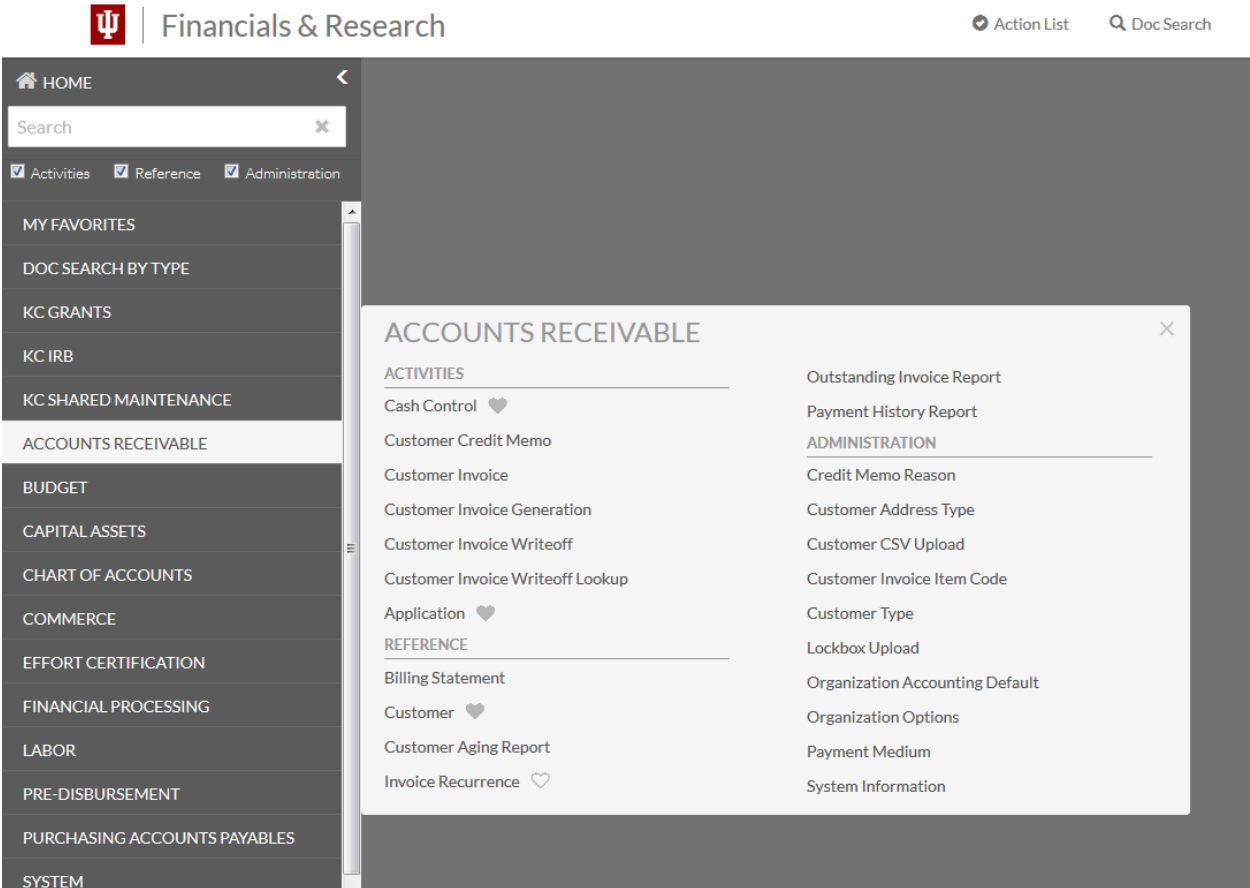


Accounts Receivable Reports



AR Reports

Report	Description
Billing Statement	Allows you to print a summary or detailed report of a customer's account.
Customer Aging Report	Returns a report showing how long invoices from each customer have been outstanding.
Customer History Report	Returns all Accounts Receivable activity for a customer.
Customer Invoice Report	Allows you to generate a print file of customer invoices by billing organization, processing organization or user ID.

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Billing Statement – NSAR strongly encourages Billing organizations to use the Billing Statement available in IUIE.

The Billing Statements report allows you to search for and print a summary of all invoices outstanding on a customer's account or a detailed statement showing a previous billed balance followed by all activity since that balance.

The screenshot shows a web form titled "Billing Statement Generation". It contains several input fields and radio button options. The fields are: "Chart Code", "Organization Code", "Customer Number", and "Account Number", each with a search icon to its right. Below these is the "Statement Format" section with radio buttons for "Summary" (selected) and "Detail". At the bottom is the "Include Zero Balance Customers" section with radio buttons for "Yes" and "No" (selected). At the very bottom are three buttons: "Print", "Clear", and "Cancel".

Lookup Criteria

Billing Statement Generation field definitions

Field	Description
Account Number	The ID number for the account.
Chart Code	The chart code for the billing organization.
Customer Number	The customer number for the billing statement.
Include Zero Balance Customers	Click yes to include customers that have a zero outstanding balance or no to exclude them.
Organization Code	The organization code for the billing organization.
Statement Format	Select Summary or Detail.

Click **Generate Print File** button to generate a pdf file for the billing statements.

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Results

After you enter lookup information, the system generates a pdf file listing the invoices outstanding on the customer's account (summary) or the activity since the statement was previously generated (detail).

<p>Page 1 of 1 Date: 10/26/2009</p> <p>CUSTOMER NBR: MON12024</p> <p>ATTN: HALCOMB COMPANY 100217 MAIN STREET PO BOX 121H NEW ALBANY, IN 47150-1407</p>	<p>CUSTOMER STATEMENT INDIANA UNIVERSITY BLOOMINGTON, IN 47405 FED ID #11111111</p> <p>BILLED BY (DO NOT REMIT TO): VICE PRES INFORMATION TECHNLOGY PHONE: (949) 294-6417 FAX:</p>
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TRANSACTION	DATE	DESCRIPTION	CHARGES	CREDITS
3122	10/26/2009	test	500.00	

CURRENT	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	ACCOUNT BALANCE
500.00	0.00	0.00	0.00	500.00

Detach & Return Lower Portion with Payment

PLEASE MAKE CHECKS PAYABLE TO:	INSTITUTION NAME
CUSTOMER NBR: MON12024	
	STATEMENT DATE: 10/26/2009
	AMOUNT DUE: 500.00

ATTN: HALCOMB COMPANY 100217 MAIN STREET PO BOX 121H NEW ALBANY, IN 47150-1407	REMIT TO: BLAH 123 ASDF ASDF, CA 91010
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00000050000 0MON12024 0

Customer Aging Report

The Customer Aging report shows how long invoices from each customer have been outstanding.

Customer Aging Report ?

Report Option:

Processing Organization
 Billing Organization
 Account

* Processing/Billing Organization Code:

* Processing/Billing Chart Code:

* Account Number:

* Account Chart Code:

* Report Run Date:

Lookup Criteria

Customer Aging Report field definitions

Field	Description
Account Chart Code	Required. Enter the chart code for the account. When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.
Account Number	Required. Enter the ID number for the account.
Processing/Billing Chart Code	Required. Enter the chart code for the report data.
Processing/Billing Organization Code	Required. Enter the organization code for the report data.
Report Option	Choose whether to generate the report for a processing organization, a billing organization, or an account.
Report Run Date From	Required. Enter the start date for the reporting period
Report Run Date To	Required. Enter the end date for the reporting period

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Results

The search results show outstanding amounts for this customer over various periods of time.

Search Results ^{1-77 of 77}								
Customer Name	Customer Number	0-30 days	31-60 days	61-90 days	91-120 days	121+ days	Total Open Invoices	Total Write-Off
ALHAJERI, OHOUD	ALH42560	1,520.75	0.00	0.00	0.00	0.00	1,520.75	0.00
SMOLEN, LAUREN	SMO41473	94.57	0.00	0.00	0.00	0.00	94.57	0.00
LINDSAY, GINA	LIN42879	0.00	0.00	160.68	0.00	0.00	160.68	0.00
KOONS, EMILY	KOO42690	482.83	0.00	0.00	0.00	0.00	482.83	0.00
SKILLPATH SEMINARS	SKI40534	340.00	0.00	630.00	0.00	0.00	970.00	0.00
WEST, MAXINE	WES40780	0.00	3,351.96	0.00	0.00	0.00	3,351.96	0.00
GRANT TRAINING CENTER	GRA36661	415.42	0.00	0.00	0.00	0.00	415.42	0.00
UNIVERSITY CLUB OF IU	UNI9111	1,131.67	0.00	0.00	0.00	0.00	1,131.67	0.00
CIRILLO, SHEILAGH	CIR43072	0.00	738.35	0.00	0.00	0.00	738.35	0.00
MCTAGUE, MEGHAN	MCT41341	9,119.16	0.00	0.00	0.00	0.00	9,119.16	0.00

Customer History Report

The Customer History Report returns all Accounts Receivable activity for a customer. This report is available in the search results of the Customer lookup.

If there has been a payment, credit or write-off against an invoice, clicking on the Unpaid Amount will bring up another report, Unpaid/Unapplied Amount Report. This will show the documents used to apply payments, credits or write-offs to that particular invoice.

Customer Lookup ? Create New

Customer Number: Customer Type:

Customer Name: Phone Number:

Active Indicator: Yes No Both Address Name:

Address 1: Address 2:

City: State:

Postal Code: International Province:

Email Address:

Search Clear Cancel

636 items found. Please refine your search criteria to narrow down your search.

Search Results 1-100 of 200 < First Prev 1 2 Next Last >

Actions	Customer Number	Customer Type	Customer Name	Phone Number	Tax Number	Tax Number Type	Active Indicator
edit report	CEN1009	Not Indicated	CENTRAL INDIANA COMMUNITY FOUNDATION	317-631-6541			Yes
edit report	CHA1030	Not Indicated	CHARLES E. CULPEPER FOUNDATION				No

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Lookup Criteria

Customer History Report field definitions

Field	Description
Billing Date	The date the invoice was created (not populated for CRM, APP, INVW)
Document Description	The description field from the Kuali Financials document
Document Number	The Kuali Financials document number
Document Type	The AR document types (INV, CRM, APP, INVW)
Due/Approved Date	The due date of the invoice or the approved date if the doc type is CRM, APP or INVW.
Original Document Amount	The original amount of the AR document
Unpaid/Unapplied Amount	For INV docs, this is the open amount of the invoice. For APP docs, this will be the unapplied amount. For CRM and INVW this will be zero.

Customer History Report ?

Customer Number: CEN1009 CENTRAL INDIANA COMMUNITY FOUNDATION


Search Results 1-36 of 36


Document Type	Document Number	Document Description	Billing Date	Due/Approved Date	Original Document Amount	Unpaid/Unapplied Amount
INV	TL8675702	CENTRAL INDIANA COMMUNITY FOUNDATION	11/30/2001	12/30/2001	1,035.00	0.00
INV	VP5110403	CENTRAL INDIANA COMMUNITY FOUNDATION	11/12/2002	12/12/2002	5,000.00	0.00
INV	44428847	Basile Center - The Public Collection	10/29/2015	11/28/2015	3,000.00	0.00
INV	LY2578907	CENTRAL INDIANA COMMUNITY FOUNDATION	10/26/2006	11/25/2006	5,000.00	0.00
INV	23590485	The Indianapolis Foundation	10/21/2013	11/20/2013	3,000.00	0.00
INV	24932571	The Indianapolis Foundation	10/21/2013	11/20/2013	(3,000.00)	0.00
INV	CD1723802	CENTRAL INDIANA COMMUNITY FOUNDATION	10/15/2001	11/14/2001	1,665.00	0.00
INV	TX1074006	CENTRAL INDIANA COMMUNITY FOUNDATION	09/20/2005	10/20/2005	2,000.00	0.00
INV	KM8606100	CENTRAL INDIANA COMMUNITY FOUNDATION	08/20/1999	09/19/1999	12,600.00	0.00
INV	41590865	Indy Reads Basile Project-McNeelan	07/24/2015	08/23/2015	5,000.00	0.00
INV	CE4437812	CENTRAL INDIANA COMMUNITY FOUNDATION	07/05/2011	08/04/2011	5,000.00	0.00
INV	40583210	Basile Project-Indy Reads	06/18/2015	07/18/2015	12,000.00	0.00
INV	IV3022812	CENTRAL INDIANA COMMUNITY FOUNDATION	05/11/2012	06/10/2012	4,000.00	0.00
INV	BB9566803	CENTRAL INDIANA COMMUNITY FOUNDATION	04/17/2003	05/17/2003	5,000.00	0.00
INV	71883700	Sponsorship Invoice	04/06/2018	05/06/2018	2,500.00	0.00
INV	RZ0563911	Correction to: 01-IX9549611	04/06/2011	05/06/2011	5,000.00	0.00
INV	FV4232201	CENTRAL INDIANA COMMUNITY FOUNDATION	02/19/2001	03/21/2001	1,760.00	0.00
INV	FX5355208	CENTRAL INDIANA COMMUNITY FOUNDATION	02/05/2008	03/06/2008	100.00	0.00
APP	41182754	Created by Cash Control Document.		07/09/2015	(12,000.00)	0.00
APP	4000541	Created by Cash Control Document.		08/12/2015	(5,000.00)	0.00

Customer Invoice Report


The Customer Invoice menu option allows you to search for a customer invoice by billing organization, processing organization or user ID and print the invoice.

Customer Invoice Generation

Chart Code: 

Organization Code: 

User Id:

Print invoices for date: 

Org Type: Processing Billing

Lookup Criteria

Customer Invoice Report field definitions

Field	Description
Chart Code	The chart code for the desired invoice.
Org Type	The organization type for the desired invoice.
Organization Code	The organization code for the desired invoice.
Print invoices for date	The date of the invoice.
User Id	The user ID of the person who generated the desired invoice.

Click **Generate Print File** button to generate a pdf file for the invoice.

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Results

Page 1 of 1 Date: 10/27/2009		INVOICE INDIANA UNIVERSITY BLOOMINGTON, IN 47405 FED ID #11111111		INVOICE: 3158
CUSTOMER NUMBER: ABB2	ATTN:	BILLED BY (DO NOT REMIT TO):		
SHIP TO:		VICE PRES INFORMATION TECHNLOGY PHONE: (949) 294-6417 FAX: PREPARED BY: KEISHA HUNTLEY		
		PO/AGREEMENT NO: PO/AGREEMENT DATE:		

QTY	UNIT	DESCRIPTION	ITEM CODE	UNIT PRICE	TAX AMOUNT	AMOUNT
1	EA	FFFFFFFFFFFFFFFF		4,125.00	0.00	4,125.00
1	EA	DISCOUNT - FFFFFFFFFFFFFFFFFF		-12.00	0.00	-12.00

(additional invoice lines may be printed on the following pages)

	PRETAX TOTAL:	4,113.00
	TAX AMOUNT:	0.00
TEST	PAY THIS AMOUNT:	4,113.00

Detach & Return Lower Portion with Payment

PLEASE MAKE CHECKS PAYABLE TO:	INSTITUTION NAME
INVOICE DATE: 10/27/2009	
INVOICE: 3158	DUE DATE: 11/26/2009
CUSTOMER NBR: ABB2	AMOUNT DUE: 4,113.00
BL1023200	
ATTN:	REMIT TO: BLAH
WOODS CORPORATION	123 ASDF
100001 MAIN STREET	
SUITE 1W	ASDF, CA 91010
NORTH CHICAGO, IL 60064	

00000411300 00000003158 00000ABB2 0