
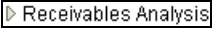








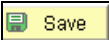
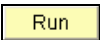






UMB AR Aging Report (05/17/10)

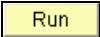
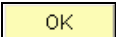
1.	<p>Click the Accounts Receivable link.</p> 
2.	<p>Click the Receivables Analysis link.</p> 
3.	<p>Click the Aging link.</p> 
4.	<p>Click the UMB AR Aging Report link.</p> 
5.	<p>A Run Control ID is required to run a report in eUMB Financials. The system uses Run Control IDs to track your report request through all stages of its creation. The following statements are true in eUMB Financials:</p> <ul style="list-style-type: none"> - Run Control IDs can be used to run any departmental user report within eUMB Financials. - They can be re-used. You do not need to create a new Run Control ID each time you run a report. You may wish to create Run Control IDs for different formats for the UMB AR Aging Report. - A Run Control ID manages one report request at a time. - To run more than one report at the same time, create more than one Run Control ID. - Run Control IDs cannot be deleted.
6.	<p>If you haven't set up any Run Control IDs in eUMB Financials, you will need to Add a New Value.</p> <p>(Otherwise, click the Search button on Find an Existing Value tab, then select from the list that's returned.)</p> <p>Click the Add a New Value tab.</p> 
7.	<p>Run Control ID names...</p> <ul style="list-style-type: none"> - can contain uppercase, lowercase or mixed characters - cannot contain spaces or special characters such as '?' or '@' - can include an underscore (_) or a dash (-)



8.	<p>Name your Run Control ID.</p> <p>Enter the desired information into the Run Control ID field. Enter a valid value e.g. "AR_AgingReport".</p>
9.	<p>Click the Add button.</p> 
10.	<p>To give yourself more viewing space, you may wish to hide the Menu using the Collapse button just above the Search box.</p> <p>Click the Menu Collapse button.</p> 
11.	<p>The UMB AR Aging Report introduces several new features. To retrieve meaningful data you need to understand the setup options available to you.</p> <p>CAUTION! Because this report can answer a wide variety of questions, you need to clearly understand what you are asking for and select report options that will deliver the data you need.</p>
12.	<p>Default As of Date = today's date. If you wish to run the report AS OF a specific date, key in the date or use the Choose a Date button.</p> <p>Generally you will use the defaulted date in order to retrieve the most current information.</p> <p>Click the *As of Date field to continue.</p> 
13.	<p>To run a report for a specific category of Projects, enter or lookup a value from the Current Funds Restricted PCBU tree.</p> <p>The PCBU segregates grants by funding source (Federal, State or Non-governmental) and by funding method (Standard or Deliverable grants).</p> <p>TIP: You must also enter at least one Owner Department in the Chartfield Selection section.</p> <p>Click in the PCBU field to continue.</p> 
14.	<p>To retrieve a report that includes all receivables related to a certain Sponsor, enter or lookup the Sponsor's ID.</p> <p>You will also need to enter your Owner Dept ID(s) in the Chartfield Selection section.</p> <p>Click in the Sponsor ID field to continue.</p> 


<p>15.</p>	<p>To retrieve a report including all receivables for all Projects related to a certain Award, enter or lookup the Award number.</p> <p>Click in the Award field to continue.</p> <div style="border: 1px solid black; width: 150px; height: 15px; margin-left: 20px;"></div>
<p>16.</p>	<p>The default option is Detail. Report Option controls whether the report displays A/R items (invoice number and date) or not:</p> <ul style="list-style-type: none"> - Detail: displays each of the A/R items that make up the total/subtotal for the selected chartfields - Summary: displays only the total/subtotals for the selected chartfields <p>Click anywhere in the Report Option area to continue.</p>
<p>17.</p>	<p>Zero balances will not be included unless you turn on that option. To include zero balances on your report, click the checkbox.</p> <p>A zero balance represents an A/R Item that has been billed and collected.</p> <ul style="list-style-type: none"> - To see only the outstanding A/R Items, do not include zero balances. - To see all receivables - both collected and uncollected - do include zero balances. <p>Click the Include Zero Balance? option to continue.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="checkbox"/> Include Zero Balance? </div>
<p>18.</p>	<p>For the FIRST SETUP on a new Run Control ID, click the Refresh button to display Chartfield Selections.</p> <p>When recycling a Run Control ID, use the Refresh button to clear existing Chartfield Selection values. The button name changes to Restore which can be used to return to the previous setup until you save or run the report.</p> <p>TIP: Read Chartfield Names before clicking or entering. Using the Refresh button after you have already run a report may change the order of the Chartfield Selection options.</p> <p>Click the Refresh button to continue.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;"> Refresh </div>

<p>19.</p>	<p>Clicking a Subtotal creates and orders subtotals on the report. The order in which you select Subtotals matters!</p> <p>The report requires that you select at least 1 - but no more than 2 - chartfields in the Subtotal column.</p> <p>Select the broadest Subtotal chartfield first. (Ex: To subtotal all Projects within a specific Fund, select Fund - the broadest chartfield - first, then select Project.)</p> <p>Click any Subtotal option to continue.</p>
<p>20.</p>	<p>Use (From) Value to specify one or the first of a sequential range of Projects, Owner Dept IDs or Funds.</p> <p>CAUTION: You must specify at least one Value (unless you are running for an Award) or your results will be for the entire campus .</p> <p>NOTE: Departmental users will not run by Account.</p> <p>Click any Value field to continue.</p>
<p>21.</p>	<p>A To Value is required if a Value is entered. Pressing the Tab key auto-populates the entered Value in the To Value field. If desired, key in a different value.</p> <p>IMPORTANT: You must specify at least one To Value.</p> <p>(Departmental users will not run by Account.)</p> <p>Click anywhere in the To Value field to continue.</p>
<p>22.</p>	<p>The Save button retains the selected setup options to the Run Control ID without running the report.</p> <p>Click the Save button to continue.</p> 
<p>23.</p>	<p>Most departmental users will find minimal value in the other buttons on this page.</p> <p>We recommend that you don't use the buttons to the right of the Save button when running this report.</p>
<p>24.</p>	<p>The Run button saves setup options to the Run Control ID and begins the report submission process.</p> <p>Click the Run button to continue.</p> 

25.	<p>The UMB AR Aging Report can be set up to answer a variety of questions. We'll examine 3 setup options and their results at the end of this topic.</p> <p>First, let's run through the steps required to setup, run and view the UMB AR Aging Report.</p>
26.	<p>Let's setup and run the following report:</p> <p>A Department Administrator wants to retrieve & display the uncollected accounts receivable (A/R) balances for each Project in Owner Department 12302100. The Administrator wants the report to include separate totals for Standard Grants and Deliverable-based Grants. The report should display balances as of the current date.</p> <p>By default, the As of Date displays the current date, so no change is required.</p> <p>We don't need to retrieve item-level detail on this report, so select Report Option = Summary.</p> <p>Click the Summary option.</p> 
27.	<p>This Run Control ID has not been used before, so we must display the Chartfield Selection options by clicking the Refresh button.</p> <p>Click the Refresh button.</p> 
28.	<p>Next, set the order of the subtotals - broadest group first, followed by smaller groups.</p> <p>Selecting Fund first will create subtotals for Standard and Deliverable-based grants & contracts.</p> <p>TIP: Order matters here! Click in order.</p> <p>Click the Subtotal option on the Fund row.</p> 
29.	<p>Selecting Project second will create Project totals within each Fund.</p> <p>Click the Subtotal option on the Project row.</p> 
30.	<p>Finally, specify the Owner Department ID to return results for your department(s) only.</p> <p>Enter the desired information into the Value field. Enter a valid value e.g. "12302100".</p>
31.	<p>Tabbing away from the Value field automatically populates the To Value field.</p> <p>Press [Tab].</p>

<p>32.</p>	<p>If you wish to view data for specific Projects, Owner Departments, Funds or Accounts, you must enter a value(s) in the Value and To Value fields.</p> <p>CAUTION: Except when an Award is specified, leaving Value/To Value fields blank will return results that include most or all of the campus.</p> <p>Departmental users will not need to use Account options.</p>
<p>33.</p>	<p>TIP: Your report setup is saved to the Run Control ID when you click the Run button.</p> <p>If you wish to save your setup but are not ready to submit your report request, click Save instead.</p> <p>Click the Run button.</p> 
<p>34.</p>	<p>Review the Process List on the Process Scheduler Request page:</p> <ul style="list-style-type: none"> - a check should appear in the Select checkbox - the name of the report should appear under Description - Type and Format should remain 'Web' and 'PDF' - all other settings should remain unchanged <p>Click the OK button.</p> 
<p>35.</p>	<p>Note that a Process Instance number now appears beneath the Run button. This is your indication that you have successfully submitted your report.</p> <p>You may wish to make note of the Process Instance number. You will use the Process Instance number later to locate the report you want to view.</p>
<p>36.</p>	<p>You can follow either of two options to view your report: Report Manager or Process Monitor. Both options provide the ability to...</p> <ul style="list-style-type: none"> - monitor report progress/status - view report results - email report results - print report results - save a copy of report results <p>The main differences for departmental users are: Report Manager provides easy navigation to view your report, but it requires using a Favorite or navigating the Menu to return to the report setup page to run another variation of the report.</p> <p>Process Monitor requires a few more steps to view your report, but it links back to the report setup page to run another variation of the report. In addition, Process Monitor allows you to view steps during the report creation process.</p>

37.	<p>In this example, we will use Report Manager. You could also follow similar steps to use Process Monitor.</p> <p>Click the Report Manager link.</p> <p>Report Manager</p>
38.	<p>Click the Administration tab.</p> <p>Administration</p>
39.	<p>Your User ID (your Employee or Affiliate ID) should appear in the User ID field.</p> <p>Reports run previously are available online for 35 calendar days after the run date.</p> <p>For direct access to reports run previously, navigate to Reporting Tools > Reports and then click the Administration tab.</p>
40.	<p>Your report appears on the Report List.</p> <p>When your report is ready to view, the Description becomes a link.</p> <p>If you do not see your report yet, click the Refresh button periodically until the entry or link is displayed. Most A/R Aging Reports run to completion in only a few minutes.</p>
41.	<p>To view your report, click the link under Description.</p> <p>Click the Report Description link.</p> <p>UMB AR Aging Report</p>
42.	<p>Your report displays in a separate window. As needed, maximize the window for better viewing.</p> <p>We will examine the content of the report at the end of this topic.</p> <p>Click the Maximize/Restore button.</p> <p></p>
43.	<p>Use Adobe Acrobat Reader tools to save, search, email or print report results.</p> <p>When you are finished, close the report window.</p> <p>We will take a closer look at report results in a few frames.</p> <p>Click the Close button.</p> <p></p>
44.	<p>To run additional versions of this report, expand the menu and navigate back to the setup page by clicking UMB AR Aging Report.</p> <p>Click the Expand (Ctrl+Y) button.</p>

45.	<p>Click the UMB AR Aging Report link.</p> <p>UMB AR Aging Report</p>
46.	<p>TIP: When submitting reports one after another, be sure to create or select a different Run Control ID if the first report has not yet run to success.</p> <p>Selecting a Run Control ID that is already in use will cause the first report submitted on the ID to fail.</p>
47.	<p>Now that you have seen the process to setup, run and view the UMB AR Aging Report, it might be helpful to examine a few sample setups and the results they produce. The following frames depict 3 sample setups and corresponding report results with interpretation.</p> <p>Example #1 was used earlier. The setup page is displayed here for easy reference as you compare it with corresponding report results and interpretation.</p>
48.	<p>Example #1 - Setup: The Department Administrator wants to know the Department's uncollected A/R balances for each Project. The report needs to include separate totals for Standard and Deliverable-based grants & contracts and should reflect balances as of the current date.</p> <p>Create a summarized view that does not include zero balances. Limit data to the Administrator's department(s), enter the Owner Department ID(s). To identify Standard vs. Deliverable-based Projects, check Fund FIRST. Check Project SECOND to return totals for each Project within each Fund.</p> <p>Click the Run button to view report results.</p> <p></p>
49.	EXAMPLE #1 - Results
50.	EXAMPLE #1 - Results
51.	<p>Example #2 - Setup: You are working on one Project and want to see <u>all</u> uncollected and collected A/R details as of the current date.</p> <p>Accept the default As of Date. Accept the default Report Option - Detail - to display all A/R item details. Click to check Include Zero Balance since you want to see <u>all</u> detail. Create a subtotal on Project by selecting the Subtotal on the Project row. Specify the Project you're working on by entering the Project ID in the Value field and tabbing to the To Value fields.</p>
52.	EXAMPLE #2 - Results

53.	<p>Example #3 - Setup: The Department Administrator would like to know how many outstanding items exist on all Projects for one particular Sponsor as of the current date.</p> <p>Accept the default As of Date. Accept the default Report Option - Detail - to retrieve item-level information. Enter the Sponsor ID number. To limit data to the Administrator's department(s), enter the Owner Department ID(s). Select Subtotal on the Project line to display totals for each Project.</p>
54.	<p>EXAMPLE #3 - Results</p>
55.	<p>Example #4 - Setup: You would like to view a list of the payments received by the Sponsored Projects Accounting and Compliance Department that have not been applied to an invoice. Accept the default As of Date. Accept the default Report Option – Detail – to display all A/R item details. Enter the Owner Dept ID for Financial Services – 06203000.</p> <p>TIP: To limit the report to a particular sponsor, specify the Sponsor ID in your run control before you run the report.</p>
56.	<p>Example #4 - Results</p>
57.	<p>You have learned how to setup, run, view and interpret the UMB AR Aging Report.</p> <p>If you have questions as you work with this report, please direct them to the support team at DL-BFRFHelp@umaryland.edu.</p> <p>End of Procedure.</p>