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

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)
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.
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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)

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**.

   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

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