Running the Aging Summary By Unit Report

Purpose: Use this document as a resource for running the Aging Summary Report by the Business Unit in ctcLink.

Audience: Accounts Receivable staff

⊗ You must have at least one of these local college managed security roles:

- ZZ AR Reports

  If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Use the Aging Summary by Unit report to see aged open balances for every customer in a business unit in either the base currency or the entry currency of the unit.

The Aging process:

- Updates summary aging information that appears on various inquiry pages. Management and collection departments rely on aging to identify delinquent accounts and to assess possible issues with cash flow.
- Updates the Due and High Due history IDs.
- Automatically processes all customers in all business units specified on the aging request.

Running the Aging Summary By Unit Report

Navigation: Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

1. On the **Aging Summary by Unit Report** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process

naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA020_AGING_SUMMARY_BY_UNIT (College, Process).

4. On the **Aging Summary by Unit** page displays.
5. In the Report Parameters section, select or enter the following;
    a. The **As of Date** defaults to = current date. Optional to enter or select a different date.
    b. The **SETID** defaults to **= "WACTC"** for SBCTC HQ.
    c. Select **Aging ID = "STD"** for Standard.
    d. Select **Rate Type** = **"CRRNT"** for Current Rate.
    e. The **Display Options** defaults to = **Include All**. Note: additional exclude customer(s) options are available.

6. In the **System Activity** section, enter or select the **Business Unit.**
7. Select **Run**. The Process Scheduler Request page will display. Select OK. Please refer to the Process Schedule Request steps for further instructions.

8. When the process name AR30004 has a Run Status = **Success** and Distribution Status = **Posted,** navigate to view the report within the Report Manager. Please refer to the Report Manager steps for further instructions. Example of Report ID: AR30004 **Aging Summary by Business Unit** report is below.

```
Report ID:    AR30004                          PeopleSoft Receivables                        Page No.   1
Aging Id:     WACTC/STD                    AGING SUMMARY BY BUSINESS UNIT                     Run Date 07/31/2023
Currency      Base Currency                     as of 31-JUL-2023                             Run Time 13:37:06
Rate Type:    CRRNT
Business Unit: WA150

Cust ID        Name                     Cur   Amount        Future       Current      31-60        61-90       91-120       121+
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WA150          WENATCHEE VALLEY COLLEGE

001000084      Central Washington University  USD    ,015.00                                                  ,015.00
001001763      WENATCHEE SCHOOL DIST    USD    755.00                                                                      755.00
001001801      TESOL KOREA              USD    ,600.00                                            400.00      ,600.00      6,800.00
001001976      Wenatchee Valley College Found USD  ,250.00                   250.00
FIN00107       State Board for Comm & Tech Co  USD  ,947.22                   947.22
RS1000271      Cascade High School      USD    ,443.24                                 443.24
RS1000397      Quincy School District   USD    ,000.00                                                        ,000.00
RS1000640      Waterville High School   USD    ,740.09                                 740.09
RS1000645      Westside High School     USD    -0.01                                   -0.01
RS1000647      Wenatchee Valley Technical Ski  USD  -0.01                                                     -0.01

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      Total  WENATCHEE VALLEY COLLEGE           ,750.53                   197.22       583.32      ,585.00     -0.01        7,555.00
```

9. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to Running the Aging Summary By Unit Report. This link will open in a new tab/window.