

AR Reports

Purpose: Use this document as a reference for running AR reports in ctcLink.

Audience: Accounts Receivable Staff

The following table lists reports available in PeopleSoft Receivables which have been vetted by the ctcLink Reporting & Analytics team (as of 2014-11-19). Please refer to the [Reporting team's SharePoint site](#) for up-to-date information.

Report Name	Description	Navigation
EFT File Cover Sheet	Creates a cover letter that can be sent with the electronic funds transfer (EFT) file for all drafts or direct debits associated with a business unit that have a Remitted status.	Main Menu>> Accounts Payable>> Reports>> Payments>> EFT File Cover Sheet
Customer Item Inquiry Report	Report that produces similar results to the Customer Item Inquiry Panel online.	Main Menu>> Accounts Receivable>> Customer Accounts>> Customer Information>> Account Overview
AR/AP Balance by Customer	Lists all open vouchers for each supplier ID that corresponds to the selected customer ID.	Main Menu>> Accounts Receivable>> Customer Accounts>> Customer Reports>> AR/AP Balance by Customer
AR/AP Balances by SetID	Lists all open vouchers for each supplier ID that corresponds to all customer IDs within the selected setID.	Main Menu>> Accounts Receivable>> Customer Accounts>> Customer Reports>> AR/AP Balance by SetID
Cash Forecast	Lists balances by customer, categorized by user-defined forecasting categories and rounded to the nearest dollar.	Main Menu>> Accounts Receivable>> Customer Accounts>> Customer Reports>> Cash Forecast
Receivables Memo Status Report	Receivables Memo Status Report	Main Menu>> Accounts Receivable>> Customer Accounts>> Item Information>> Memo Status Change Report

Report Name	Description	Navigation
Action by Customer	Assigned Operator Action List Status by Customer For Actions	Main Menu>> Accounts Receivable>> Customer Interactions>> Actions>> Action Status By Owner Rpt
Overdue Charge Print	Overdue Charge Print	Main Menu>> Accounts Receivable>> Customer Interactions>> Overdue Charges>> Print Overdue Charges
Customer Statement Print	Customer Statement Print	Main Menu>> Accounts Receivable>> Customer Interactions>> Statements>> Print Statements
BalanceForward Statement	BalanceForward Statement Print	Main Menu>> Accounts Receivable>> Customer Interactions>> Statements>> Print Statements
Draft Customer Statement	Draft Customer Statement	Main Menu>> Accounts Receivable>> Customer Interactions>> Statements>> Print Statements
Open Item Statement	A customer statement model for the Netherlands that includes the acceptgiro attachment, which can be modified as necessary.	Main Menu>> Accounts Receivable>> Customer Interactions>> Statements>> Print Statements
Direct Debit Remittance Advice	Generates the direct debit remittance advice to send to the bank.	Main Menu>> Accounts Receivable>> Direct Debits>> Administer Direct Debits>> Update Direct Debits
Accounting Entries	Shows detailed accounting entry information by accounting date.	Main Menu>> Accounts Receivable>> Drafts>> Reports>> Accounting Entries
Dishonored Drafts	Lists all drafts that have a Dishonored status.	Main Menu>> Accounts Receivable>> Drafts>> Reports>> Dishonor Activity
Draft Document Print	Includes the actual draft document for drafts that you have created, but have not been preapproved	Main Menu>> Accounts Receivable>> Drafts>> Reports>> Draft Documents
Draft Summary by Customer	Lists the drafts that are still unpaid by the customer by the due date for a specified date range.	Main Menu>> Accounts Receivable>> Drafts>> Reports>> Draft Reports

Report Name	Description	Navigation
Draft Statement Print	Lists the items that are in a draft.	Main Menu>> Accounts Receivable>> Drafts>> Reports>> Draft Statement
Draft Remittance	Draft Remittance Discount Request Forms	Main Menu>> Accounts Receivable>> Drafts>> Reports>> Remittance/ Discount Form
Deposit Control by Entry Date	Lists detailed information for deposits.	Main Menu>> Accounts Receivable>> Payments>> Reports>> Deposit Control by Entry Date
Point in Time Deposit Control	Lists detailed information for deposits.	Main Menu>> Accounts Receivable>> Payments>> Reports>> Deposit Control-Point in Time
Payment Detail	Lists detailed information for all payments within a deposit.	Main Menu>> Accounts Receivable>> Payments>> Reports>> Payment Detail
Point in Time - Payment Detail	Lists detailed information for all payments within a deposit.	Main Menu>> Accounts Receivable>> Payments>> Reports>> Payment Detail-Point in Time
Payment Summary	Lists status for all payments within a deposit.	Main Menu>> Accounts Receivable>> Payments>> Reports>> Payment Summary
Point in Time - Payment Summary	Lists the status for all payments within a deposit.	Main Menu>> Accounts Receivable>> Payments>> Reports>> Payment Summary-Point in Time
Unmatched MICR Identifiers	Lists MICR identifiers that appear on payments and that you have not defined on the customer MICR ID table.	Main Menu>> Accounts Receivable>> Payments>> Reports>> Unmatched MICR Identifiers
Point in Time Accounting Entries	Shows detailed accounting entry information by accounting date.	Main Menu>> Accounts Receivable>> Pending Items>> Reports>> Acctg Entries-Point in Time
Point in Time Acct Entries Summary by Accounting Date	Shows summarized accounting entry information by accounting date.	Main Menu>> Accounts Receivable>> Pending Items>> Reports>> Acctg Entries-Point in Time
Group Control by Entry Date	Lists all group control records by entry date.	Main Menu>> Accounts Receivable>> Pending Items>> Reports>> Group Control by Entry Date

Report Name	Description	Navigation
Group Control for Business Unit	Lists all group control records by entry date.	Main Menu>> Accounts Receivable>> Pending Items>> Reports>> Group Control-Point in Time
Item Detail	Shows item detail by line item, accounting date, entry type, description, terms, due date, and amount.	Main Menu>> Accounts Receivable>> Pending Items>> Reports>> Item Detail
Item Detail - Point in Time	Shows item detail by line item, accounting date, entry type, description, terms, due date, and amount.	Main Menu>> Accounts Receivable>> Pending Items>> Reports>> Item Detail-Point in Time
Pending Item by Entry Date	Lists all pending items within a group.	Main Menu>> Accounts Receivable>> Pending Items>> Reports>> Pending Item by Entry Date
Pending Item - Point in Time	Lists all pending items within a group.	Main Menu>> Accounts Receivable>> Pending Items>> Reports>> Pending Item-Point in Time
AR Aging by Chartfield	Lists calculated aged receivable.	Main Menu>> Accounts Receivable>> Receivables Analysis>> Aging>> Aging by Chartfield Rpt
Aging Summary by Reason	Aging Summary by Reason	Main Menu>> Accounts Receivable>> Receivables Analysis>> Aging>> Aging by Reason Rpt
Aging Detail by Tree	Lists aged open balances for every item	Main Menu>> Accounts Receivable>> Receivables Analysis>> Aging>> Aging Detail by Tree Rpt
Aging Detail by Business Unit	Lists aged open balances for every item, with the option to exclude interunit customers.	Main Menu>> Accounts Receivable>> Receivables Analysis>> Aging>> Aging Detail by Unit Rpt
Aging Summary by Tree	Lists aged open balances for every customer, with the option to exclude interunit customers.	Main Menu>> Accounts Receivable>> Receivables Analysis>> Aging>> Aging Summary by Tree Rpt
Aging Summary by Business Unit	Aging Summary by Business Unit	Main Menu>> Accounts Receivable>> Receivables Analysis>> Aging>> Aging Summary by Unit Rpt

Report Name	Description	Navigation
System Activity	Shows a summarized picture of system activity	Main Menu>> Accounts Receivable>> Receivables Analysis>> Receivables Reports>> Business Unit Activity
PIT Item Activity by Entry Type	Shows a picture of business unit activity for a selected date range summarized by entry type and reason code.	Main Menu>> Accounts Receivable>> Receivables Analysis>> Receivables Reports>> Business Unit Activity-PIT
PIT Item Activity by Group Type/Origin	Shows a picture of business unit activity for a selected date range summarized by group type and origin ID	Main Menu>> Accounts Receivable>> Receivables Analysis>> Receivables Reports>> Business Unit Activity-PIT
PIT Item Actv - Entry Type	Point in Time Item Activities -Entry Type/Reason	Main Menu>> Accounts Receivable>> Receivables Analysis>> Receivables Reports>> Business Unit Activity-PIT
PIT Item Activity by Activity Type	Shows a picture of business unit activity for a selected date range summarized by activity type, such as Billing or Cash Applied.	Main Menu>> Accounts Receivable>> Receivables Analysis>> Receivables Reports>> Business Unit Activity-PIT
PIT Item Activity by Activity Type/Origin	Shows a picture of business unit activity for a selected date range summarized by activity type, such as Billing or Cash Applied, and origin ID.	Main Menu>> Accounts Receivable>> Receivables Analysis>> Receivables Reports>> Business Unit Activity-PIT
Actual Matches Report	Actual Matches Report	Main Menu>> Accounts Receivable>> Receivables Maintenance>> Automatic Maintenance>> Actual Matches Report
Potential Matches Report	Potential Matches Report	Main Menu>> Accounts Receivable>> Receivables Maintenance>> Automatic Maintenance>> Potential Matches Report
Action List Archive Candidates	Lists item and customer actions that are candidates to be archived.	Main Menu>> Accounts Receivable>> Receivables Update>> Archive Receivables>> Action List Candidate Report

Report Name	Description	Navigation
Direct Debit Archive Candidate	Lists direct debits that are candidates to be archived.	Main Menu>> Accounts Receivable>> Receivables Update>> Archive Receivables>> Direct Debit Candidate Report
Item Archive Candidates	Lists the closed item archive candidates.	Main Menu>> Accounts Receivable>> Receivables Update>> Archive Receivables>> Item Candidate Report
Payment Archive Candidates	Lists the payment archive candidates.	Main Menu>> Accounts Receivable>> Receivables Update>> Archive Receivables>> Payment Candidate Report
Pending Item Archive Candidate	Lists the pending item archive candidates.	Main Menu>> Accounts Receivable>> Receivables Update>> Archive Receivables>> Pending Candidate Report
Statement Archive Candidates	Lists customer statements that are candidates to be archived	