UMB AR Aging Report (05/17/10)

1.	Click the **Accounts Receivable** link. ▷ Accounts Receivable
2.	Click the **Receivables Analysis** link. ▷ Receivables Analysis
3.	Click the **Aging** link. ▷ Aging
4.	Click the **UMB AR Aging Report** link. UMB AR Aging Report
5.	A **Run Control ID** is required to run a report in *e*UMB Financials. The system uses **Run Control IDs** to track your report request through all stages of its creation. The following statements are true in *e*UMB Financials: - **Run Control IDs** can be used to run any departmental user report within *e*UMB 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.	If you haven't set up any **Run Control IDs** in eUMB Financials, you will need to **Add a New Value**. (Otherwise, click the **Search** button on **Find an Existing Value** tab, then select from the list that's returned.) Click the **Add a New Value** tab. Add a New Value
7.	**Run Control ID** names... - can contain uppercase, lowercase or mixed characters - cannot contain spaces or special characters such as '?' or '@' - can include an underscore (_) or a dash (-)

8.	Name your **Run Control ID**. Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "**AR_AgingReport**".
9.	Click the **Add** button. Add
10.	To give yourself more viewing space, you may wish to hide the **Menu** using the **Collapse** button just above the **Search** box. Click the **Menu Collapse** button.
11.	The **UMB AR Aging Report** introduces several new features. To retrieve meaningful data you need to understand the setup options available to you. **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.
12.	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. Generally you will use the defaulted date in order to retrieve the most current information. Click the ***As of Date** field to continue. 08/01/2008
13.	To run a report for a specific category of **Projects**, enter or lookup a value from the Current Funds Restricted PCBU tree. The **PCBU** segregates grants by funding source (Federal, State or Non-governmental) and by funding method (Standard or Deliverable grants). **TIP:** You must also enter at least one Owner Department in the **Chartfield Selection** section. Click in the **PCBU** field to continue.
14.	To retrieve a report that includes all receivables related to a certain **Sponsor**, enter or lookup the **Sponsor's ID**. You will also need to enter your **Owner Dept ID**(s) in the **Chartfield Selection** section. Click in the **Sponsor ID** field to continue.

15.	To retrieve a report including all receivables for all **Projects** related to a certain **Award,** enter or lookup the **Award** number. Click in the **Award** field to continue.
16.	The default option is **Detail**. **Report Option** controls whether the report displays A/R items (invoice number and date) or not: - **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 Click anywhere in the **Report Option** area to continue.
17.	Zero balances will not be included unless you turn on that option. To include zero balances on your report, click the checkbox. A zero balance represents an A/R Item that has been billed and collected. - 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. Click the **Include Zero Balance?** option to continue. Include Zero Balance?
18.	For the FIRST SETUP on a new **Run Control ID**, click the **Refresh** button to display **Chartfield Selections**. 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. **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. Click the **Refresh** button to continue. Refresh

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

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

32.	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. **CAUTION:** Except when an **Award** is specified, leaving **Value/To Value** fields blank will return results that include most or all of the campus. Departmental users will not need to use **Account** options.
33.	**TIP**: Your report setup is saved to the **Run Control ID** when you click the **Run** button. If you wish to save your setup but are not ready to submit your report request, click **Save** instead. Click the **Run** button. Run
34.	Review the **Process List** on the **Process Scheduler Request** page: - 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 Click the **OK** button. OK
35.	Note that a **Process Instance** number now appears beneath the **Run** button. This is your indication that you have successfully submitted your report. 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.
36.	You can follow either of two options to view your report: **Report Manager** or **Process Monitor**. Both options provide the ability to... - monitor report progress/status - view report results - email report results - print report results - save a copy of report results 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. **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.

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

45.	Click the **UMB AR Aging Report** link. UMB AR Aging Report
46.	**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. Selecting a **Run Control ID** that is already in use will cause the first report submitted on the ID to fail.
47.	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. Example #1 was used earlier. The setup page is displayed here for easy reference as you compare it with corresponding report results and interpretation.
48.	**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. 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**. Click the **Run** button to view report results. Run
49.	**EXAMPLE #1 - Results**
50.	**EXAMPLE #1 - Results**
51.	**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. 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.
52.	**EXAMPLE #2 - Results**

53.	**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. 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**.
54.	**EXAMPLE #3 - Results**
55.	**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. **TIP:** To limit the report to a particular sponsor, specify the **Sponsor ID** in your run control before you run the report.
56.	**Example #4 - Results**
57.	You have learned how to setup, run, view and interpret the **UMB AR Aging Report**. If you have questions as you work with this report, please direct them to the support team at **DL-BFRFHelp@umaryland.edu**. **End of Procedure.**