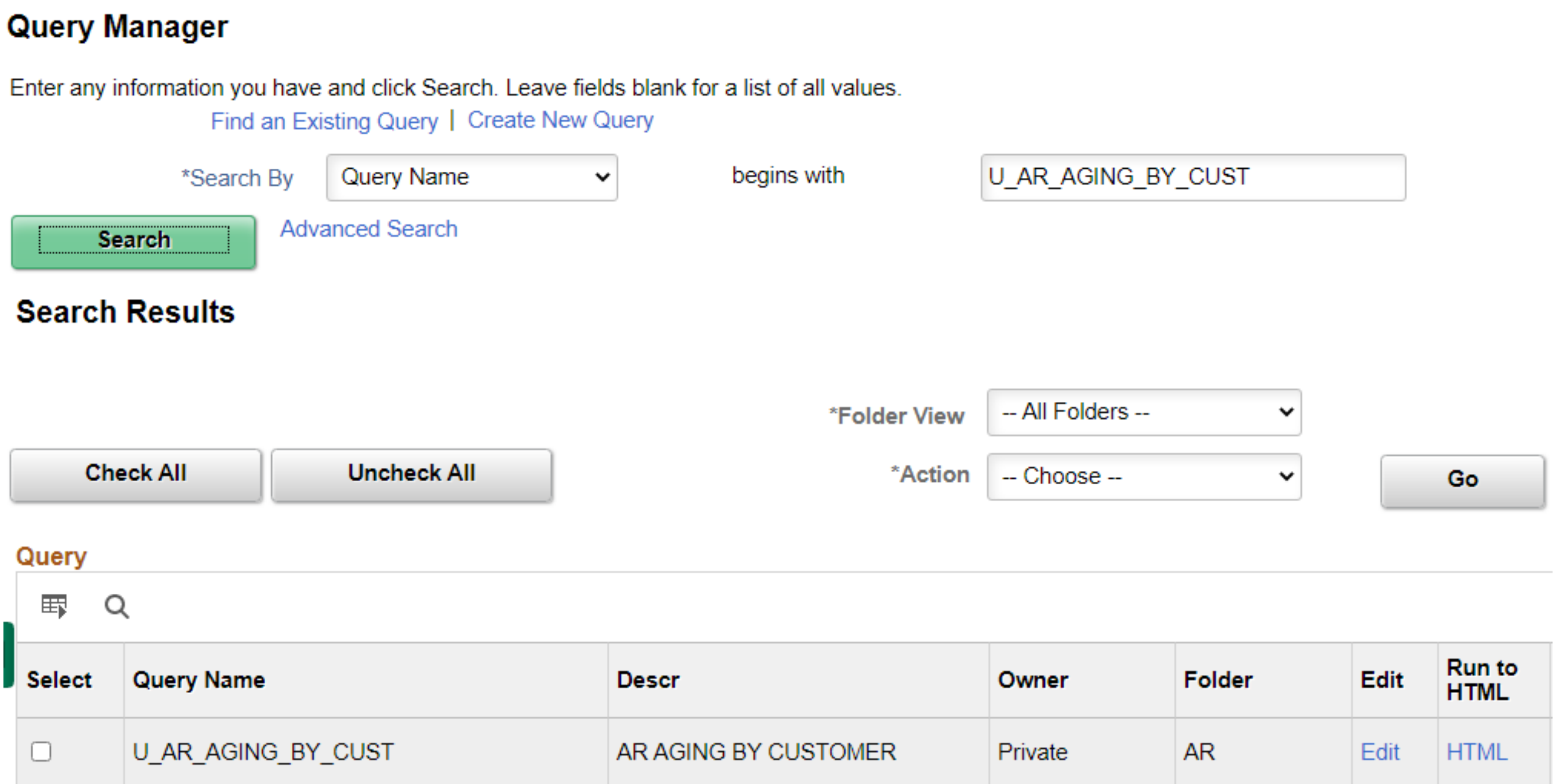
OR

Click on the General Information Tile and then select the Query Manger option in the Navigation Collection.




Search Sig Auth By Chartfield
Search Sig Auth By User
User Profiles
ChartField Values
Review Combo Edits
Query Manager
Report Manager
Process Monitor
nVision Define Report Request
Worklist

Search For Query



Search For the Query U_AR_AGING_BY_CUST

PRO TIP: If you want, you can add this query to your favorites by selecting the check box next to the query name and then choosing

'Add to Favorites' from the Action drop down menu and then clicking GO.

Click the Hyperlink to Run the Query to HTML in the search results

In the new tab/page provided enter either the Bill Source you wish to view results for followed by the percent sign (%)

OR

Enter a specific Customer ID *without* a percent sign

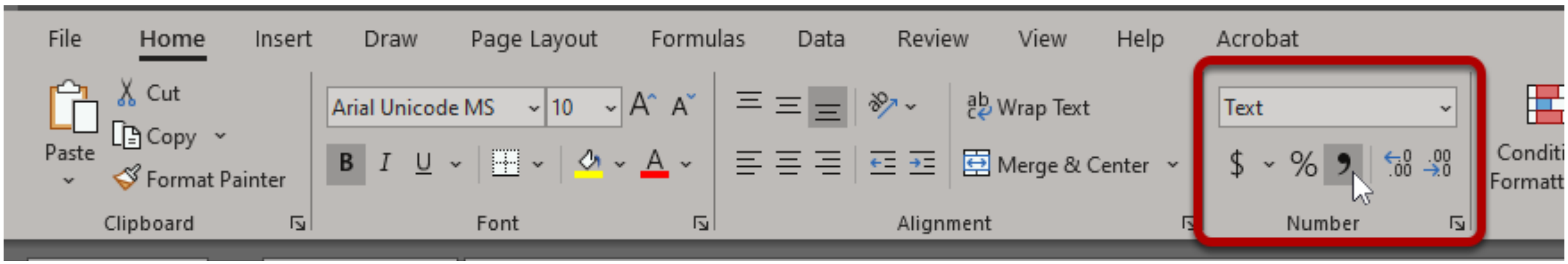
OR

Enter just a percent sign (%) to retrieve the entirety of Business Unit USF01 Open Items.

Then Click View Results

Once the system has brought back your results you may review the results on line OR click the download to Excel Spreadsheet to download to excel.

It is advised once you download to Excel to open the file and format the monetary amounts as a number with two decimal places. You can quickly do this by clicking the comma in the Excel Ribbon after selecting the columns with monetary amounts.



Data Elements Defined

Business Unit	Customer ID	Customer Status	Corporate Cust ID	Customer Name	Address Sequence Number	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	State	Cntry	Postal Code	Prefix	Telephone	Contact/Attn To Name	Item ID	Item Line	Status	Entry Type	Entry Reason	Additional Information	Collection Code	Collection Code Description	Date Placed At Collections	Item Balance	Accounting Date	Due Date	Days Aged	<0 (Grace Period)	0-30 Days	30-60 Days	60-90 Days	>90 Days
USF01	CTR1019	A	CTR1019	[redacted]	1	OFSL 4202 E Fowler Ave	MSC 4100			Tampa	FL	USA	33620	[redacted]	[redacted]	[redacted]	CTR-08754	0	O	INVOICE						-0.110	11/27/2019	12/17/2019	429	0.000	0.000	0.000	0.000	-0.110
USF01	CTR1101	A	CTR1101	[redacted]	1	4202 E Fowler Ave	SVC 2034			Tampa	FL	USA	33620	[redacted]	[redacted]		OA-5952	0	O	ON ACCOUNT PAYMENT	CTRPY					-185.000	06/10/2016	06/10/2016	1714	0.000	0.000	0.000	0.000	-185.000
USF01	CTR1243	A	CTR1243	[redacted]	1	4202 E Fowler Ave	OSFL			Tampa	FL	USA	33620	[redacted]	[redacted]	[redacted]	CTR-06287CR	0	O	CREDIT INVOICE/CREDIT MEMO						-42.000	06/23/2017	07/13/2017	1316	0.000	0.000	0.000	0.000	-42.000
USF01	CTR1303	A	CTR1303	[redacted]	1	4202 E Fowler Ave	CTR246			Tampa	FL	USA	33620			[redacted]	CTR-08698	0	O	INVOICE						0.010	10/03/2019	10/23/2019	484	0.000	0.000	0.000	0.000	0.010
USF01	CTR1503	A	CTR1503	[redacted]	1	4202 E Fowler Ave	CWY 405			Tampa	FL	USA	33620	[redacted]	[redacted]		OA-7319	0	O	ON ACCOUNT PAYMENT	CTRPY					-30.000	05/03/2018	05/03/2018	1022	0.000	0.000	0.000	0.000	-30.000
USF01	CTR1548	A	CTR1548	[redacted]	1	4202 E. FOWLER AVE	ADM 226			TAMPA	FL	USA	33620		[redacted]		OA-4554	0	O	ON ACCOUNT PAYMENT	CTRPY					-270.000	08/19/2014	08/19/2014	2375	0.000	0.000	0.000	0.000	-270.000

Business Unit	Customer ID	Customer Status	Corporate Cust ID	Customer Name	Address Sequence Number	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	State	Cntry	Postal Code	Prefix	Telephone	Contact/Attn To Name	Item ID	Item Line	Status	Entry Type	Entry Reason	Additional Information	Collection Code	Collection Code Description	Date Placed At Collections	Item Balance	Accounting Date	Due Date	Days Aged	<0 (Grace Period)	0-30 Days	30-60 Days	60-90 Days	>90 Days
USF01	ADM1002	A	ADM1002	[redacted]	1	[redacted]				ST. PETE	FL	USA	33716				[redacted]	0	O	DEBI MEMO	BADCK	RETURNED CHECK				30.000	07/31/2009	08/20/2009	4200	0.000	0.000	0.000	0.000	30.000
USF01	ADM1002	A	ADM1002	[redacted]	1	[redacted]				ST. PETE	FL	USA	33716				[redacted]	0	O	DEBI MEMO	RETC	RETURNE CHECK FEE				25.000	07/31/2009	08/20/2009	4200	0.000	0.000	0.000	0.000	25.000

Business Unit	Customer ID	Customer Status	Corporate Cust ID	Customer Name	Address Sequence Number	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	State	Cntry	Postal Code	Prefix	Telephone	Contact/Attn To Name	Item ID	Item Line	Status	Entry Type	Entry Reason	Additional Information	Collection Code	Collection Code Description	Date Placed At Collections	Item Balance	Accounting Date	Due Date	Days Aged	<0 (Grace Period)	0-30 Days	30-60 Days	60-90 Days	>90 Days
JSF01	DAC1051	A	DAC1051	[redacted]	1	[redacted]				ARCADIA	FL	USA	34266	[redacted]	[redacted]		DAC-00246	0	O	INVOICE			TBL	Todd, Bremer, & Lawson Inc.	06/30/2015	6618.560	06/17/2015	07/07/2015	2053	0.000	0.000	0.000	0.000	6618.560

- Business Unit - This will always be USF01 for the Non-Sponsored Billing and Accounts Receivable Business Unit
- Customer ID - This is the Department's Customer ID for the customer record.
- Customer Status - This is the status of the Customer. A is for Active and I is for Inactive.
- Corporate Cust ID - This ID is representative of the Corporate Customer ID for the customer. This ID will be different when a Unique Corporate Customer ID is created to link multiple Department Customer IDs together for the same entity. For example, UMSA (an entity) does business with many departments on campus. They may have a CTR Customer ID, an EDO Customer ID, an ITS Customer ID, etc. The Corporate Customer ID USF1034 would be added to a department's customer record to create a link showing the relationship with the customer so University Leadership can view the receivables for a customer as a whole.
- Customer Name - This is the Name of the customer
- Address Sequence Number - This is the sequence number assigned by the system for the address. 1 indicates it is the first

sequence, 2 the second sequence or a second address for the customer, so on and so forth. This address is the default bill to address for the customer and may not be the only address for the customer. The only way to see all the addresses for a customer is to view the Customer record on the Customer General Info page (Billing And AR Navigation Collection option "Customer General Info")

- Address Line 1 - This is the first line of the address for the customer record for the address sequence number
- Address Line 2 - This is the second line of the address for the customer record for the address sequence number (If any)
- Address Line 3 - This is the third line of the address for the customer record for the address sequence number (If any)
- Address Line 4 - This is the fourth line of the address for the customer record for the address sequence number (If any)
- City - This is the city for the address sequence number
- State - This is the state for the address sequence number
- Cntry - This is the country for the address sequence number
- Postal Code - This is the postal code for the address sequence number
- Prefix - This may be the International Prefix number or the Area Code for the phone number for the customer address sequence number.
- Telephone - This is the phone number for the customer. This may include only the Prefix and the Line Number or also include the Area Code.
- Contact/Attn To Name - If entered on the Header Info 2 Tab when creating an invoice, the Contact/Attn To information will be located here.
- Item ID - This is the Accounts Receivable Item ID
- Item Line - This is the Item Line Number. Should always be '0' (zero).
- Status - This is the Item Status. Should always be 'O' for 'Open' in this report.
- Entry Type - This is the Item ID Entry Type. These include Invoice, Credit Invoice/Credit Memo, Debit Memo, and On Account Payment
- Entry Reason - This is the Entry Reason for the Item. It may be blank. If the Entry Reason ends in PY and is an On Account Payment, the first three letters of the Entry Reason should equal to the Bill Source for the area. IE CTRPY, CTR should equal to the Customer ID CTR which is the Bill Source for the area. If they do not match you should inquire with the cashier's office about the payment application and take any corrective actions necessary.

- Additional Information - This field will denote whether the item is a returned check or returned check fee.
- Collection Code - This is the collection agency code if the item is assigned to a third party collection agency. If the collection agency code starts with an 'R' the last action was the item was returned from collections and you would see it in the Collection Code Description.
- Collection Code Description - This is the description for the Collection Code. This will provide the name of the Collection Agency. However, if the Item is returned from a third party collection agency the name may be abbreviated to allow for the word Returned. The central AR office would be able to assist to advise of the name of the collection agency if necessary.
- Date Placed At Collections - This is the date the item was placed at collections with the third party collection agency. OR if the code is for a returned from collections this date would be the date it was returned from collections.
- Item Balance - This is the Open Balance for the item.
- Accounting Date - This is the Accounting Date related to the Item.
- Due Date - This is the Due Date of the Item.
- Days Aged - This is the number of days the Item has aged.
- The following columns are used for visualization of aged amounts.
- <0 (Grace Period) - If the Item is in the initial 20 grace period the Item Balance will appear in this column.
- 0-30 - If the Item is aged between 0 and 30 days the Item Balance will appear in this column.
- 30-60 - If the Item is aged between 30 and 60 days the Item Balance will appear in this column.
- 60-90 - If the Item is aged between 60 and 90 days the Item Balance will appear in this column.
- >90 - If the Item is aged greater than 90 days the Item Balance will appear in this column.