



Aging Seven Buckets – by Account Report (UFS)

This report will show all transactions that have a balance outstanding (i.e. invoices, credit memos and unapplied receipts). It will list all past due invoices and group the outstanding amount by bucket (time period). It also provides an overall figure of your department's external debtors and you have the facility to include internal invoices too.

Navigate: Request → Run

Submit a New Request

What type of request do you want to run?

Single Request
This allows you to submit an individual request.

Request Set
This allows you to submit a pre-defined set of requests.

OK Cancel

1. Click **OK** to a single request.
2. Click into the **Name** field and use the list of values to select *the Aging – 7 Buckets – By Account Report – (UFS)*

Submit Request

Run this Request...

Name

Operating Unit

Parameters

Language

Copy...

Language Settings... Debug Options

At these Times...

Run the Job

Schedule...

Upon Completion...

Save all Output Files

Layout

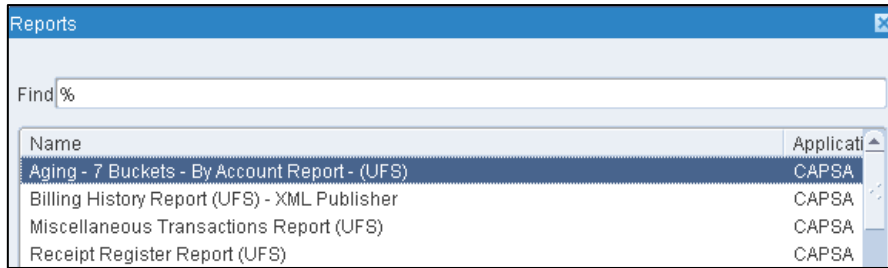
Notify

Print to

Options...

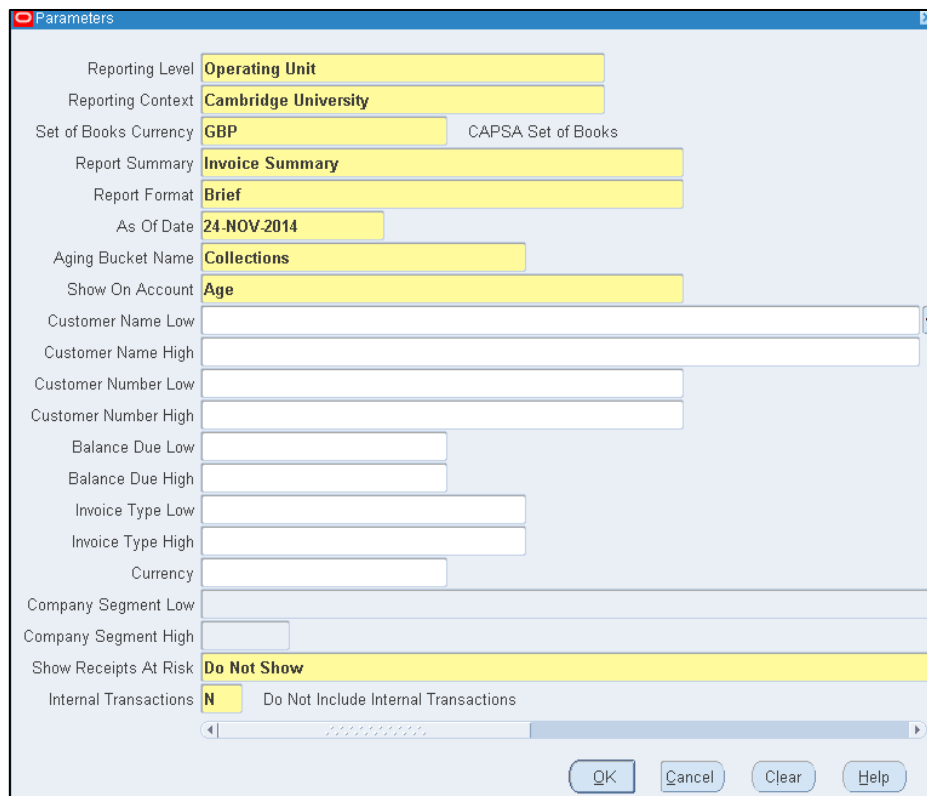
Help (C) Submit Cancel

Use List of Values



3. Upon selecting the *Aging – 7 Buckets – By Account Report – (UFS)* a parameters box will appear. The following fields you will need to be populated:

- **Report Summary** – Invoice Summary
- **Report Format** – Brief
- **As of Date** – Will default in with date of running but can adjust to a specific date
- **Aging Bucket Name** – Collections
- **Internal Transactions** – N if you don't want to include this transaction type or Y if you do.



The following fields will default in:

- **Reporting Level** – Operating Unit
- **Reporting Context** – Cambridge University
- **Set of Books Currency** – GBP
- **Show Receipts At Risk** - Do Not Show

Upon completing these fields click **OK**. The **Submit Request** screen displays.

4. Click on **Options** to enter the printer number and number of copies you wish to print. (As the report can be several pages long so you may wish to set it to zero copies to view on screen first and then reprint directly from the report)

Print the Output To:

Style: Landwide

Printer	Copies	For Language
PD_admin1	0	All languages

Buttons: Help, OK, Cancel

5. Click **OK**. The **Submit Request** screen displays.
6. Click **Submit**.

This will take you to the request screen. Occasionally click **Refresh Data** till your request has completed. Once the phase displays as **Completed** click on **View Output**.

Requests

Buttons: Refresh Data, Find Requests, Submit a New Request, Submit New Request Set, Copy Single Request, Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
24421237	Aging - 7 Buckets - By Acc		Completed	Normal	3000, 22, 2, ARXAGF, 101, I, E
24421232	Invoice On Hold Report (UF		Completed	Normal	AWAIT_SEC_APP, , Hold Nar
24421231	Chart of Accounts - Segme		Completed	Normal	N, 101, PD, 5, ETAA, ETZZ, 2

Buttons: Hold Request, View Details, Rerun Request, View Output, Cancel Request, Diagnostics, Reprint/Republish (J), View Log (K)

An example of the report is shown below. The report will highlight all outstanding invoices but this does not necessarily mean they are overdue. Review any invoices that are overdue and prioritise accordingly in terms of actioning. Remember departments are responsible for credit control in the first instance, should you need to escalate the situation then contact the Credit Control team.



AR Detailed Procedure How to run an Aging Seven Buckets report

Reporting Level :	Operating Unit										
Reporting Context :	Cambridge University										
Layout Name :	Accounting Flexfield										
Summary Type :	Invoice Summary										
Report Format :	Brief										
Balance Due :					To						
Type :					To						
Customer Name :					To						
Customer Number :					To						
Bucket Name :	Collections										
As of Date :	24-NOV-14										
					To						
Open Credits :	Age										
Currency :											
Receipts At Risk :	Do Not Show										
Internal Transactions :	N										
CAPSA Set of Books :											
Aging - 7 Buckets - By Account Report - (UFS)						Report Date:	24-NOV-2014 14:55				
As of 24-NOV-14						Page:	1				
Reporting Level :	Operating Unit										
Reporting Entity:	Cambridge University										
Order By:	Accounting Flexfield										
Company Segment:	U										
Accounting Flexfield:	U.00.0000.0000.UBAA.0000										

Invoice Number	Type	Due Date	Outstanding Amount	Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	91-180 Days Past Due	181-360 Days Past Due	361+ Days Past Due

IMPERIAL COLLEGE LONDON		12313								
840900	PD Invoice	23-OCT-14	1,200.00			1,200.00				
	Total:		1,200.00	0.00	0.00	1,200.00	0.00	0.00	0.00	0.00
				0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%

INRA - EPHYSE		103488								
843819	PD Invoice	15-NOV-14	7,560.00		7,560.00					
	Total:		7,560.00	0.00	7,560.00	0.00	0.00	0.00	0.00	0.00
				0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Rank Prize Funds.		27426								
846276	PD Invoice	30-NOV-14	1,800.00	1,800.00						
	Total:		1,800.00	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00
				100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Total For Accounting Flexfield			11,272.00	1,800.00	7,560.00	1,912.00	0.00	0.00	0.00	0.00
				15.97%	67.07%	16.96%	0.00%	0.00%	0.00%	0.00%
=====										

Company Total:		11,272.00								
CAPSA Set of Books :										
Aging - 7 Buckets - By Account Report - (UFS)						Report Date:	24-NOV-2014 14:55			
As of 24-NOV-14						Page:	2			
Reporting Level :	Operating Unit									
Reporting Entity:	Cambridge University									
Order By:	Accounting Flexfield									

Grand Total:			11,272.00	1,800.00	7,560.00	1,912.00	0.00	0.00	0.00	0.00
				15.97%	67.07%	16.96%	0.00%	0.00%	0.00%	0.00%
=====										