
Queen's University



**PeopleSoft: Accounts Receivable
Reporting & Inquiries**

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Reporting & Inquiries

There are numerous inquiries and reports for accounts receivable (AR); most can be found within the AR module and others will be queries. These reports and queries can show outstanding invoices and aging reports, payments posted and status of invoice plus transactions posted during a specified period.

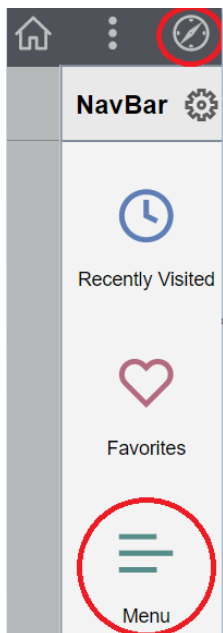
All queries, except for the payment query, are based on chartfield security which will limit what output you can view based on what security you have in PeopleSoft (PS).

Aging Reports and Queries

1. PS Query: QU_AR_AGING_BY_CREDIT_ANALYST
2. PS Query: QU_AR_AGING_BY_DEPT
3. PS Query: QU_AR_AGING_RESEARCH
4. PS Query: QU_AR_AGING_RESEARCH_INV
5. Report: Aging by Chartfield

Navigate to Query Viewer:

Open the NavBar and expand the Menu:



Navigate to:

Menu > Reporting Tools > Query > Query Viewer

Enter QU_AR in the 'begins with' field and click the 'Search' button



Query Viewer

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

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

Query

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|-------------------------------|------------------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|-----------------------------------|--------------------------|
| QU_AR_AGING_BY_CREDIT_ANALYST | AR Aging by Credit Analyst | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| QU_AR_AGING_BY_DEPT | AR Aging by Dept | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| QU_AR_AGING_RESEARCH | AR Aging by Research project | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| QU_AR_AGING_RESEARCH_INV | AR Aging by specific RSH inv | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |

To add to favourites:

- Click the blue 'Favorite' link at the end of each row for any query you would like to add to your favourites.

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|-------------------------------|----------------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|-----------------------------------|--------------------------|
| QU_AR_AGING_BY_CREDIT_ANALYST | AR Aging by Credit Analyst | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |

1. PS Query: AR Aging by Credit Analyst

This query will provide all outstanding AR data in aging buckets related to the credit analyst code entered; access will be based on chartfield security.

To run the query:

- Click the blue 'Excel' link in the row for the AR Aging by Credit Analyst

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|-------------------------------|----------------------------|--------|--------|-------------|--------------|------------|----------|-------------------------|------------------|
| QU_AR_AGING_BY_CREDIT_ANALYST | AR Aging by Credit Analyst | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |

- Enter your credit analyst code in the 'analyst' field
- Click 'View Results' button

QU_AR_AGING_BY_CREDIT_ANALYST - AR Aging by Credit Analyst

Analyst

[View Results](#)

To view the results:

- Open the excel report

| Name | Item ID | Entry Type | Reason | Acctg Date | Due | Credit Analyst | Transaction Currency | Transaction Item Balance | Base Currency | Base Item Amount | Aging Category | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 - 180 | 181 - 365 | 366+ | Dept | Line Type |
|-------------------------------|------------|------------|--------|------------|------------|----------------|----------------------|--------------------------|---------------|------------------|----------------|----------|----------|---------|---------|----------|-----------|------|-------|-----------|
| Central Credit Control Ltd | QU00000002 | IN | | 10/22/2021 | 10/23/2021 | 105 | CAD | 500.00 | CAD | 500.00 | 02 | - | 500.00 | - | - | - | - | - | 42001 | AR |
| D&A Group Services | QU00000004 | IN | | 10/22/2021 | 10/23/2021 | 105 | CAD | 300.00 | CAD | 300.00 | 02 | - | 300.00 | - | - | - | - | - | 42001 | AR |
| D&A Group Services | QU00000006 | IN | | 10/22/2021 | 10/23/2021 | 105 | CAD | 500.00 | CAD | 500.00 | 02 | - | 500.00 | - | - | - | - | - | 42001 | AR |
| D&A Group Services | QU00000008 | CR | | 10/27/2021 | 10/28/2021 | 105 | CAD | (300.00) | CAD | (300.00) | 02 | - | (300.00) | - | - | - | - | - | 42001 | AR |
| UPLevel | QU00000005 | IN | | 10/22/2021 | 10/23/2021 | 105 | CAD | 300.00 | CAD | 300.00 | 02 | - | 300.00 | - | - | - | - | - | 42001 | AR |
| UPLevel | QU00000009 | CR | | 10/28/2021 | 10/29/2021 | 105 | CAD | (300.00) | CAD | (300.00) | 01 | (300.00) | - | - | - | - | - | - | 42001 | AR |
| UPLevel | QU00000010 | IN | | 10/28/2021 | 10/29/2021 | 105 | CAD | 500.00 | CAD | 500.00 | 01 | 500.00 | - | - | - | - | - | - | 42001 | AR |
| Flywire | QU00000007 | IN | | 10/25/2021 | 11/24/2021 | 105 | CAD | 500.00 | CAD | 500.00 | 01 | 500.00 | - | - | - | - | - | - | 42001 | AR |
| Veritas Alliance Incorporated | QU00000011 | IN | | 10/28/2021 | 10/29/2021 | 105 | CAD | 500.00 | CAD | 500.00 | 01 | 500.00 | - | - | - | - | - | - | 42001 | AR |
| Debt Control Agency Inc | QU00000012 | IN | | 10/28/2021 | 10/29/2021 | 105 | CAD | 300.00 | CAD | 300.00 | 01 | 300.00 | - | - | - | - | - | - | 42001 | AR |

The query shows the customer number, name, invoice number (Item ID), type of entry (IN is invoice, CR is credit), accounting date, due date, transaction currency, base currency, total outstanding for the line item, the aging category (aging 'bucket' that it is in), the amount in the applicable bucket column and provides the department that the invoice was billed from.

Please note: If more than one chartfield is entered in an invoice, the invoice (item ID) will appear more than once on the report. For example, if two different chartfields are entered the invoice will show twice on the report with the total outstanding for each line.

2. PS Query: AR Aging by Department

This query will provide all outstanding AR data in aging buckets related to the department entered. The query follows chartfield security and will only provide access for departments that the user has security access; if more than one department needs to be run each would need to be run separately. See the section titled 'Report: Aging by Chartfield' to run a PeopleSoft report which allows a user to run an aging report using a range of departments, again based on security access.

To run the query:

- Click the blue 'Excel' link in the row for the AR Aging by Department

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|---------------------|------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|-----------------------------------|--------------------------|
| QU_AR_AGING_BY_DEPT | AR Aging by Dept | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |

- Enter the department number in the 'Dept' field
- Click 'View Results' button

QU_AR_AGING_BY_DEPT - AR Aging by Dept

Dept

[View Results](#)

To view the results:

- Open the excel report

| Customer | Name | Item ID | Entry Type | Reason | Acctg Date | Due | Credit Analyst | Transaction Currency | Transaction Item Balance | Base Currency | Base Item Amount | Aging Category | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 - 180 | 181 - 365 | 366+ | Dept | Line Type |
|-----------|-------------------------------|------------|------------|--------|------------|------------|----------------|----------------------|--------------------------|---------------|------------------|----------------|----------|----------|---------|---------|----------|-----------|------|-------|-----------|
| 100000077 | Central Credit Control Ltd | QU00000002 | IN | | 10/22/2021 | 10/23/2021 | 105 | CAD | 500.00 | CAD | 500.00 | 02 | - | 500.00 | - | - | - | - | - | 42001 | AR |
| 100000151 | D&A Group Services | QU00000004 | IN | | 10/22/2021 | 10/23/2021 | 105 | CAD | 300.00 | CAD | 300.00 | 02 | - | 300.00 | - | - | - | - | - | 42001 | AR |
| 100000151 | D&A Group Services | QU00000006 | IN | | 10/22/2021 | 10/23/2021 | 105 | CAD | 500.00 | CAD | 500.00 | 02 | - | 500.00 | - | - | - | - | - | 42001 | AR |
| 100000151 | D&A Group Services | QU00000008 | CR | | 10/27/2021 | 10/28/2021 | 105 | CAD | (300.00) | CAD | (300.00) | 02 | - | (300.00) | - | - | - | - | - | 42001 | AR |
| 100000152 | UPLevel | QU00000005 | IN | | 10/22/2021 | 10/23/2021 | 105 | CAD | 300.00 | CAD | 300.00 | 02 | - | 300.00 | - | - | - | - | - | 42001 | AR |
| 100000152 | UPLevel | QU00000009 | CR | | 10/28/2021 | 10/29/2021 | 105 | CAD | (300.00) | CAD | (300.00) | 01 | (300.00) | - | - | - | - | - | - | 42001 | AR |
| 100000152 | UPLevel | QU00000010 | IN | | 10/28/2021 | 10/29/2021 | 105 | CAD | 500.00 | CAD | 500.00 | 01 | 500.00 | - | - | - | - | - | - | 42001 | AR |
| 100000153 | Flywire | QU00000007 | IN | | 10/25/2021 | 11/24/2021 | 105 | CAD | 500.00 | CAD | 500.00 | 01 | 500.00 | - | - | - | - | - | - | 42001 | AR |
| 100000154 | Veritas Alliance Incorporated | QU00000011 | IN | | 10/28/2021 | 10/29/2021 | 105 | CAD | 500.00 | CAD | 500.00 | 01 | 500.00 | - | - | - | - | - | - | 42001 | AR |
| 100000155 | Debt Control Agency Inc | QU00000012 | IN | | 10/28/2021 | 10/29/2021 | 105 | CAD | 300.00 | CAD | 300.00 | 01 | 300.00 | - | - | - | - | - | - | 42001 | AR |

The query shows the customer number, name, invoice number (Item ID), type of entry (IN is invoice, CR is credit), accounting date, due date, transaction currency, base currency, total outstanding for the line item, the aging category (aging 'bucket' that it is in), the amount in the applicable bucket column and provides the department that the invoice was billed from.

Please note: If more than one chartfield is entered in an invoice, the invoice (item ID) will appear more than once on the report. For example, if two different

chartfields are entered the invoice will show twice on the report with the total outstanding for each line.

3. PS Query: Aging by Research Project Query

This query will provide all outstanding AR data in aging buckets related to the specific project entered. The query follows chartfield security and will only provide access to departments that the user has access. Alternatively, you can run this query using the wildcard '%' which will provide all aging items/invoices related to the department(s) that the user has access to for all associated projects.

To run the query:

- Click the blue 'Excel' link in the row for the AR Aging by Research project

| | | | | | | | | |
|----------------------|------------------------------|--------|------|--------------|-----|----------|-------------------|----------|
| QU_AR_AGING_RESEARCH | AR Aging by Research project | Public | HTML | Excel | RML | Schedule | Lookup References | Favorite |
|----------------------|------------------------------|--------|------|--------------|-----|----------|-------------------|----------|

- Enter the project number/wildcard (%) in the 'Project' field
- Click 'View Results' button

QU_AR_AGING_RESEARCH - AR Aging by Research project

Project

View Results

| Row | Customer | Name | Item ID | Entry Type | Reason | Acctg Date | Due |
|-----|----------|------|---------|------------|--------|------------|-----|
|-----|----------|------|---------|------------|--------|------------|-----|

To view the results:

- Open the excel report

| Customer | Name | Item ID | Entry Type | Reason | Acctg Date | Due | Credit Analyst | Transaction Currency | Transaction Item Balance | Base Currency | Base Item Amount | Aging Category | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 - 180 | 181 - 365 | 366+ | Line Type | Fund | Account | Dept | Project | Class | Program |
|------------|----------|------------|------------|--------|------------|------------|----------------|----------------------|--------------------------|---------------|------------------|----------------|------------|-----------|----------|---------|-----------|-----------|------|-----------|-------|---------|-------|---------|-------|---------|
| 1000000053 | REDACTED | RA00000181 | IN | | 9/14/2022 | 10/14/2022 | 116 | CAD | 25,000.00 | CAD | 25,000.00 | 02 | - | 25,000.00 | - | - | - | - | - | AR | 90000 | 120200 | 13401 | 969842 | | |
| 1000000143 | REDACTED | RA00000638 | IN | | 3/31/2022 | 4/30/2022 | 114 | CAD | 22,000.00 | CAD | 22,000.00 | 05 | - | - | - | - | 22,000.00 | - | - | AR | 90000 | 120200 | 13401 | 960023 | | |
| 1000000214 | REDACTED | RA00000183 | IN | | 10/9/2022 | 11/4/2022 | 127 | CAD | 4,500.00 | CAD | 4,500.00 | 01 | 4,500.00 | - | - | - | - | - | - | AR | 90000 | 120200 | 13401 | 995183 | | |
| 1000000275 | REDACTED | RA00000660 | IN | | 4/14/2022 | 5/14/2022 | 118 | CAD | 29,400.00 | CAD | 29,400.00 | 05 | - | - | - | - | 29,400.00 | - | - | AR | 90000 | 120200 | 13405 | 961784 | | |
| 1000000275 | REDACTED | RA00000155 | IN | | 9/8/2022 | 10/8/2022 | 118 | CAD | 0.01 | CAD | 0.01 | 02 | - | 0.01 | - | - | - | - | - | AR | 90000 | 120200 | 13401 | 961809 | | |
| 1000000324 | REDACTED | RA00000143 | IN | | 8/1/2022 | 8/31/2022 | 118 | CAD | 5,000.00 | CAD | 5,000.00 | 03 | - | - | 5,000.00 | - | - | - | - | AR | 90000 | 120200 | 13401 | 923493 | | |
| 1000000324 | REDACTED | RA00000181 | CR | | 9/30/2022 | 10/30/2022 | 118 | CAD | (5,000.00) | CAD | (5,000.00) | 01 | (5,000.00) | - | - | - | - | - | - | AR | 90000 | 120200 | 13401 | 923493 | | |
| 1000000324 | REDACTED | RA00000188 | IN | | 10/11/2022 | 11/10/2022 | 118 | CAD | 10,000.00 | CAD | 10,000.00 | 01 | 10,000.00 | - | - | - | - | - | - | AR | 90000 | 120200 | 13401 | 923493 | | |

The query shows the customer number, name, invoice number (Item ID), type of entry (IN is invoice, CR is credit), accounting date, due date, transaction currency, base currency, total outstanding for the line item, the aging category (aging 'bucket' that it is in), the amount in the applicable bucket column and provides the chartfield information except account, which is the AR control account, for the invoice entered.

Please note: If more than one chartfield is entered in an invoice, the invoice (item ID) will appear more than once on the report. For example, if two different

chartfields are entered the invoice will show twice on the report with the total outstanding for each line.

4. PS Query: Aging by Research Invoice Query

This query will provide the outstanding AR data in aging buckets related to the specific invoice entered. The query follows chartfield security and will only provide access to invoice that the user has departmental access. Alternatively, you can run the query using the wildcard '%' which will provide all aging items/invoices related to the department(s) that the user has access to for all associated projects.

To run the query:

- Click the blue 'Excel' link in the row for the AR Aging by Research project



- Enter the invoice number/wildcard (%) in the 'Item ID' field
- Click 'View Results' button

QU_AR_AGING_RESEARCH_INV - AR Aging by specific RSH inv

Item ID

[View Results](#)

To view the results:

- Open the excel report (in this case I entered one specific invoice to view)

| Customer | Name | Item ID | Entry Type | Reason | Acctg Date | Due | Credit Analyst | Transaction Currency | Transaction Item Balance | Base Currency | Base Item Amount | Aging Category | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 - 180 | 181 - 365 | 366+ | Line Type | Fund | Account | Dept | Project | Class | Program |
|------------|----------|------------|------------|--------|------------|-----------|----------------|----------------------|--------------------------|---------------|------------------|----------------|---------|--------|---------|---------|-----------|-----------|------|-----------|-------|---------|-------|---------|-------|---------|
| 1000000275 | REDACTED | RA00000060 | IN | | 4/14/2022 | 5/14/2022 | 118 | CAD | 29,400.00 | CAD | 29,400.00 | 05 | - | - | - | - | 29,400.00 | - | - | AR | 30000 | 120200 | 13405 | 361784 | | |

The query shows the customer number, name, invoice number (Item ID), type of entry (IN is invoice, CR is credit), accounting date, due date, transaction currency, base currency, total outstanding for the line item, the aging category (aging 'bucket' that it is in), the amount in the applicable bucket column and provides the chartfield information except account, which is the AR control account, for the invoice entered.

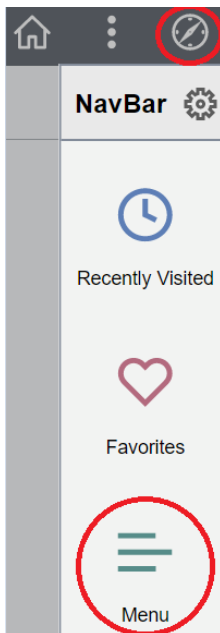
Please note: If more than one chartfield is entered in an invoice, the invoice (item ID) will appear more than once on the report. For example, if two different chartfields are entered the invoice will show twice on the report with the total outstanding for each line.

5. PS Report: Aging by Chartfield Report

This PeopleSoft report provides all outstanding AR data in aging buckets according to the parameters entered by the user which is based on chartfield security. The report can be run using different parameters, for example, range of departments, or range of projects, etc.

Steps:

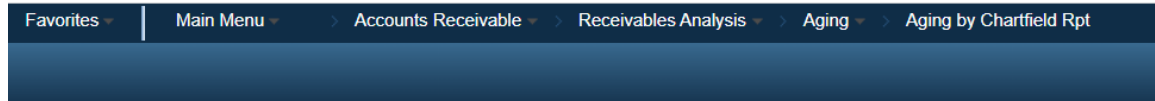
Open the NavBar and expand the Menu:



Navigate to:

Menu > Accounts Receivable > Receivable Analysis > Aging > Aging by Chartfield Rpt

Either 'Add a New Value' by entering a new Run Control ID if first time running an aging report or use an existing run control that was previously created.



Aging by Chartfield 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](#)

[Find an Existing Value](#) | [Add a New Value](#)

Adding a New Value

- Click the 'Add a New Value' tab
- Enter new Run Control ID name (for example, Aging_By_Chartfield)
- Click 'Add' button

The screenshot shows the 'Aging by Chartfield Rpt' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs is a text input field labeled 'Run Control ID'. A green 'Add' button is positioned below the input field. At the bottom of the interface, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Using an existing report:

- From the 'Find an Existing Value' tab
- Click the 'Search' button

The screenshot shows the 'Aging by Chartfield Rpt' interface with the 'Find an Existing Value' tab selected. Below the tabs, there is a text input field. A section titled 'Search Criteria' is expanded, showing a dropdown menu for 'Run Control ID' set to 'begins with' and an empty text input field. Below this is a checkbox for 'Case Sensitive'. At the bottom of the search section, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'. At the very bottom of the interface, there are two links: 'Find an Existing Value' and 'Add a New Value'.

- Select a value from the listing shown (will vary by user).

Search Results

View All |< |> 1-80 of 80 |< |>

| Run Control ID | Language Code |
|------------------------|---------------|
| 100047 | English |
| ANNUITY_AD | English |
| ANNUITY_P1 | English |
| AP_GL_Open_Liabilities | English |
| AR-test | English |
| AR_OIK_Listing | English |

- Click the 'Refresh' button

Aging By Chartfield

Run Control ID: Aging_by_Chartfield Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

*As of Date: 2021/10/29 Use System Date Business Unit: [Q] **Aging ID** **Report Option**

Customer ID: [] Exclude IU Customers *Aging SetID: SHARE [Q] *Aging ID: [Q] Detail

Exclude Customers with Different Aging ID *Default SetID: SHARE [Q] Summary

*Display Option: Include All

Refresh

ChartField Selection

| ChartField Name | Subtotal | Value | To Value |
|-----------------|--------------------------|-------|----------|
| | <input type="checkbox"/> | [Q] | [Q] |

Save Notify Add Update/Display

- Enter the parameters, for example if you want to run by all departments and projects that you have access to, enter those parameters.
 - Items to include:
 - Business Unit = QUNIV (only option)
 - 'Aging ID' – using the magnifying glass enter 'AGE 1' (only option)
 - You also have the option to run the report in 'Detail' to show all invoices or 'Summary' (see below). An example of each will follow.
 - Detail provides you with all invoices related to one customer
 - Summary provides a higher level

- Select format that you want the report to be run:
 - The default is to be run in PDF format (shown above)
 - If you want to run in excel, click the down arrow under 'Format' and select CSV, the closest to excel that we have available (shown below)

Process Scheduler Request

User ID MV14 Run Control ID Aging_by_Chartfield

Server Name Run Date 2021/10/29

Recurrence Run Time 8:25:09AM

Time Zone

Process List

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-------------|--------------|--------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | AR30006 | AR30006 | SQR Report | Web | PDF | Distribution |

Process Scheduler Request

User ID MV14 Run Control ID Aging_by_Chartfield

Server Name Run Date 2021/10/29

Recurrence Run Time 8:30:26AM

Time Zone

Process List

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-------------|--------------|--------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | AR30006 | AR30006 | SQR Report | Web | CSV | Distribution |

- Click 'OK' button

- Click blue 'Report Manager' link

Aging By Chartfield

Run Control ID: Aging_by_Chartfield **Report Manager** Process Monitor Run

Language: English Process Instance: 1950277

Report Request Parameters

*As of Date: 2021/10/29 Use System Date

Customer ID: Exclude IU Customers

Exclude Customers with Different Aging ID

*Display Option: Include All

Business Unit: Aging ID: *Aging SetID: SHARE *Aging ID: AGE1

*Default SetID: SHARE

Report Option: Detail Summary

Refresh

ChartField Selection

| ChartField Name | Subtotal | Value | To Value |
|-----------------|-------------------------------------|-------|----------|
| Department | <input checked="" type="checkbox"/> | 10001 | 90000 |
| Fund Code | <input type="checkbox"/> | | |
| Account | <input type="checkbox"/> | | |
| Program Code | <input type="checkbox"/> | | |
| Class Field | <input type="checkbox"/> | | |
| Project | <input type="checkbox"/> | | |
| Currency Code | <input type="checkbox"/> | | |

Save Notify Add Update/Display

- Click 'Refresh' button until you see Status 'Posted'
- From the Administration tab:
 - Click the 'Description' link (AR30006 in example below) to view the report

List **Administration**

View Reports For

User ID: MV14 Type: Last: 1 Days: **Refresh**

Status: Folder: Instance: to:

Report List

| Select | Report ID | Prcs Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|---------------|----------------------|-----------------------|-------------------------------|---------------|---------|
| <input type="checkbox"/> | 2150152 | 1950277 | AR30006 | 2021/10/29 8:25:57AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 2149881 | 1949974 | Trial Balance Report | 2021/10/28 2:21:51PM | Comma delimited (*.csv) | Posted | Details |
| <input type="checkbox"/> | 2149714 | 1949792 | AR Open Items Report | 2021/10/28 11:45:05AM | Microsoft Excel Files (*.xls) | Posted | Details |

Example of Detail report:

| Chartfield Parameters | | DEPTID = 10001-90000 | Run Time | 14:49:52 | | | | | | |
|-----------------------|-------------|----------------------|--------------------------------|----------|--------------------------------|----------|---------|-------|----------|--|
| Display Option: | Include All | | | | | | | | | |
| Business Unit: | QUNIV | | | | | | | | | |
| Total Entry | Selected | | | | | | | | | |
| Item | Line | As of | Type | Reason | Terms | Amount | Current | 30 | 60 | |
| ----- | ---- | ----- | ---- | ----- | ----- | ----- | ----- | ----- | ----- | |
| DEPTID | 42001 | | | | | | | | | |
| Customer ID | 100000077 | Customer Name | Central Credit Control Ltd | | | | | | | |
| QU00000002 | 0 | 10/22/2021 | IN | | NET0 | 500.00 | | | 500.00 | |
| | | | | Total | Central Credit Control Ltd | 500.00 | | | 500.00 | |
| Customer ID | 100000084 | Customer Name | Credit Bureau of Canada Collec | | | | | | | |
| QU00000001 | 0 | 10/22/2021 | IN | | NET0 | 750.00 | | | 750.00 | |
| | | | | Total | Credit Bureau of Canada Collec | 750.00 | | | 750.00 | |
| Customer ID | 100000112 | Customer Name | MJR Capital Services Inc | | | | | | | |
| QU00000003 | 0 | 10/22/2021 | IN | | NET0 | 300.00 | | | 300.00 | |
| | | | | Total | MJR Capital Services Inc | 300.00 | | | 300.00 | |
| Customer ID | 100000151 | Customer Name | D&A Group Services | | | | | | | |
| QU00000004 | 0 | 10/22/2021 | IN | | NET0 | 300.00 | | | 300.00 | |
| QU00000006 | 0 | 10/22/2021 | IN | | NET0 | 500.00 | | | 500.00 | |
| QU00000008 | 0 | 10/27/2021 | CR | | NET0 | (300.00) | | | (300.00) | |
| | | | | Total | D&A Group Services | 500.00 | | | 500.00 | |

Example of Summary report:

| PeopleSoft Receivables | | AGING BY CHARTFIELD | | Page No. | 1 | | | | |
|------------------------|----------------------|---------------------|--------------------------------|-----------|--------------------------------|--------|---------|-------|--------|
| Report ID: | AR30006 | 31-OCT-2021 | Run Date | 11/2/2021 | | | | | |
| Aging ID: | SHARE/AGE1 | Run Time | 14:51:54 | | | | | | |
| Chartfield Parameters | DEPTID = 10001-90000 | | | | | | | | |
| Display Option: | Include All | | | | | | | | |
| Business Unit: | QUNIV | | | | | | | | |
| Total Entry | Selected | | | | | | | | |
| Item | Line | As of | Type | Reason | Terms | Amount | Current | 30 | 60 |
| ----- | ---- | ----- | ---- | ----- | ----- | ----- | ----- | ----- | ----- |
| DEPTID | 42001 | | | | | | | | |
| Customer ID | 100000077 | Customer Name | Central Credit Control Ltd | | | | | | |
| | | | | Total | Central Credit Control Ltd | 500.00 | | | 500.00 |
| Customer ID | 100000084 | Customer Name | Credit Bureau of Canada Collec | | | | | | |
| | | | | Total | Credit Bureau of Canada Collec | 750.00 | | | 750.00 |
| Customer ID | 100000112 | Customer Name | MJR Capital Services Inc | | | | | | |
| | | | | Total | MJR Capital Services Inc | 300.00 | | | 300.00 |
| Customer ID | 100000151 | Customer Name | D&A Group Services | | | | | | |
| | | | | Total | D&A Group Services | 500.00 | | | 500.00 |

Payment Reports and Queries

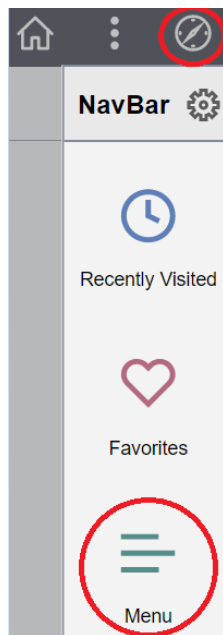
1. PS Query: QU_AR_PAYMENT
2. Report: Payment History by Customer

1. PS Query: AR Module Payment Query

This query does not follow chartfield security; when you run the query you will see all payments posted during the time period entered.

Navigate to Query Viewer:

Open the NavBar and expand the Menu:



Navigate to:

Menu > Reporting Tools > Query > Query Viewer

Enter QU_AR in the 'begins with' field and click the 'Search' button

To run the query:

- Click the blue 'Excel' link in the row for the AR Aging by Research project



- Enter the 'From date' and 'To date' (date range) using the calendar icon beside each field
- Click 'View Results' button

A screenshot of the 'QU_AR_PAYMENT - AR payment info' form. It features two date input fields: 'From date:' and 'To date:'. Each field has a small calendar icon to its right. Below the date fields is a yellow 'View Results' button.

To view the results:

- Open the excel report

| Ref Value | Deposit ID | Payment ID | Customer | Name | Amount | Status | Pay Method | Entered | Acctg Date | Posted |
|------------|------------|-----------------|------------|------------------------------------|------------|----------|------------|------------|------------|------------|
| RA00000129 | 195 | 09SEP22 CDN SCI | 1000000074 | Canadian Science Publishing | 17,495.00 | Complete | EFT | 10/3/2022 | 10/3/2022 | 10/3/2022 |
| RA00000137 | 197 | 22SEP22 GAN SYS | 1000000254 | GaN Systems Inc. | 5,208.33 | Complete | EFT | 10/3/2022 | 10/3/2022 | 10/3/2022 |
| RA00000154 | 196 | 19SEP22 SHCS | 1000000050 | Sunnybrook Research Institute | 2,640.00 | Complete | EFT | 10/3/2022 | 10/3/2022 | 10/3/2022 |
| RA00000121 | 194 | 31AUG22 GAN SYS | 1000000254 | GaN Systems Inc. | 5,208.33 | Complete | EFT | 10/3/2022 | 10/3/2022 | 10/3/2022 |
| RA00000136 | 193 | 19AUG22 CDN FED | 1000000218 | National Research Council Canada | 104,940.00 | Complete | EFT | 10/3/2022 | 10/3/2022 | 10/3/2022 |
| QP00000071 | 192 | 15AUG22 ADMARE | 1000000170 | AdMare Bioinnovations | 777.18 | Complete | EFT | 10/3/2022 | 10/3/2022 | 10/3/2022 |
| QU00000040 | 198 | 05OCT22 SOCIETY | 1000000282 | Society of Grad and Prof Students | 13,488.20 | Complete | EFT | 10/7/2022 | 10/7/2022 | 10/7/2022 |
| RA00000182 | 200 | 07OCT22 QUEENS | 1000000356 | First Phosphate Corp. | 93,838.00 | Complete | EFT | 10/11/2022 | 10/11/2022 | 10/11/2022 |
| CT00000009 | 201 | 23SEP22 ROCHE | 1000000098 | HOFFMANN LAROCHE LIMITED | 90,000.00 | Complete | EFT | 10/12/2022 | 10/12/2022 | 10/12/2022 |
| QP00000103 | 202 | 007679 | 1000000342 | AquaBounty Technologies Inc | 351.44 | Complete | CHK | 10/13/2022 | 10/13/2022 | 10/13/2022 |
| CT00000006 | 203 | 11OCT22 AISBL | 1000000232 | BREAST INTERNATIONAL GROUP - AISBL | 11,612.59 | Complete | EFT | 10/14/2022 | 10/14/2022 | 10/14/2022 |

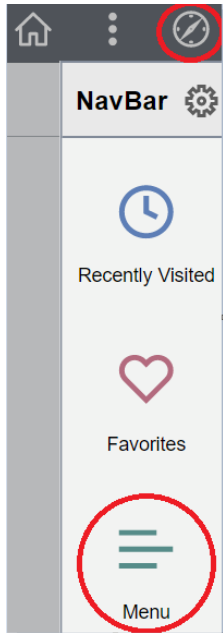
The report shows the invoice number (Ref Value), deposit ID, payment ID – both entered by the bank team at time of payment, the customer's number, name, amount paid, status of payment, pay method, and the entered, accounting and posted dates (all the same based on the date payment posted by the bank team).

Please note: if you see anything other than 'Complete' for Status it may be due to the date that the payment was entered. For example, if you run the query on October 26, 2022 and the entered date is October 26, 2022 then you will see 'Applied' since the payment won't post to the GL until the overnight process has run. However, if you see any other status messages, please contact Accounts Receivable (accounts.receivable@queensu.ca).

2. PS Report: Payment History by Customer

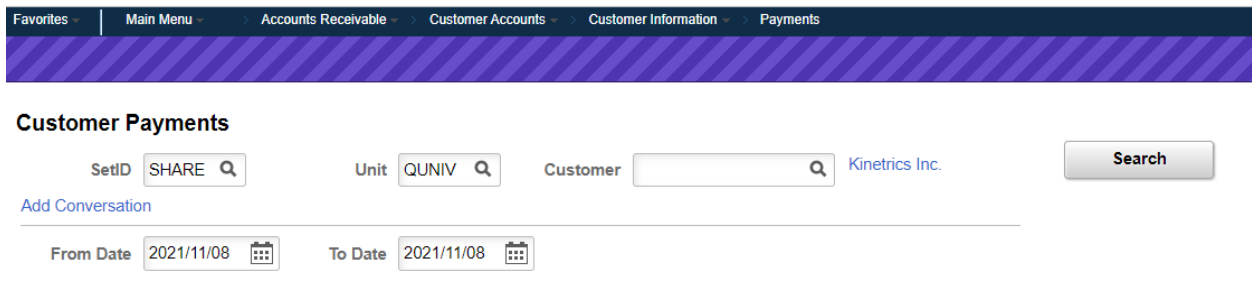
This report allows the user to run a query to show payments received from a specific customer.

Open the NavBar and expand the Menu:



Navigate to:

Menu > Accounts Receivable > Customer Accounts > Customer Information > Payments

A screenshot of the 'Customer Payments' report interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Payments'. Below this is a blue header bar. The main content area is titled 'Customer Payments'. It features several search filters: 'SetID' with the value 'SHARE', 'Unit' with the value 'QUNIV', and 'Customer' with the value 'Kinetics Inc.'. There is a 'Search' button to the right of these filters. Below the filters, there is a link for 'Add Conversation'. At the bottom, there are 'From Date' and 'To Date' fields, both with the value '2021/11/08' and calendar icons.

- Select Customer using magnifying glass in 'Customer' field
- Select 'From Date' and 'To Date' using calendar icons

Example:

Customer Payments




SetID: SHARE Unit: QUNIV Customer: 000000002 Canadian Nuclear Lab Ltd **Search**

Add Conversation From Date: 2021/09/01 To Date: 2021/11/08 Display Currency

Past Due: 95,750.90 CAD Balance: 97,568.78 CAD

*Switch Display Amount: Entry

Payment Details

| | More Info | Unit | Deposit ID | Seq | Payment ID | Acctg Date | Entry | Currency |
|---|---|-------|------------|-----|------------|------------|-----------|----------|
| 1 |  | QUNIV | 79 | 1 | CADFOREUR | 2021/11/04 | -1,000.00 | CAD |
| 2 |  | QUNIV | 71 | 1 | GBPTEST | 2021/11/02 | -5,000.00 | CAD |
| 3 |  | QUNIV | 39 | 1 | 09/22-1 | 2021/09/22 | -100.00 | CAD |

Totals

| | | | | |
|---------------|---|-------|-----------|-----|
| Payment Count | 3 | Total | -6,100.00 | CAD |
|---------------|---|-------|-----------|-----|

To obtain further information for an item (payment), click on the icon under 'More Info' for the row you want to view.

Item Activity From a Payment

Deposit Unit: QUNIV Deposit ID: 79

Acctg Date: 2021/11/04 Posted Date: 2021/11/05

Payment ID: CADFOREUR Payment Amount: -1,000.00 Currency: CAD

*Display Amount Switch: Payment Amount

Item Activity

| Unit | Customer | Name | Group ID | Item ID | Line | Type | Reason | Payment ID | Payment Amount | Currency |
|-------|-----------|--------------------------|----------|------------|------|------|--------|------------|----------------|----------|
| QUNIV | 000000002 | Canadian Nuclear Lab Ltd | 490 | CT00000031 | | PY | | CADFOREUR | -1,000.00 | CAD |

Totals

| | | | | | |
|--------|---|---------------|-----------|-----------|-----|
| Total: | 1 | Total Amount: | -1,000.00 | Currency: | CAD |
|--------|---|---------------|-----------|-----------|-----|

Return to Search **Notify**

- Click on 'Return to Search' button to return to previous screen

Monthly Query: Status and Transaction Details

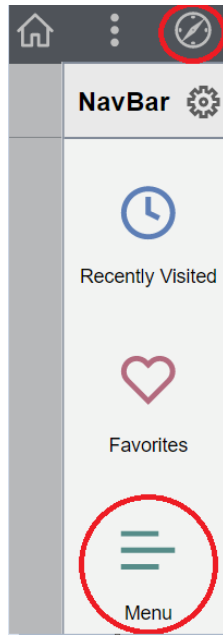
1. PS Query: AR Billing Details by Department

This query, which can be run at any time of the month, is particularly useful at month end. It allows a user to view:

- The status of invoices entered to see if there are any saved in NEW status to be finalized for month end
- All transaction details (line description and chartfield) for all invoices entered during a selected period.

Navigate to Query Viewer:

Open the NavBar and expand the Menu:



To search for this query enter the following in the 'begins with' field: AR_BILLING

Click the 'Search' button

Query Viewer

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

*Search By begins with

[Advanced Search](#)

To run the query:

- Click the blue 'Excel' link in the row for the AR Aging by Research project

| | | | | | | | | | |
|-------------------------|-------------------------------|--------|----|------|--------------|-----|----------|-------------------|----------|
| AR_BILLING_DETAILS_DEPT | AR Billing Details w Security | Public | AR | HTML | Excel | XML | Schedule | Lookup/References | Favorite |
|-------------------------|-------------------------------|--------|----|------|--------------|-----|----------|-------------------|----------|

- Enter the 'From date' and 'To date' (date range) using the calendar icon beside each field
- Click 'View Results' button

AR_BILLING_DETAILS_DEPT - AR Billing Details w Security

Start date 

End date 

[View Results](#)

| Row | Invoice | Bill To | Status | Inv Type |
|-----|---------|---------|--------|----------|
|-----|---------|---------|--------|----------|

To view the results:

- Open the excel report

| Invoice | Bill To | Status | Inv Type | Seq | Line | Descr | Amount | Account | Dept | Fund | Class | Program | Project | Ref | User | Acctg Date | Frequency |
|------------|------------|--------|----------|-----|------|---------------|-----------|---------|-------|-------|-------|---------|---------|-----|--------|------------|-----------|
| RA00000183 | 1000000214 | INV | REG | 1 | 1 | Patient 2-011 | 1,500.00 | 400104 | 13401 | 30000 | | | 395183 | | AK196 | 10/5/2022 | ONC |
| RA00000183 | 1000000214 | INV | REG | 2 | 2 | Patient 2-012 | 1,500.00 | 400104 | 13401 | 30000 | | | 395183 | | AK196 | 10/5/2022 | ONC |
| RA00000183 | 1000000214 | INV | REG | 3 | 3 | Patient 2-013 | 1,500.00 | 400104 | 13401 | 30000 | | | 395183 | | AK196 | 10/5/2022 | ONC |
| RA00000188 | 1000000324 | INV | REG | 1 | 1 | Milestone | 10,000.00 | 410031 | 13401 | 30000 | | | 323493 | | 31EMM2 | 10/11/2022 | ONC |

The results allow you to view the invoice number, customer number, invoice status, what type of invoice (regular or credit, etc), the line number, line description, full chartfield entered, the user ID and accounting date.

In the example above you can see the first invoice has 3 lines entered. The line description and revenue chartfield for each is displayed.

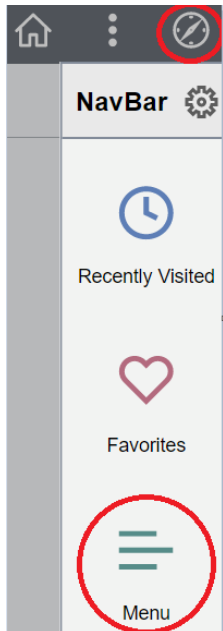
If this report were run at **month end**, and an invoice was showing in **NEW status**, that would represent an invoice that needs to be finalized for it to post for the current month end. As with journal entries, you will receive an email from Financial Services requesting the invoice to be finalized or the date changed to the next month. There is no need to cancel the invoice and copy it to the next month; you simply need to change the dates (invoice and accounting) and save the invoice to move it to the next month.

Customer Inquiries

1. Customer Account Overview

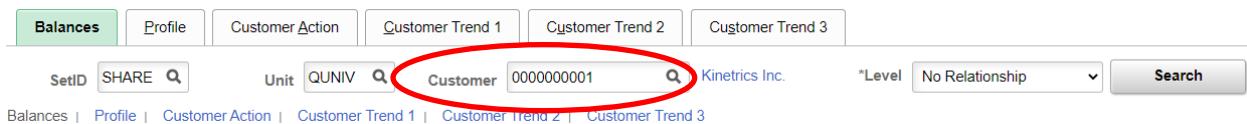
This inquiry provides you with many tabs and links to view balances owing and to which aging category they belong. Clicking the blue 'Balance' link will provide you with details for all items entered for this customer. Clicking on a specific item provides details of that specific item.

Open the NavBar and expand the Menu:



Navigate to:

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



- Select a customer number using the magnifying glass to search
- Click 'Search' Button

[Balances](#) | [Profile](#) | [Customer Action](#) | [Customer Trend 1](#) | [Customer Trend 2](#) | [Customer Trend 3](#)

SetID
 Unit
 Customer
 Kinetics Inc.
 *Level

[Add Conversation](#) [Display Currency](#)

Most Recent Activity

| | Item ID | Date | Amount | Currency | Amount | Currency |
|----------|------------|------------|--------|----------|--------|----------|
| Item ID: | CT00000025 | 2021/11/01 | 107.35 | GBP | 187.91 | CAD |
| Payment: | FORCURGBP3 | 2021/11/02 | 195.00 | CAD | 195.00 | CAD |

| | Count | Amount | Currency | Amount | Currency |
|-------------------|-------|-----------|----------|-----------|----------|
| Pay History Days: | | -29.00 | | | |
| Credit Limit: | | 0.00 | CAD | 0.00 | CAD |
| Balance: | 26 | 42,543.02 | CAD | 42,543.02 | CAD |
| Past Due: | 22 | 25,458.30 | CAD | 25,458.30 | CAD |
| Deductions: | 0 | 0.00 | CAD | 0.00 | CAD |
| Disputed: | 0 | 0.00 | CAD | 0.00 | CAD |
| Doubtful: | 0 | 0.00 | CAD | 0.00 | CAD |
| Collections: | 0 | 0.00 | CAD | 0.00 | CAD |
| Supplier Balance: | 0 | 0.00 | CAD | 0.00 | CAD |
| Draft Amount: | 0 | 0.00 | CAD | 0.00 | CAD |
| High Balance YTD: | | 42,738.02 | CAD | 42,738.02 | CAD |
| Sales YTD: | | 0.00 | CAD | 0.00 | CAD |
| Last Year Sales: | | 0.00 | CAD | 0.00 | CAD |

Aged Date 2021/11/01 Aging ID AGE1

Summary Aging | < | << 1-5 of 5 >> | > | View All

| | Count | Amount | Currency | Amount | Currency |
|------------|-------|-----------|----------|-----------|----------|
| 01 Current | 4 | 17,279.72 | CAD | 17,279.72 | CAD |
| 02 30 | 2 | 76.50 | CAD | 76.50 | CAD |
| 03 60 | 11 | 21,326.30 | CAD | 21,326.30 | CAD |
| 04 90 | 8 | 2,869.00 | CAD | 2,869.00 | CAD |
| 05 180 | 1 | 1,186.50 | CAD | 1,186.50 | CAD |

[Aging Chart](#)

2. Search for Customer Open/Closed Items

Allows users to run a customer inquiry based on type of transaction: all items, open items, or closed items. Customer ID must be entered for this inquiry.

Navigate to:

Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

- Select a customer number using the magnifying glass to search
- Click 'Search' Button

The screenshot shows the 'Item List' search interface. At the top, there are tabs for 'Item List' and 'Advanced Search'. Below the tabs, there are search filters: 'SetID' with the value 'SHARE', 'Unit' with the value 'QUNIV', 'Customer' with an empty field and a magnifying glass icon, and '*Level' with the value 'No Relationship'. There is also a '*Status' dropdown menu set to 'Open'. A red circle highlights the 'Customer' field and the 'Search' button. Below the search filters, there are two sections: 'Row Selection' with a 'Range' input, 'GO' button, 'Select All' button, and 'Deselect All' button; and 'Item Action' with a 'Select Action...' dropdown and a 'GO' button. Below these sections is a 'Search Result Totals' table with columns for Debits, Credits, Total, and Selected, and rows for Debit Amount, Credit Amount, and Total Amount. At the bottom, there is a 'Refresh' button and a breadcrumb trail: 'Item List > Advanced Search'.

| Debits | Debit Amount | Currency |
|----------|---------------|----------|
| Credits | Credit Amount | Currency |
| Total | Total Amount | Currency |
| Selected | | Currency |

a. To view all items related to a customer:

- Select 'All' from drop-down in 'Status' field in top portion of screen
- Click 'Search' button

Customer Item Inquiry

Item List | Advanced Search

SetID: Unit: Customer: University Health Network

Status: Search | Advanced Search

Add Conversation | Account Overview

Example shown below – bottom half of Customer Item Inquiry screen shown:

Item List

| Seq Nbr | Select | Item | Line | Activities | Unit | Customer ID | Status |
|---------|--------------------------|----------------------------|------|------------|---------|-------------|--------|
| 1 | <input type="checkbox"/> | CT00000008 | | | 1 QUNIV | 000000009 | Open |
| 2 | <input type="checkbox"/> | RA00000003 | | | 1 QUNIV | 000000009 | Open |
| 3 | <input type="checkbox"/> | RA00000034 | | | 2 QUNIV | 000000009 | Closed |
| 4 | <input type="checkbox"/> | RA00000061 | | | 2 QUNIV | 000000009 | Closed |

- Click on any of the blue links to view further details on each individual item (takes you to the Item Maintenance page)

b. To view open items only related to a customer:

- Select 'Open' from drop-down in 'Status' field in top portion of screen
- Click 'Search' button

The screenshot shows the top portion of the 'Customer Item Inquiry' screen. It features a search bar with 'Item List' and 'Advanced Search' tabs. Below the search bar are several input fields: 'SetID' with the value 'SHARE', 'Unit' with 'QUNIV', and 'Customer' with '0000000009'. A dropdown menu for 'Status' is highlighted with a red circle and shows 'Open' selected. There is also a 'Search' button and a link for 'Advanced Search'. The text 'University Health Network' and 'Account Overview' are visible on the right side.

Example shown below – bottom half of Customer Item Inquiry screen shown:

Item List

| Seq Nbr | Select | Item | Line | Activities | Unit | Customer ID | Status |
|---------|--------------------------|----------------------------|------|------------|---------|-------------|--------|
| 1 | <input type="checkbox"/> | CT00000008 | | | 1 QUNIV | 0000000009 | Open |
| 2 | <input type="checkbox"/> | RA00000003 | | | 1 QUNIV | 0000000009 | Open |

- Click on any of the blue links to view further details on each individual item (takes you to the Item Maintenance page)

c. To view closed items only related to a customer:

- Select 'Closed' from drop-down in 'Status' field in top portion of screen
- Click 'Search' button

Customer Item Inquiry

Item List | Advanced Search

SetID: | Unit: | Customer: | University Health Network

Status: **Closed** | Search | Advanced Search

[Add Conversation](#) | [Account Overview](#)

Example shown below – bottom half of Customer Item Inquiry screen shown:

Item List

☰ | 🔍

Detail 1 | Detail 2 | Detail 3 | Detail 4 | Detail 5 | Detail 6 | ⌵

| Seq Nbr | Select | Item | Line | Activities | Unit | Customer ID | Status |
|---------|--------------------------|----------------------------|------|------------|---------|-------------|--------|
| 1 | <input type="checkbox"/> | RA00000034 | | | 2 QUNIV | 000000009 | Closed |
| 2 | <input type="checkbox"/> | RA00000061 | | | 2 QUNIV | 000000009 | Closed |

- Click on any of the blue links to view further details on each individual item (takes you to the Item Maintenance page)

3. Adjustment History – Identifying Original Invoice

Allows user to run an inquiry which identifies the original invoice (Document ID) if the invoice has been adjusted

Navigate to:

Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

- Select customer using magnifying glass in 'Customer ID' field
- Click 'Search' button



View/Update Item Details

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

Find an Existing Value

Search Criteria

| | | | |
|--------------------------|-------------|-------|---|
| Business Unit | = | QUNIV | Q |
| Customer ID | begins with | | Q |
| Item ID | begins with | | |
| Item Line | = | | |
| Item Status | = | | |
| Credit Analyst | begins with | | Q |
| Collector | begins with | | Q |
| Purchase Order Reference | begins with | | Q |
| Document ID | begins with | | |
| Bill of Lading | begins with | | |
| Contract | begins with | | Q |

Case Sensitive

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

Search Results

View All 1-4 of 4

| Business Unit | Customer ID | Item ID | Item Line | Item Status | Credit Analyst | Collector | Purchase Order Reference | Document ID | Bill of Lading | Contract |
|---------------|-------------|------------|-----------|-------------|----------------|-----------|--------------------------|-------------|----------------|----------|
| QUNIV | 1000000137 | QU00000159 | 0 | Open | 105 | 100 | (blank) | (blank) | (blank) | (blank) |
| QUNIV | 1000000137 | QU00000160 | 0 | Open | 105 | 100 | (blank) | (blank) | (blank) | (blank) |
| QUNIV | 1000000137 | QU00000161 | 0 | Open | 105 | 100 | (blank) | QU00000159 | (blank) | (blank) |
| QUNIV | 1000000137 | QU00000171 | 0 | Open | 105 | 100 | (blank) | QU00000161 | (blank) | (blank) |

- Item ID is the current invoice number
- Document ID identifies whether the current invoice number is associated with an original ID. Blank indicates an original invoice entered.

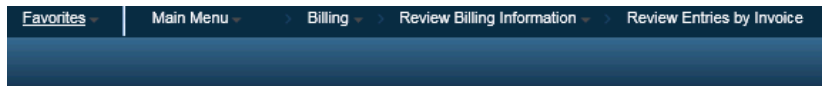
4. Accounting Entries by Invoice

Allows the user to review the accounting entries posted to the GL for specific invoices.

Navigate to:

Menu > Billing > Review Billing Information > Review Entries by Invoice

- Navigate to the 'Review Entries by Invoice' page.
- Search for the bill (invoice) that you want to view by any of the available search criteria.
- Click the 'Search' button.



Accounting Entries by Invoice

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

▼ **Search Criteria**

Business Unit =

Invoice begins with

[Basic Search](#)

