



## ***Aging Seven Buckets – by Salesperson/Agent Report***

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

For this report to be of use, its important that when an individual generates a sales invoice that they select their name from the **Sales Person** list for their department. If their name does not appear on the list then they need to complete setting up a sales person first.

Responsibility: AR Enquiry / User / Supervisor / Manager

Navigate: Request → Run

Submit a New Request

What type of request do you want to run?

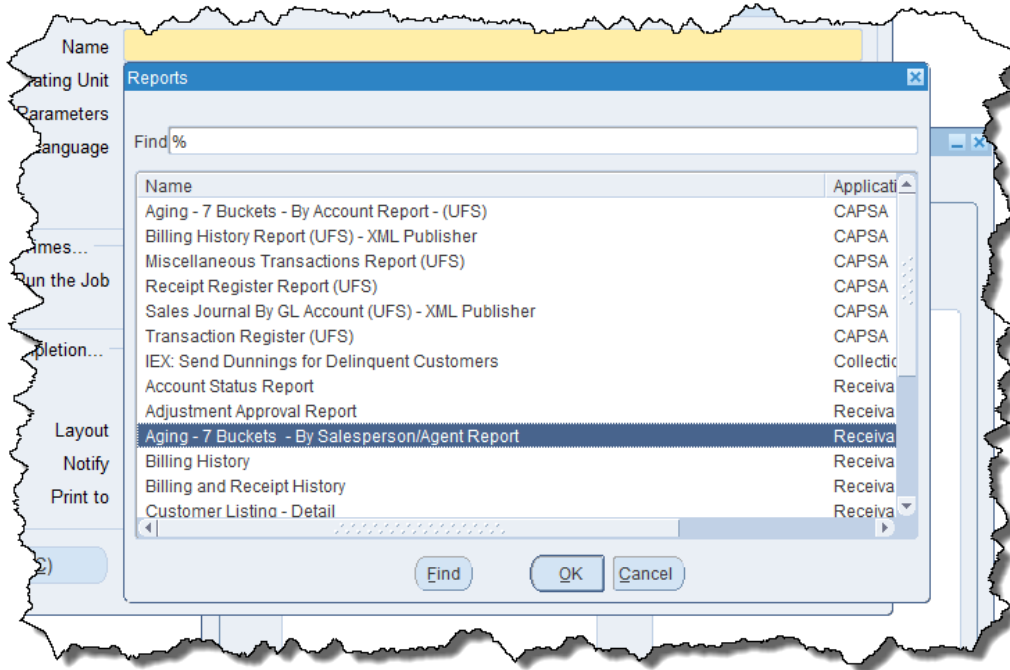
**Single Request**  
This allows you to submit an individual request.

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

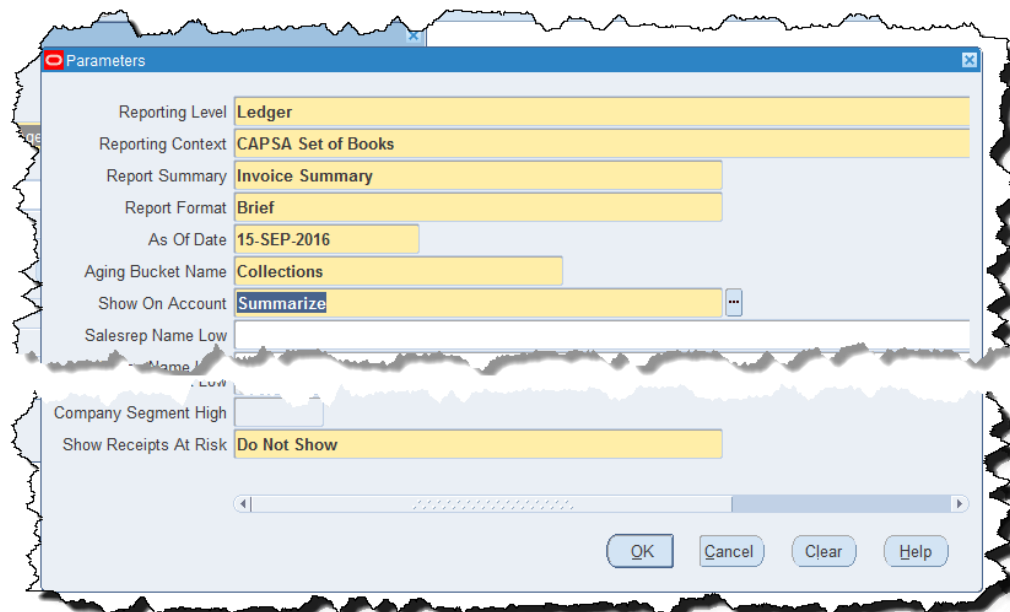
OK Cancel

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 Salesperson/Agent Report*

AR Detailed Procedure  
How to run an Aging Seven Buckets report by Salesperson



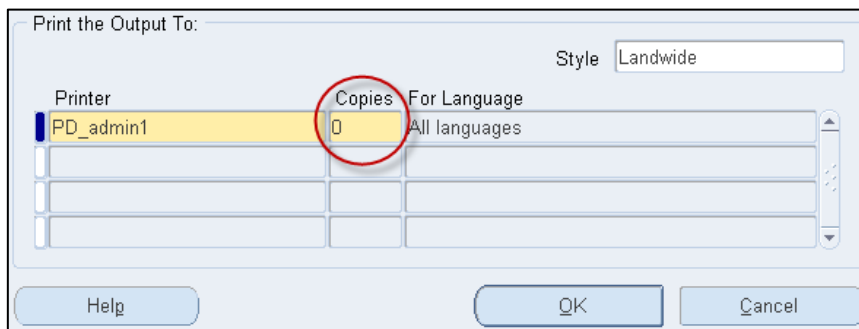
3. Click **OK**
4. The parameters box will appear and the following fields need to be populated:
  - **Report Summary** – Invoice Summary
  - **Report Format** – Brief
  - **As of Date** – Will default in with date of running but can adjust to a specific date
  - **Aging Bucket Name** – Collections
  - **Internal Transactions** – N if you don't want to include this transaction type or Y if you do.



The following fields will default in:

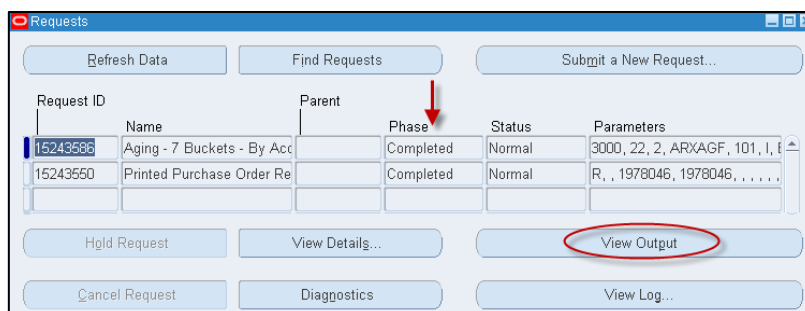
- **Reporting Level** – Operating Unit
- **Reporting Context** – Cambridge University
- **Set of Books Currency** – GBP
- **Show Receipts At Risk** - Do Not Show

5. Click **OK**. The **Submit Request** screen displays.
6. Click on **Options** to enter/check the printer number and number of copies being printed. As the report can be several pages long you may wish to set it to zero copies to view on screen first and then reprint the report.



7. Click **OK**. The **Submit Request** screen displays.
8. 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 overdue invoices and prioritise accordingly in terms of actioning. Departments are responsible for credit control in the first instance, should you need to escalate the situation then contact the Credit Control team within the Finance Division.

## AR Detailed Procedure How to run an Aging Seven Buckets report by Salesperson

Reporting Level: Set of Books											
Reporting Entity: CAPSA Set of Books											
Balancing Segment: U											
Salesperson: PD_Plant Sciences Accounts											
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	
NATIONAL HORTICULTURAL RE		231569									
928549	PD Invoice	10-NOV-16	1,000.00	1,000.00							
Total:			1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Customer Credit Memos:				100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Customer Payments:				0.00							
Customer Claims:				0.00							
Salesperson Customer Balance:				1,000.00							
NATIONAL INSTITUTE OF AGR		140042									
917558	PD Invoice	25-JUN-16	528.00				528.00				
Total:			528.00	0.00	0.00	0.00	528.00	0.00	0.00	0.00	
Customer Credit Memos:				0.00	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	
Customer Payments:				0.00							
Customer Claims:				0.00							
Salesperson Customer Balance:				528.00							