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.

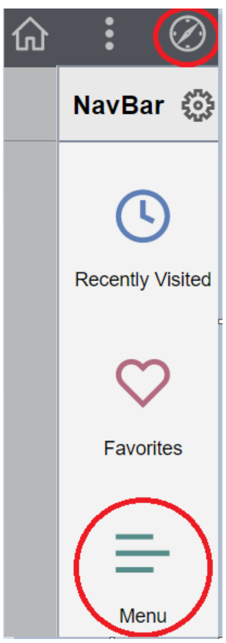
All queries, except for the payment query, are based on chartfield security which will limit what output you can view based on what security you have in PeopleSoft (PS).

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:

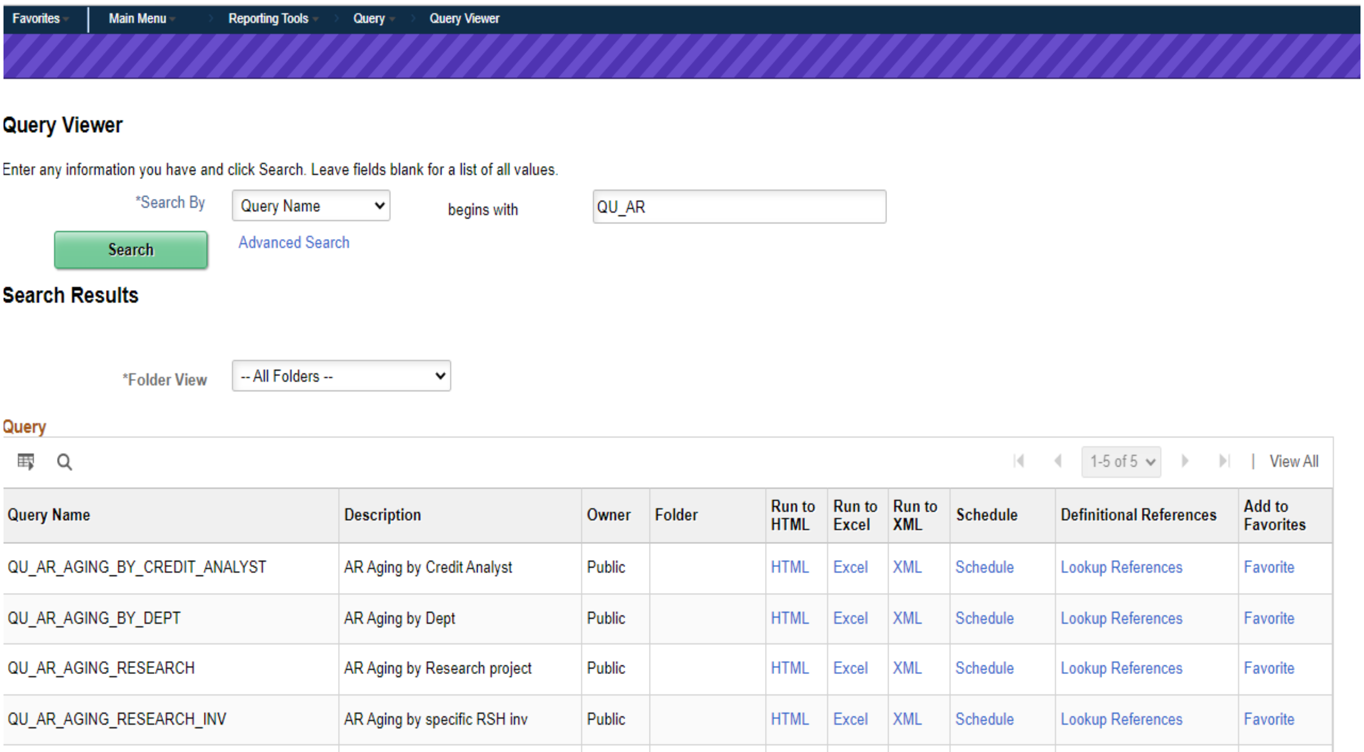
Open the NavBar and expand the Menu:



Navigate to:

Menu > Reporting Tools > Query > Query Viewer

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



Query 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**

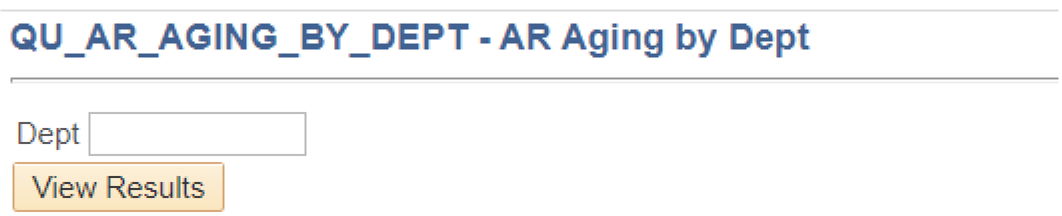
This query will provide all outstanding AR data in aging buckets related to the department entered. The query follows chartfield security and will only provide access for departments that the user has security access; if more than one department needs to be run each would need to be run separately. See 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



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
1000000077	Central Credit Control Ltd	QU00000002	IN		10/22/2021	10/23/2021	105	CAD	500.00	CAD	500.00	02	-	500.00	-	-	-	-	-	42001	AR
1000000151	D&A Group Services	QU00000004	IN		10/22/2021	10/23/2021	105	CAD	300.00	CAD	300.00	02	-	300.00	-	-	-	-	-	42001	AR
1000000151	D&A Group Services	QU00000006	IN		10/22/2021	10/23/2021	105	CAD	500.00	CAD	500.00	02	-	500.00	-	-	-	-	-	42001	AR
1000000151	D&A Group Services	QU00000008	CR		10/27/2021	10/28/2021	105	CAD	(300.00)	CAD	(300.00)	02	-	(300.00)	-	-	-	-	-	42001	AR
1000000152	UPLevel	QU00000005	IN		10/22/2021	10/23/2021	105	CAD	300.00	CAD	300.00	02	-	300.00	-	-	-	-	-	42001	AR
1000000152	UPLevel	QU00000009	CR		10/28/2021	10/29/2021	105	CAD	(300.00)	CAD	(300.00)	01	(300.00)	-	-	-	-	-	-	42001	AR
1000000152	UPLevel	QU00000010	IN		10/28/2021	10/29/2021	105	CAD	500.00	CAD	500.00	01	500.00	-	-	-	-	-	-	42001	AR
1000000153	Flywire	QU00000007	IN		10/25/2021	11/24/2021	105	CAD	500.00	CAD	500.00	01	500.00	-	-	-	-	-	-	42001	AR
1000000154	Veritas Alliance Incorporated	QU00000011	IN		10/28/2021	10/29/2021	105	CAD	500.00	CAD	500.00	01	500.00	-	-	-	-	-	-	42001	AR
1000000155	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.

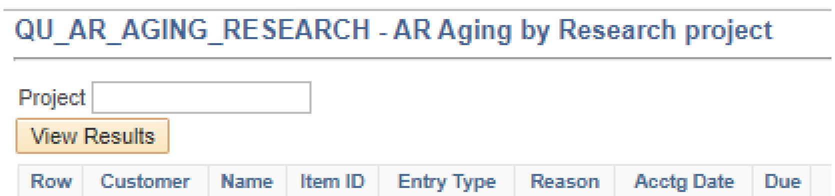
Please note: If more than one chartfield is entered in an invoice, the invoice (item ID) will appear more than once on the report. For example, if two different chartfields are entered the invoice will show twice on the report with the total outstanding for each line.

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

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



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	RA00000161	IN		9/14/2022	10/14/2022	116	CAD	25,000.00	CAD	25,000.00	02	-	25,000.00	-	-	-	-	-	AR	30000	120200	13401	369842		
1000000143	REDACTED	RA00000038	IN		3/31/2022	4/30/2022	114	CAD	22,000.00	CAD	22,000.00	05	-	-	-	-	22,000.00	-	-	AR	30000	120200	13401	360023		
1000000214	REDACTED	RA00000183	IN		10/5/2022	11/4/2022	127	CAD	4,500.00	CAD	4,500.00	01	4,500.00	-	-	-	-	-	-	AR	30000	120200	13401	395183		
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		
1000000275	REDACTED	RA00000155	IN		9/8/2022	10/8/2022	118	CAD	0.01	CAD	0.01	02	-	0.01	-	-	-	-	-	AR	30000	120200	13401	361809		
1000000324	REDACTED	RA00000143	IN		8/1/2022	8/31/2022	118	CAD	5,000.00	CAD	5,000.00	03	-	-	5,000.00	-	-	-	-	AR	30000	120200	13401	323493		
1000000324	REDACTED	RA00000181	CR		9/30/2022	10/30/2022	118	CAD	(5,000.00)	CAD	(5,000.00)	01	(5,000.00)	-	-	-	-	-	-	AR	30000	120200	13401	323493		
1000000324	REDACTED	RA00000188	IN		10/11/2022	11/10/2022	118	CAD	10,000.00	CAD	10,000.00	01	10,000.00	-	-	-	-	-	-	AR	30000	120200	13401	323493		

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

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
100000275	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.

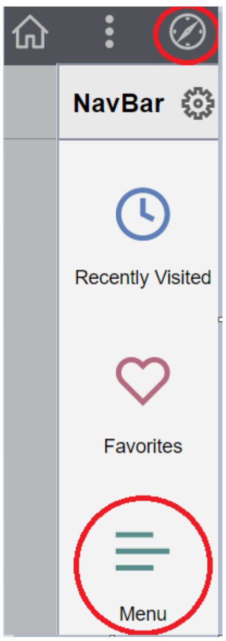
Please note: If more than one chartfield is entered in an invoice, the invoice (item ID) will appear more than once on the report. For example, if two different chartfields are entered the invoice will show twice on the report with the total outstanding for each line.

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:

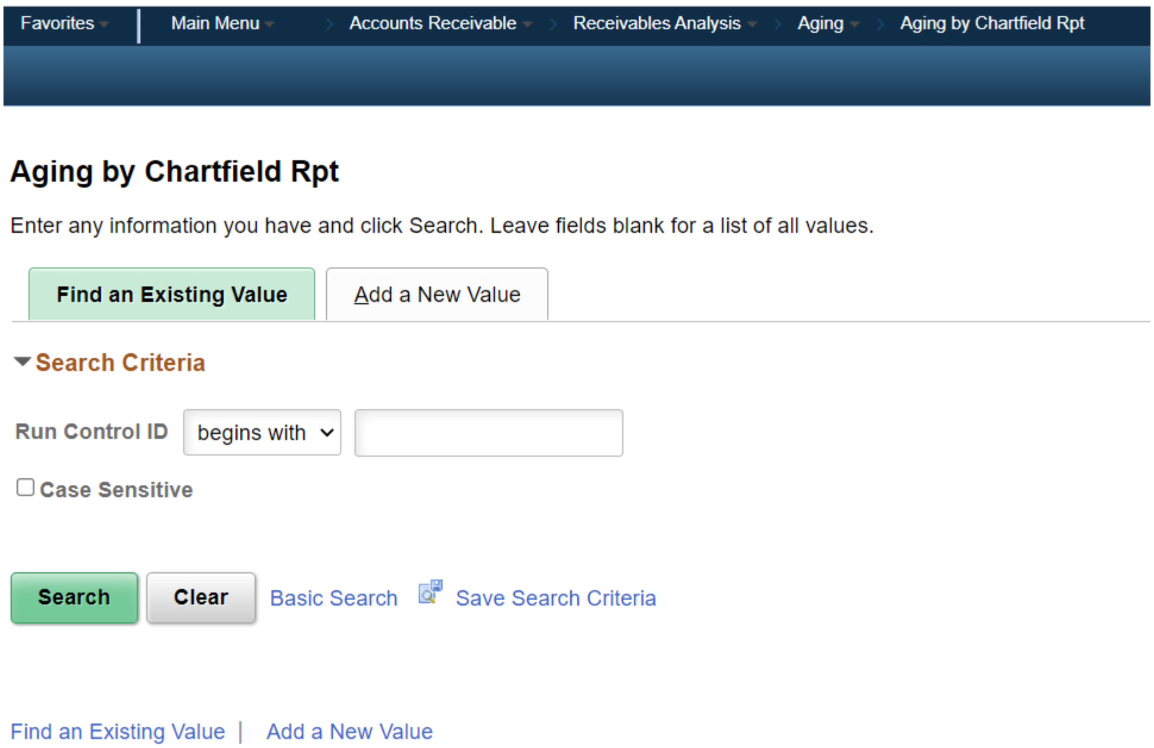
Open the NavBar and expand the Menu:



Navigate to:

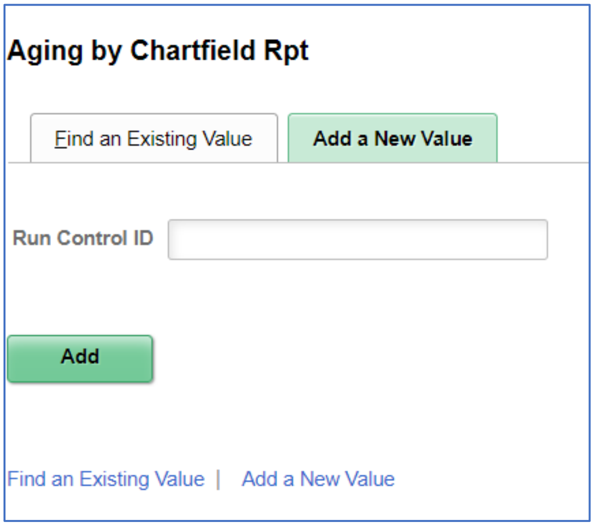
Menu > Accounts Receivable > Receivable Analysis > Aging > Aging by Chartfield Rpt

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.



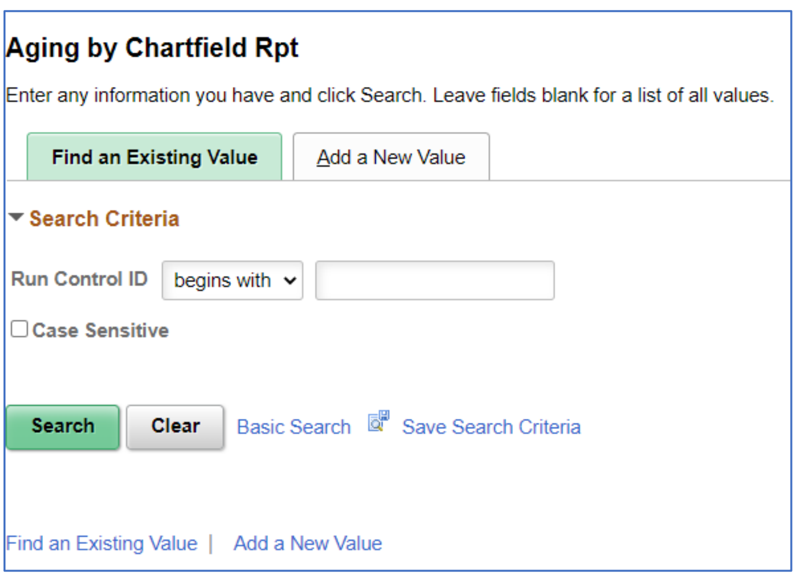
Adding a New Value

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

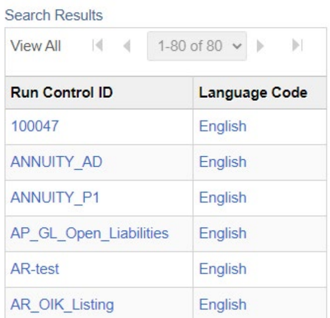


Using an existing report:

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



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

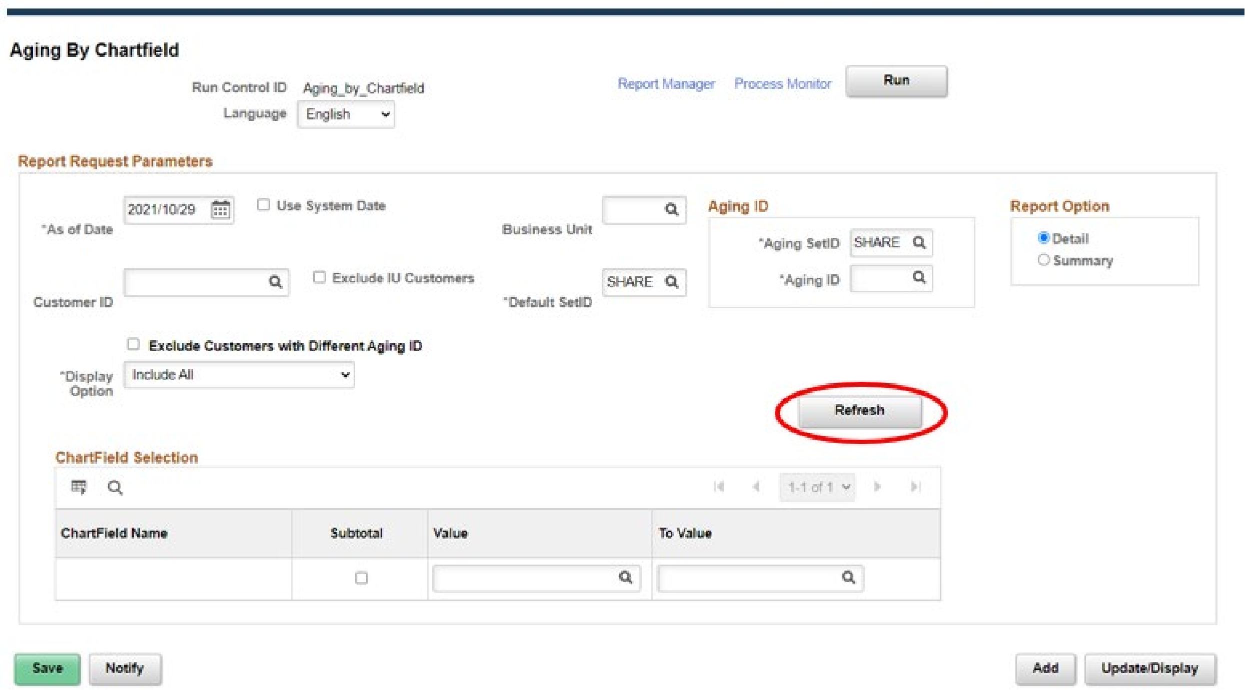


Search Results

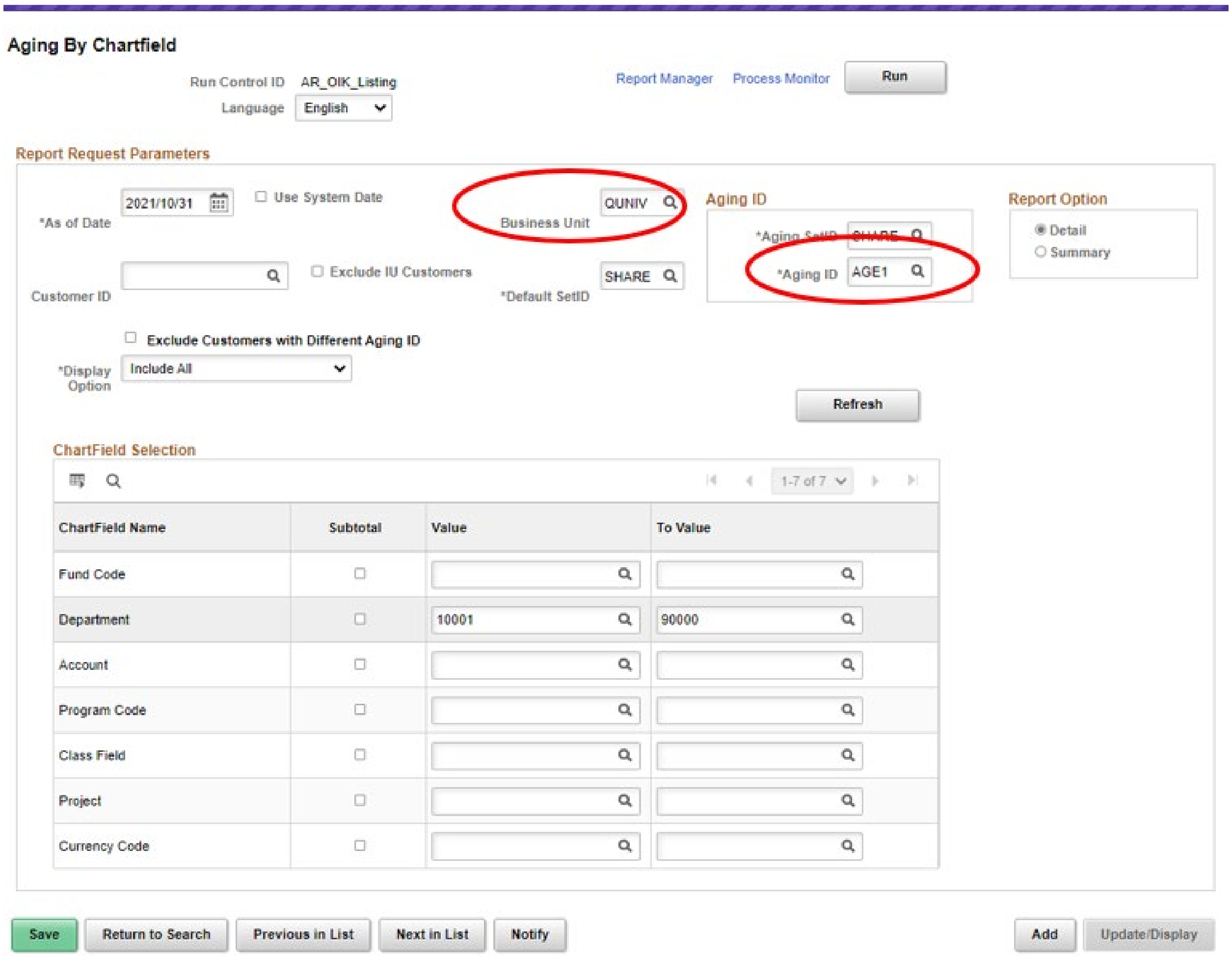
View All 1-80 of 80

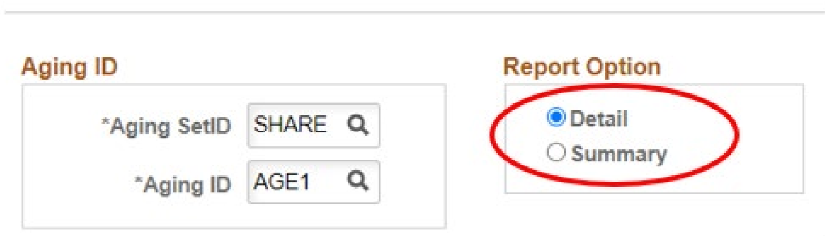
Run Control ID	Language Code
100047	English
ANNUITY_AD	English
ANNUITY_P1	English
AP_GL_Open_Liabilities	English
AR-test	English
AR_OIK_Listing	English

- Click the ‘Refresh’ button



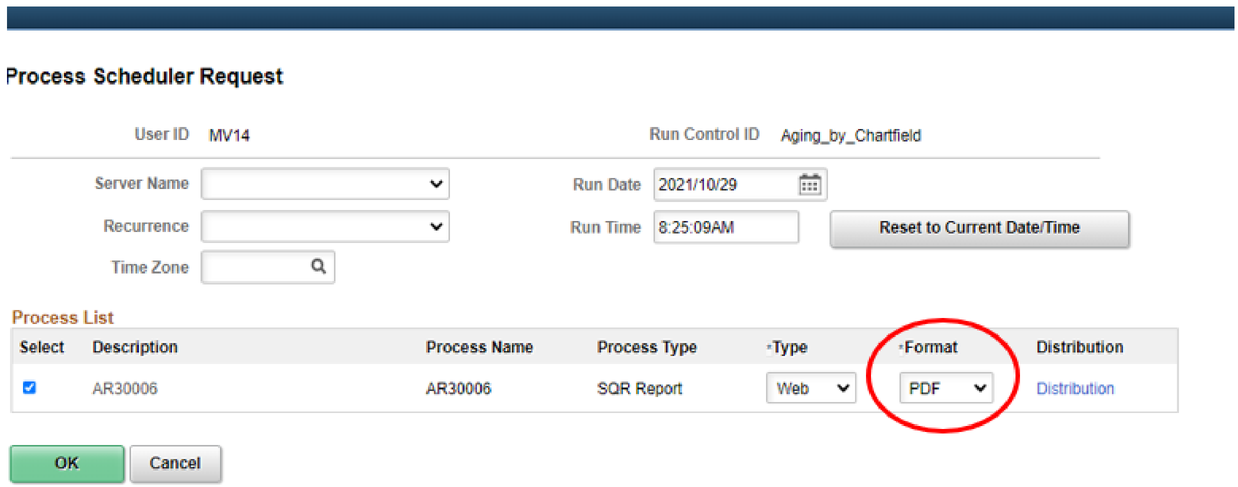
- Enter the parameters, for example if you want to run by all departments and projects that you have access to, enter those parameters.
  - Items to include:
    - Business Unit = QUNIV (only option)
    - ‘Aging ID’ – using the magnifying glass enter ‘AGE 1’ (only option)
  - You also have the option 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

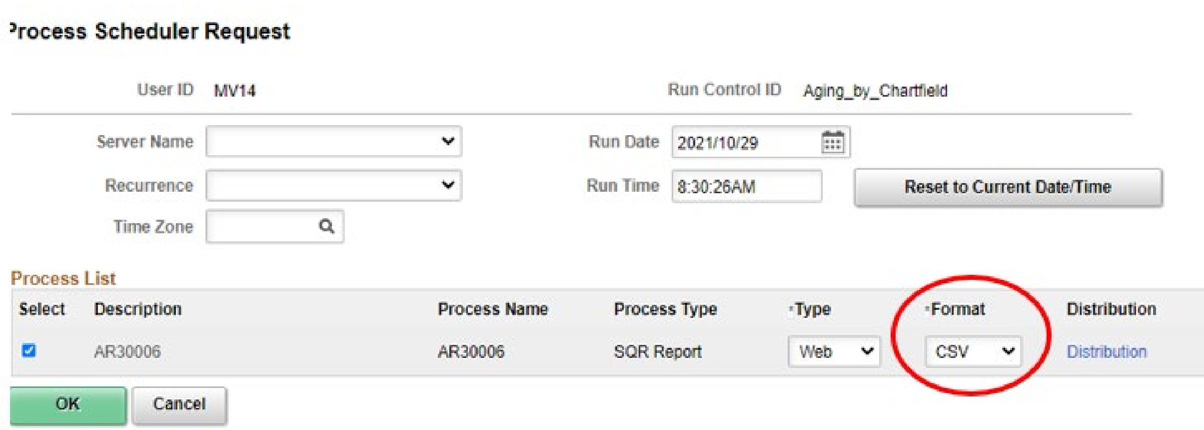




- Click the ‘Run’ button

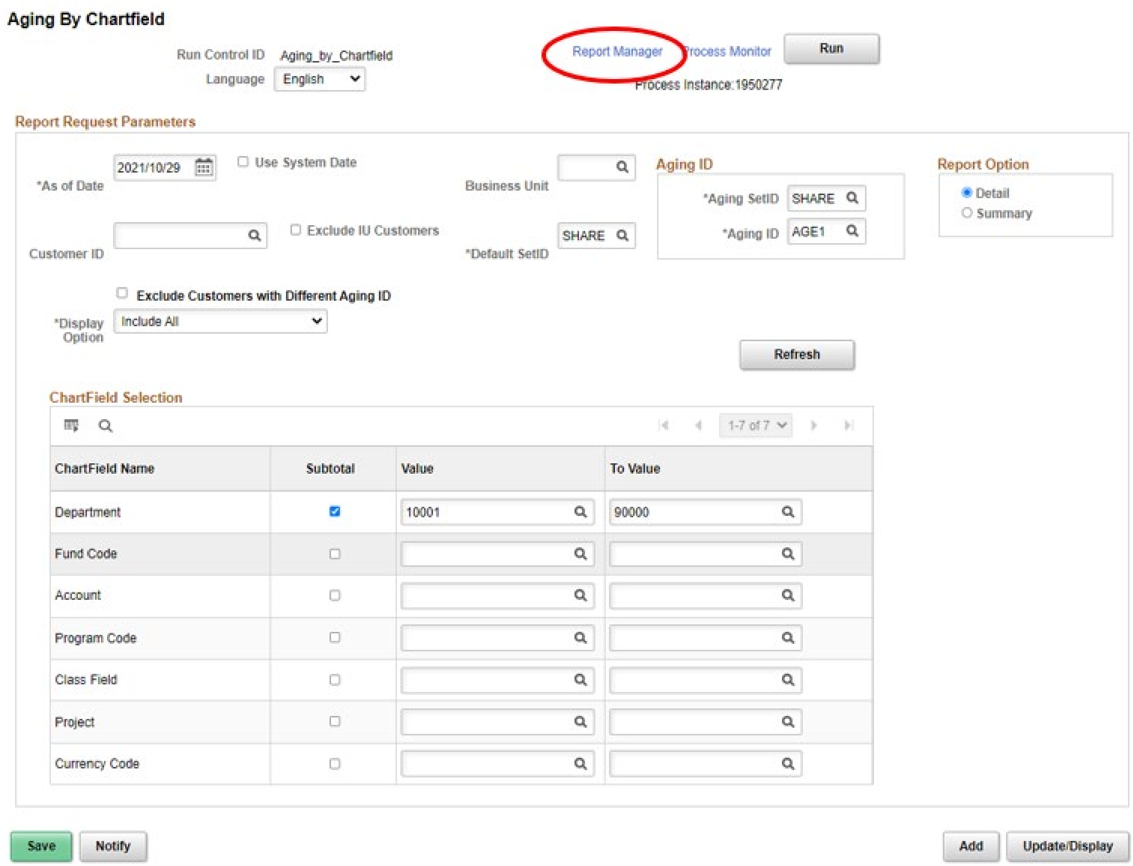
- Select format that you want the report to be run:
  - The default is to be run in PDF format (shown above)
  - If you want to run in excel, click the down arrow under ‘Format’ and select CSV, the closest to excel that we have available (shown below)



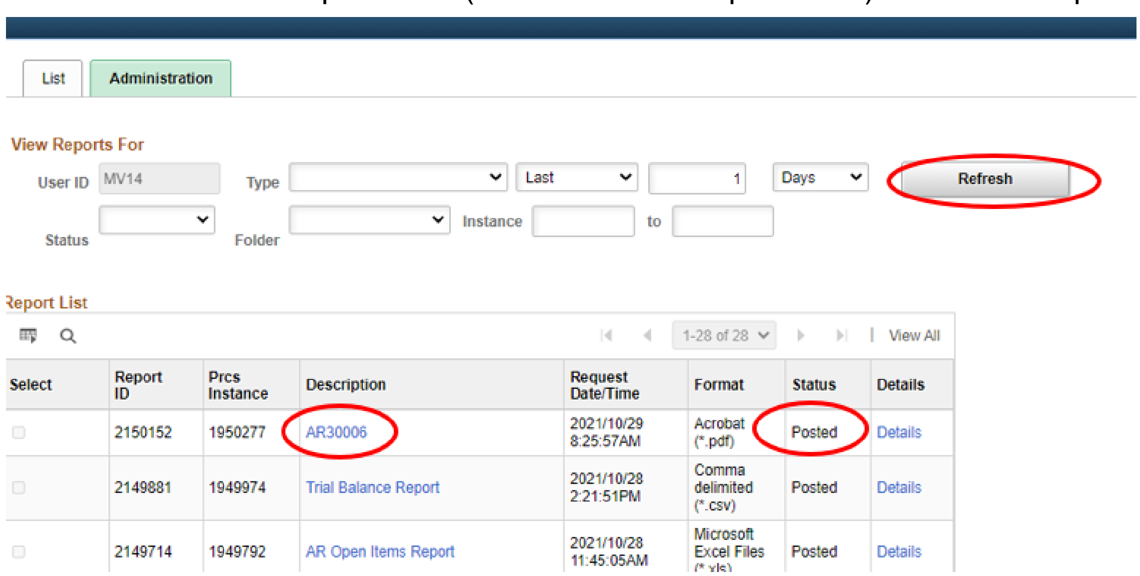


- Click ‘OK’ button

- Click blue ‘Report Manager’ link



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



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	1000000077	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	1000000084	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	1000000112	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	1000000151	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								
Report ID:	AR30006	AGING BY CHARTFIELD	Page No.	1					
Aging ID:	SHARE/AGE1	31-OCT-2021	Run Date	11/2/2021					
Chartfield Parameters	DEPTID = 10001-90000	Run Time	14:51:54						
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	1000000077	Customer Name	Central Credit Control Ltd						
				Total	Central Credit Control Ltd	500.00		500.00	
Customer ID	1000000084	Customer Name	Credit Bureau of Canada Collec						
				Total	Credit Bureau of Canada Collec	750.00		750.00	
Customer ID	1000000112	Customer Name	MJR Capital Services Inc						
				Total	MJR Capital Services Inc	300.00		300.00	
Customer ID	1000000151	Customer Name	D&A Group Services						
				Total	D&A Group Services	500.00		500.00	

Payment Reports and Queries

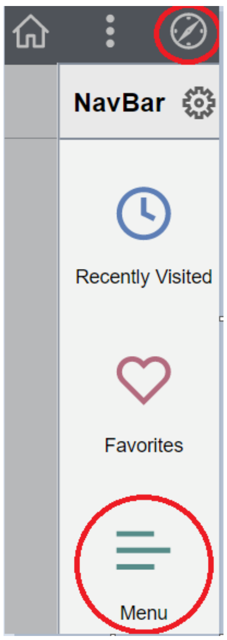
1. PS Query: QU_AR_PAYMENT
2. Report: Payment History by Customer

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:

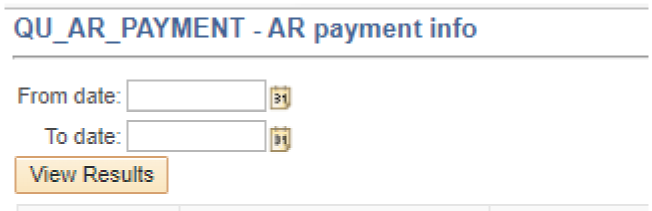
Menu > Reporting Tools > Query > Query Viewer

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



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

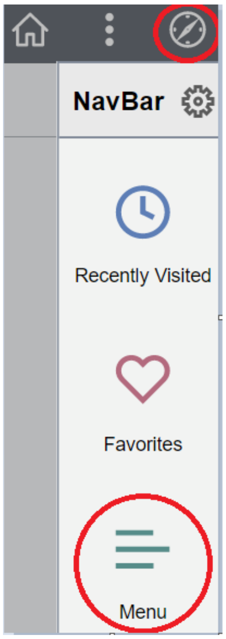
The report shows the invoice number (Ref Value), deposit ID, payment ID – both entered by the bank team at time of payment, the customer’s number, name, amount paid, status of payment, pay method, and the entered, accounting and posted dates (all the same based on the date payment posted by the bank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

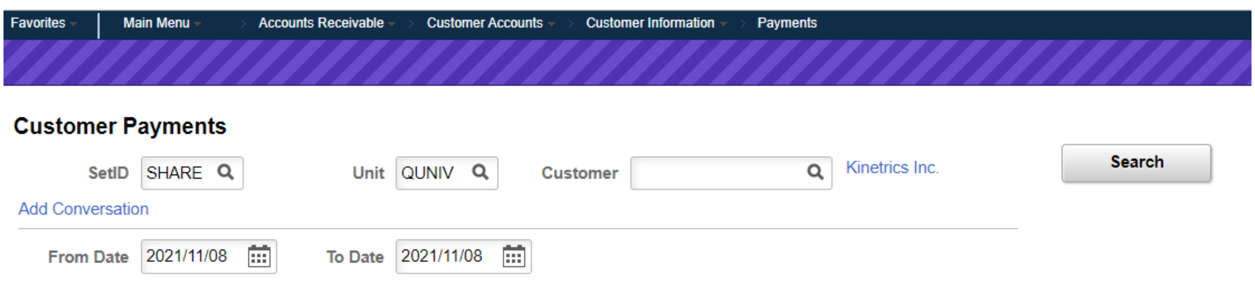
This report allows the user to run a query to show payments received from a specific customer.

Open the NavBar and expand the Menu:



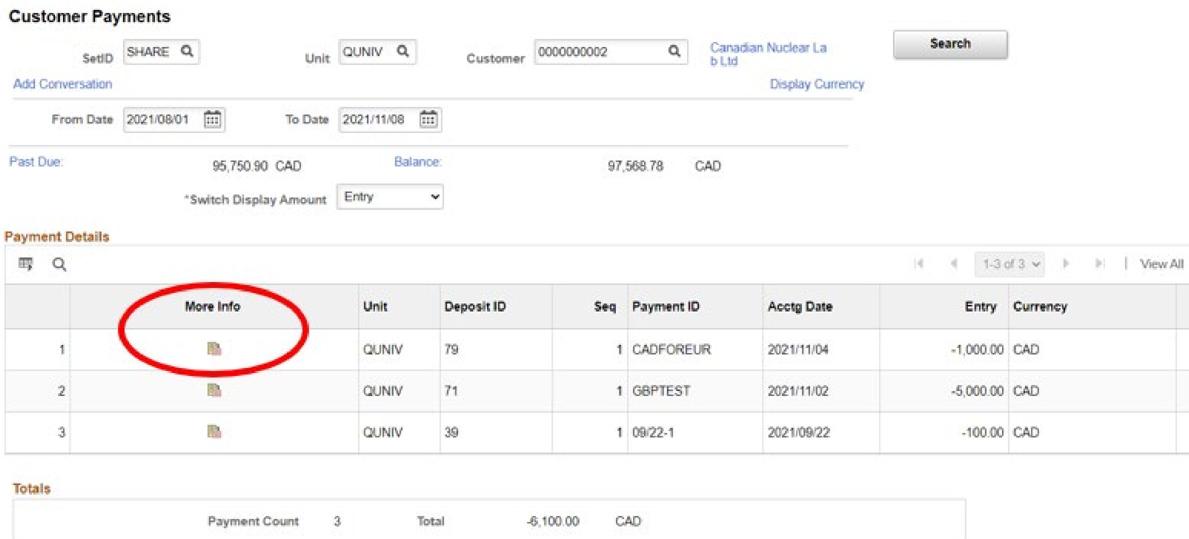
Navigate to:

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



- 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 0000000002 | Canadian Nuclear Lab Ltd | Search

Add Conversation | Display Currency

From Date 2021/08/01 | To Date 2021/11/08

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

*Switch Display Amount: Entry

Payment Details

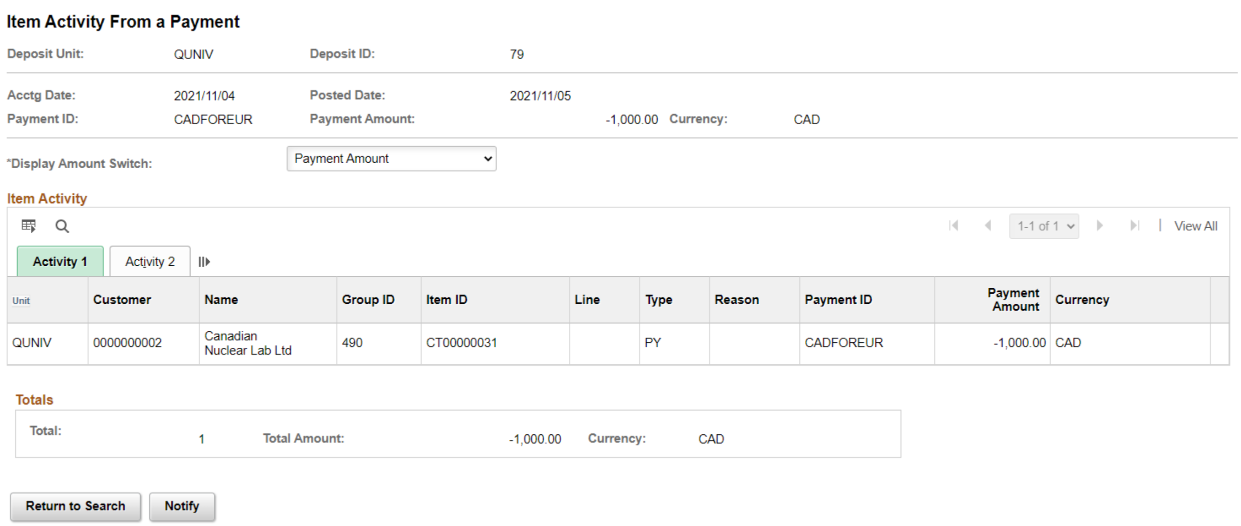
1-3 of 3 | View All

	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

1-1 of 1 | View All

Activity 1 | Activity 2

Unit	Customer	Name	Group ID	Item ID	Line	Type	Reason	Payment ID	Payment Amount	Currency
QUNIV	0000000002	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

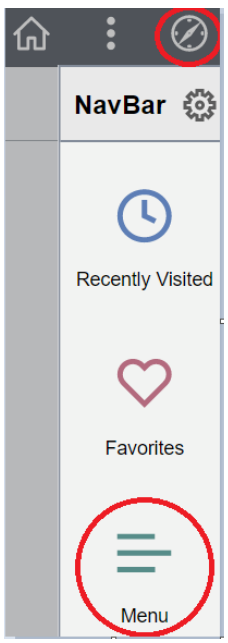
1. PS Query: AR Billing Details by Department

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.

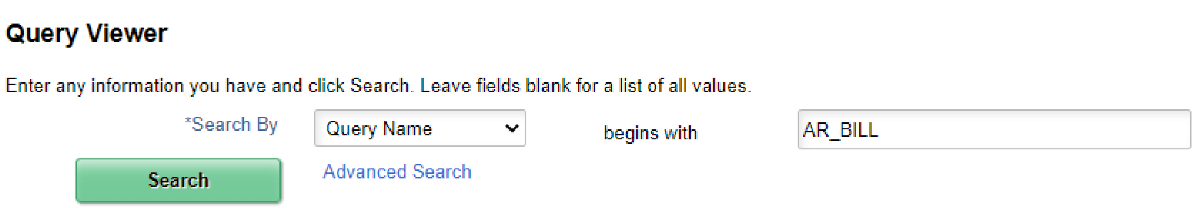
Navigate to Query Viewer:

Open the NavBar and expand the Menu:



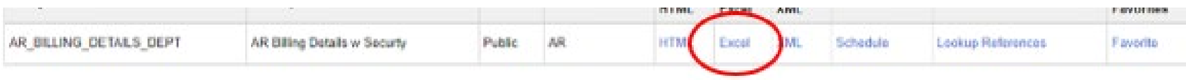
To search for this query enter the following in the ‘begins with’ field: AR_BILLING

Click the ‘Search’ button



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

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 chartfiled entered, the user ID and accounting date.

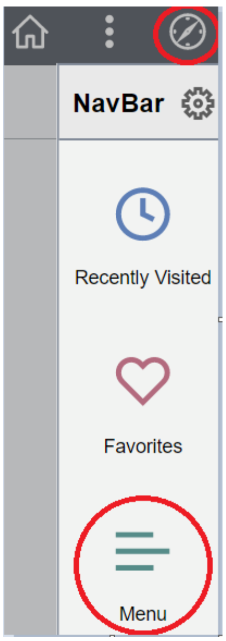
In the example above you can see the first invoice has 3 lines entered. The line description and revenue chartfield for each is displayed.

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

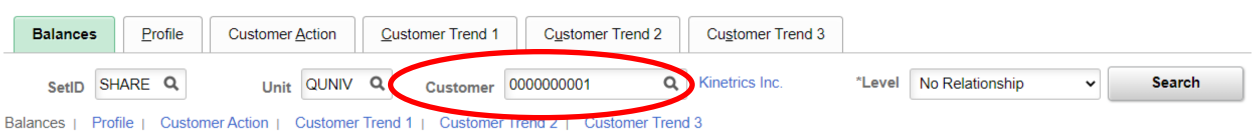
1. **Customer Account Overview**
   This inquiry provides you with many tabs and links to view balances owing and to which aging category they belong. Clicking the blue ‘Balance’ link will provide you with details for all items entered for this customer. Clicking on a specific item provides details of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

Open the NavBar and expand the Menu:

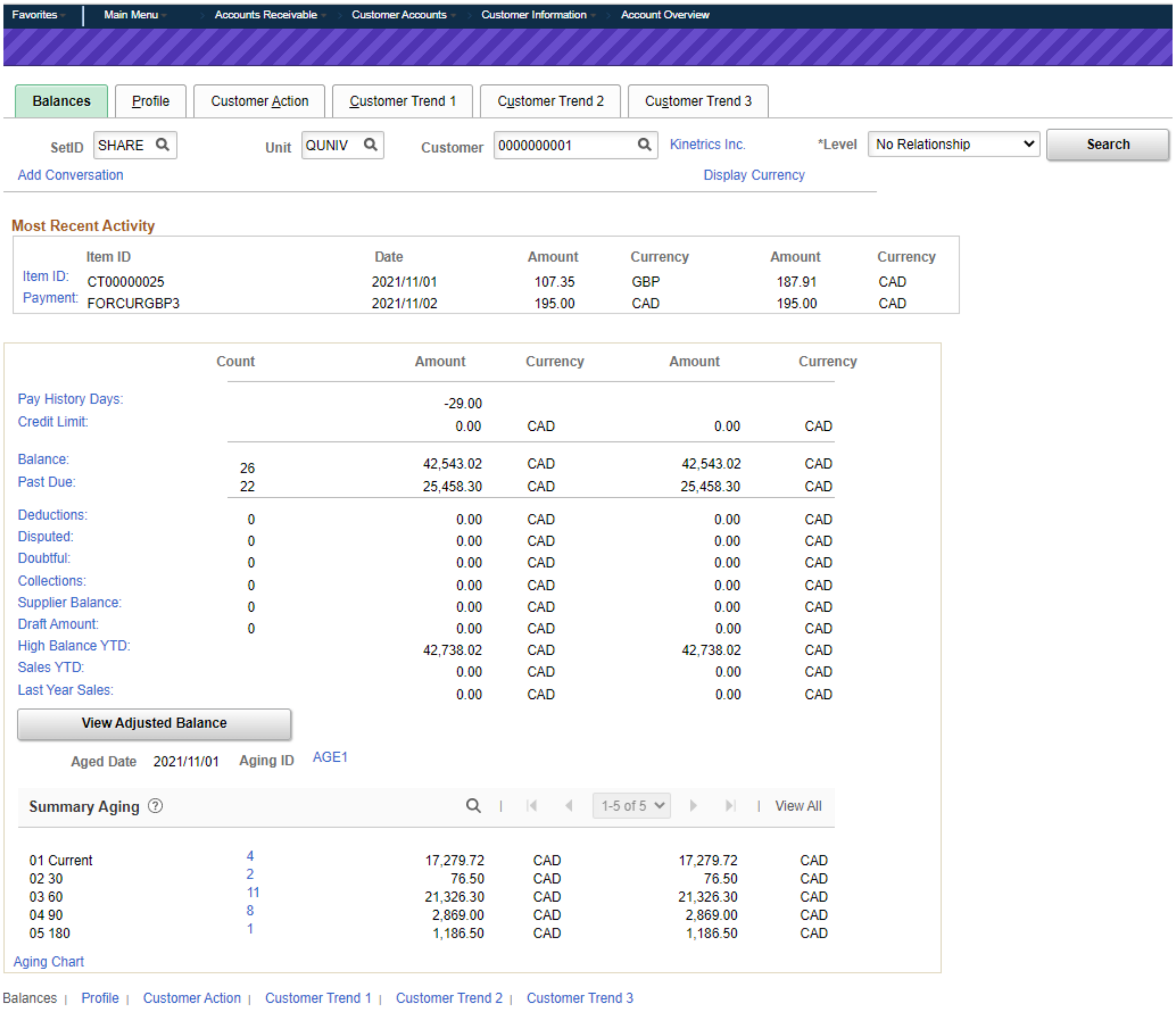


Navigate to:

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



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



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

Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

SetID SHARE   Unit QUNIV   Customer 0000000001 Kinetrics Inc.   *Level No Relationship   Search

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

View Adjusted Balance

Aged Date 2021/11/01   Aging ID AGE1

Summary Aging   1-5 of 5   View All

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

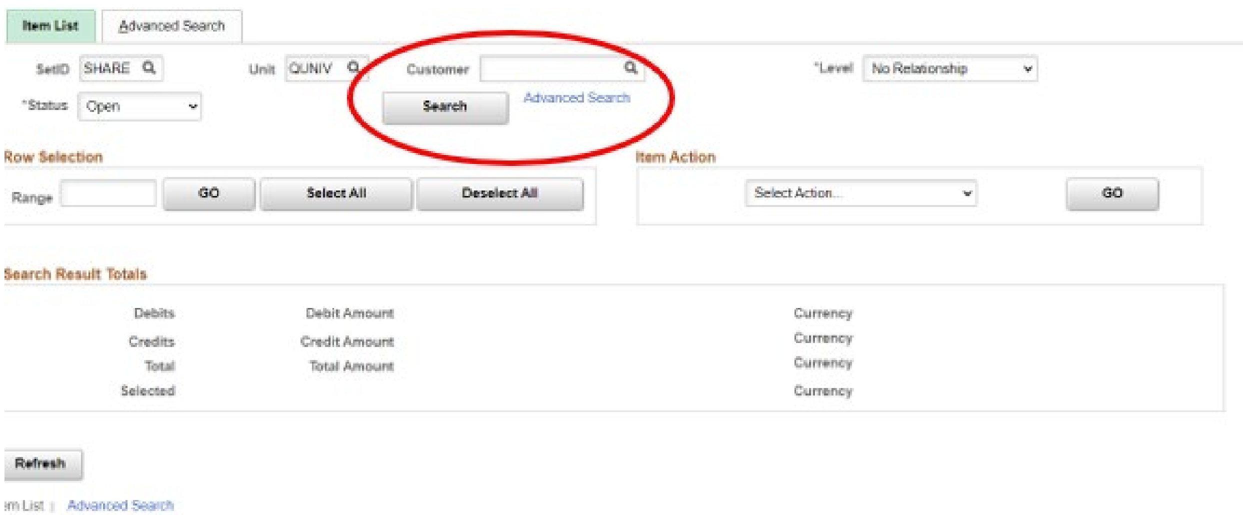
Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

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:

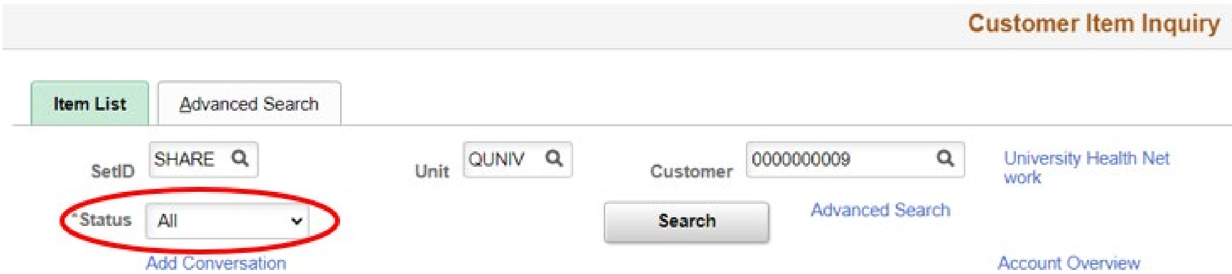
Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

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

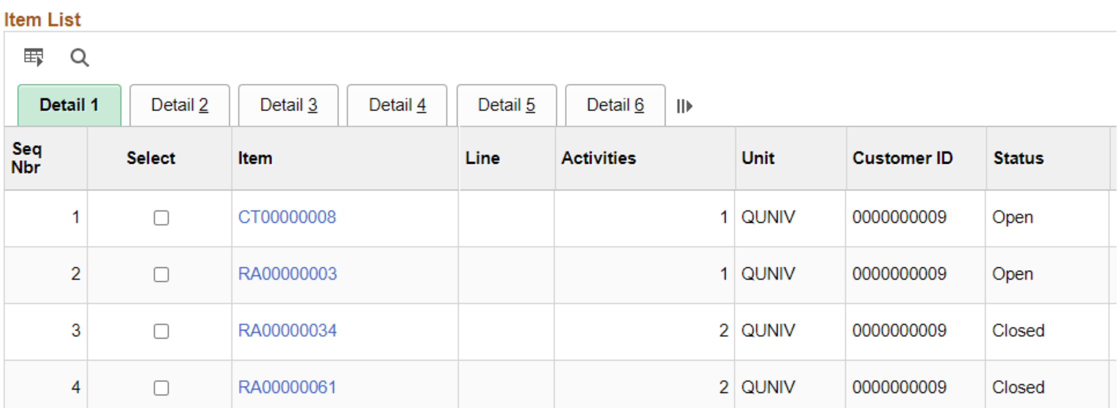


a. To view all items related to a customer:

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



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



Item List

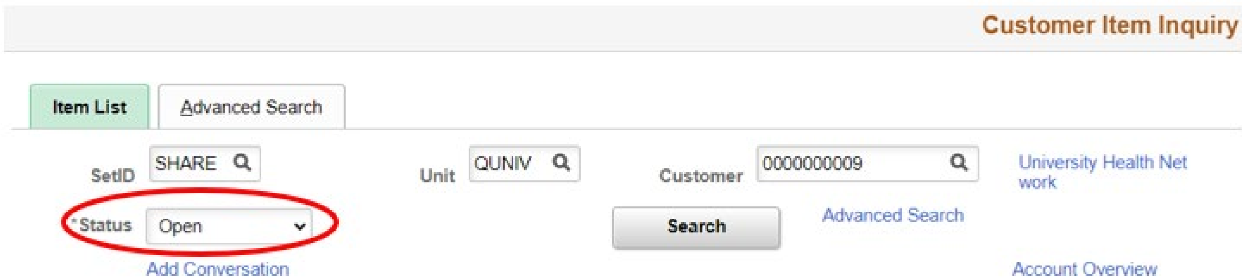
Detail 1 | Detail 2 | Detail 3 | Detail 4 | Detail 5 | Detail 6

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status
1	☐	CT00000008		1	QUNIV	0000000009	Open
2	☐	RA00000003		1	QUNIV	0000000009	Open
3	☐	RA00000034		2	QUNIV	0000000009	Closed
4	☐	RA00000061		2	QUNIV	0000000009	Closed

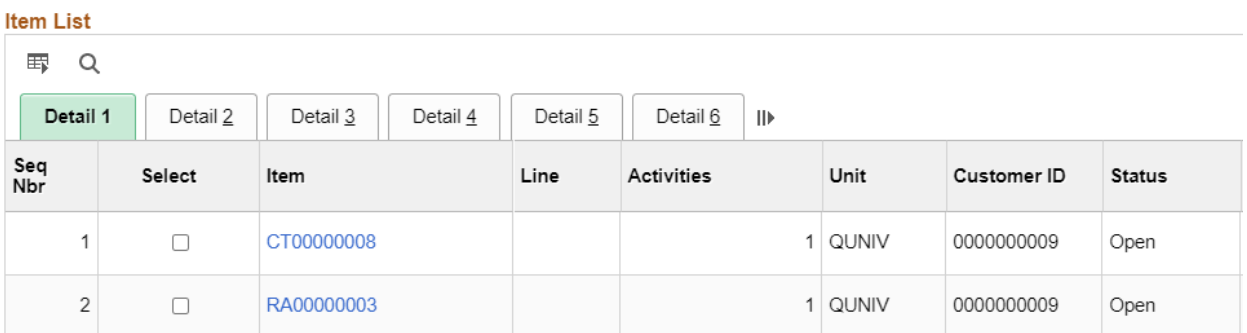
- Click on any of the blue links to view further details on each individual item (takes you to the Item Maintenance page)

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



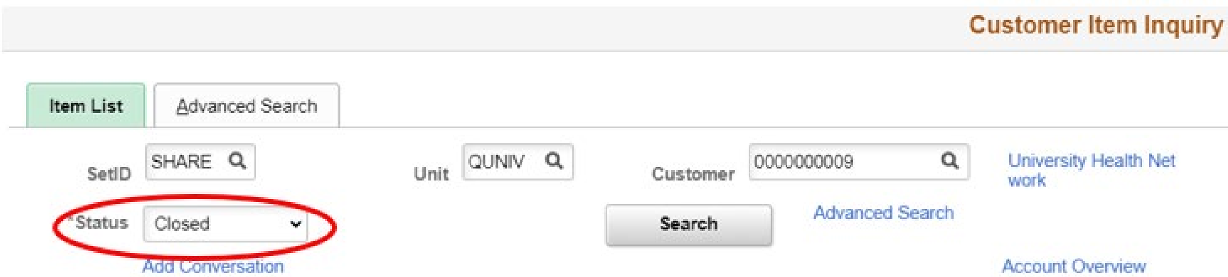
Example shown below – bottom half of Customer Item Inquiry screen shown:



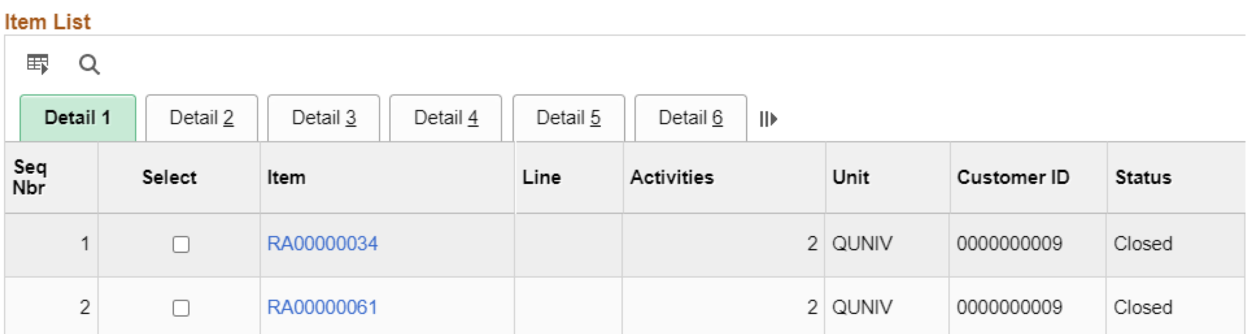
Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status
1	☐	CT00000008		1	QUNIV	0000000009	Open
2	☐	RA00000003		1	QUNIV	0000000009	Open

- 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



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



Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status
1	☐	RA00000034		2	QUNIV	0000000009	Closed
2	☐	RA00000061		2	QUNIV	0000000009	Closed

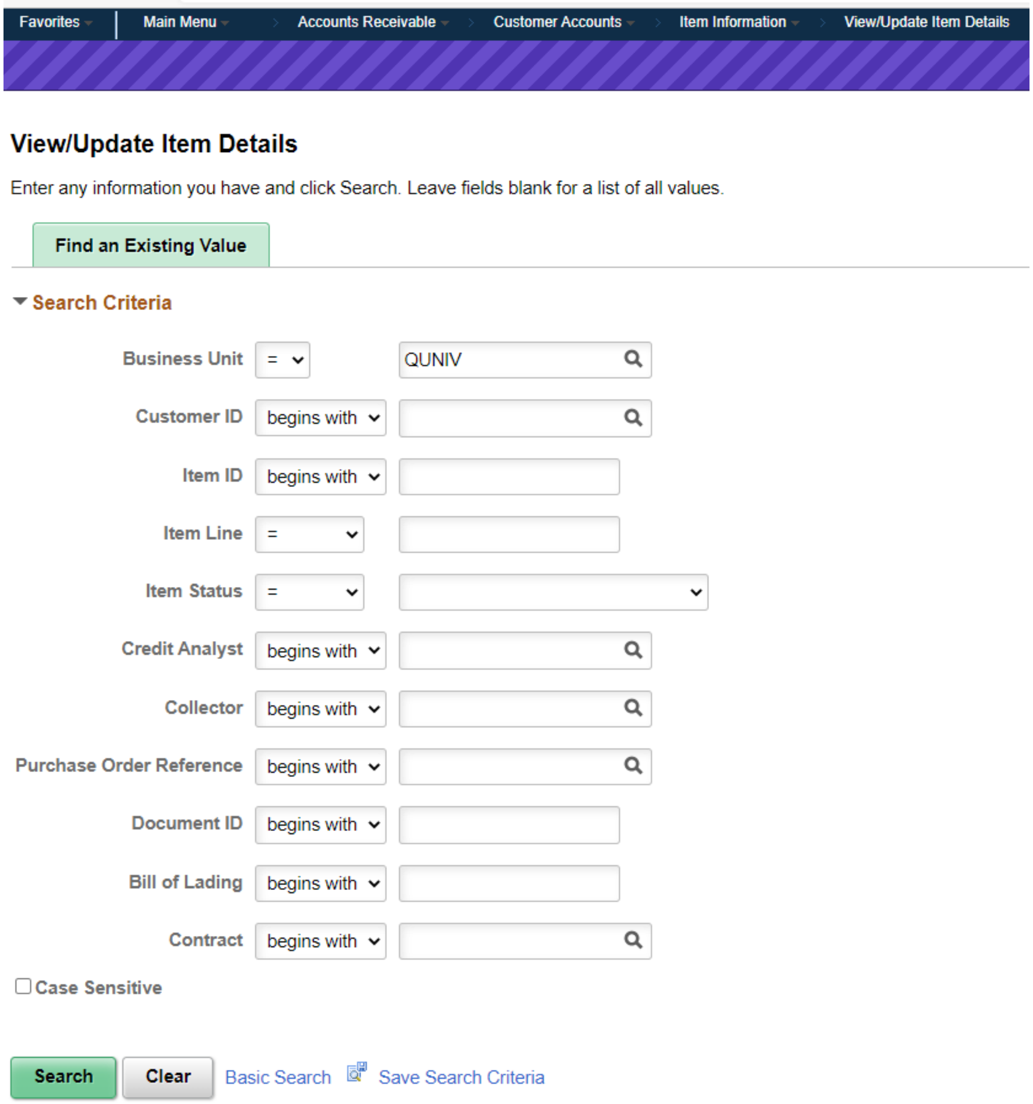
- Click on any of the blue links to view further details on each individual item (takes you to the Item Maintenance page)

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



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)

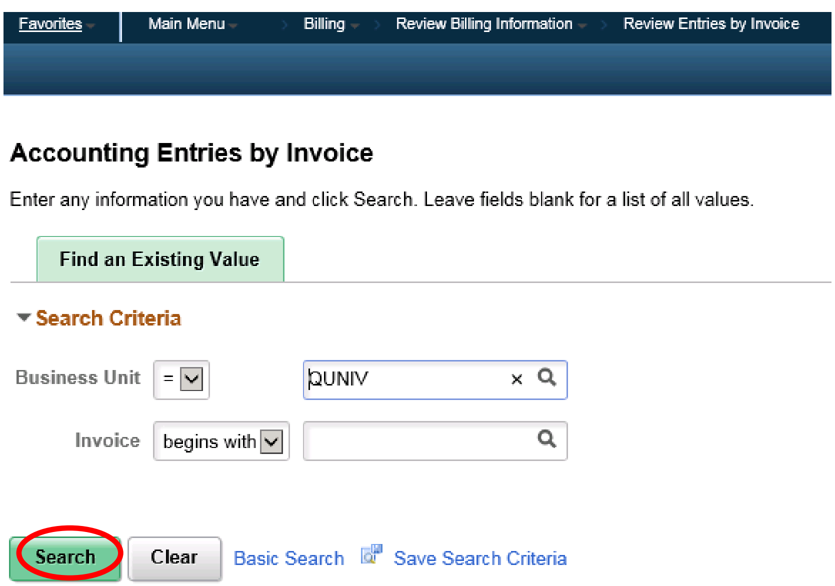
- Item ID is the current invoice number
- Document ID identifies whether the current invoice number is associated with an original ID. Blank indicates an original invoice entered.

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.



Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice

Review Entries by Invoice

Unit QUNIV Bill To 1000000008 Invoice Amt 2,260.00 CAD

Invoice RA00000032 Kinetrics Inc.

Accounting Entries

1-3 of 3 | View All

Acctg Information | Transaction Amounts | Discounts/Surcharge | Journal Information | Reference Information

GL Unit	Acctg Date	Type	Fund	Dept	Account	Program	Class	Project	Fund Affil	Analysis Type	Stat
QUNIV	2021/06/24	Accounts Receivable	10000	42001	120200						
QUNIV	2021/06/24	Recognized Revenue	10000	42001	100003						
QUNIV	2021/06/24	VAT Tax	10000	42001	210080						

Total Debits 2,260.00 CAD Total Credits -2,260.00 CAD

Return to Search | Previous in List | Next in List | Notify