This document is to demonstrate how to run an Aging Detail By Unit Report. Please report any issues with this document to billingarhelp@usf.edu.

From the Billing and AR Tile on the Home Page, select in the Navigation Collection the option for Aging Detail by Unit Rpt.
To run an Aging Detail Report an existing Run Control must be used or if this is the very first time a user is running an Aging Report a new one will need to be created.

If you have an existing run control for the Aging Detail Report you may search for it and use it.

If you need to add one, click on the Add a New Value Tab.

Enter a meaningful Run Control ID with no spaces. Then click Add
You will be presented with a screen. Should you notice the Business Unit at the Bottom is set to 'TAMPA' or any other Business Unit you will need to switch it to 'USF01'.

Aging Detail Report - 3
Next select the Check Box to Use System Date. This check box will change the date for you every time you return to run an aging report so you do not need to worry about changing the date.

If you want to run it as of a certain date in the past, un-check the box and enter the date you would like the report ran as of. You will need to remember to update this date in the future should you decide to run with a specified date.

Next enter an Aging ID of '0-90'

OR

For the Customer ID field, you may run the report for all the customers for a bill source by entering the Bill Source followed by a Percent Sign.

OR

You may run the report for a specific customer.

Leave all of the other values and check boxes on the page as they are.

Once everything is entered click the Run Button.
Retrieving the Report

On the page provided ensure the select box is checked and then click OK. Do NOT change the Type, Format, or Distribution.

When you return to the Run Control Screen a Process Instance Number should be assigned. Click on the Process Monitor link to go to the Process Monitor.

Locate your Process. Click the refresh button on the page every so often until the Process Run Status Says 'Success' and the Distribution Status says 'Posted'.

Then click on the Details Link.

Next Click on the View Log/Trace Link towards the bottom of the page.
Retrieve the File ending with '.PDF'

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR30003_8468714.PDF</td>
</tr>
</tbody>
</table>

You have just run an Aging Report. You may save the file to your desktop or other network drive.
1. This shows the Title of the report and the as of date of the report.
2. This shows the run date and time of the report.
3. For each Customer it will list the Customer ID, Name, and the customer's primary City and State.
4. For each Customer it will provide a listing of open Items as of the date the report is run. It will provide the Item ID, As of Date, Entry Type, The Total Amount, and whether the amount is Future Due, Current, 31-60 Days, 61 to 90 Days, or 90+ Days past due.
5. For each Customer it will provide the total Amounts for each column of the report.
6. At the end it will provide a Total for all Customers on the Aging Report.

Should you have questions or have issues with running an Aging Report contact billingarhelp@usf.edu for assistance.

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