

Work Instruction

Dept: **A/R Open Item Aging Report**

ZFRR007

When to Use

Use this report to monitor aging of outstanding and cleared Accounts Receivable (A/R) invoices.

Report Functionality

- Provides a departmental aging report based on the Funds Center (may include subordinate hierarchy) and other selection criteria including:
 - Fund, Cost Center (or Cost Center Group), Internal Order (or Internal Order Group)
 - Customer Number
 - Open items at a key date
 - Cleared items at a key date (up to 3 years)
- This report may be used to identify delinquent customer accounts
- Report output is sorted by the default 0, 30, 60, 90, and 180 day groups or may be customized

Report Output

Default display variant is as follows and can be customized as required:

- Customer #
- Customer Name
- Total outstanding invoices
- Invoices with due dates past; 0 to 30; 31 to 60; 61 to 90; 91 to 180; and over 181 days

Menu Path

Use the following menu path(s) to begin this transaction:

- **Accounting → Financial Accounting → Accounts Receivable → Information system → Reports for Accounts Receivable Accounting → Accounts Receivable (U of T) → Adequacy and documentation → Customer Open Item Analysis → Dept: A/R Open Item Aging Report**

Transaction Code

ZFRR007

Helpful Hints

- Use the line item functionality:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>
- Create a customized selection variant using:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Variantasset.pdf>

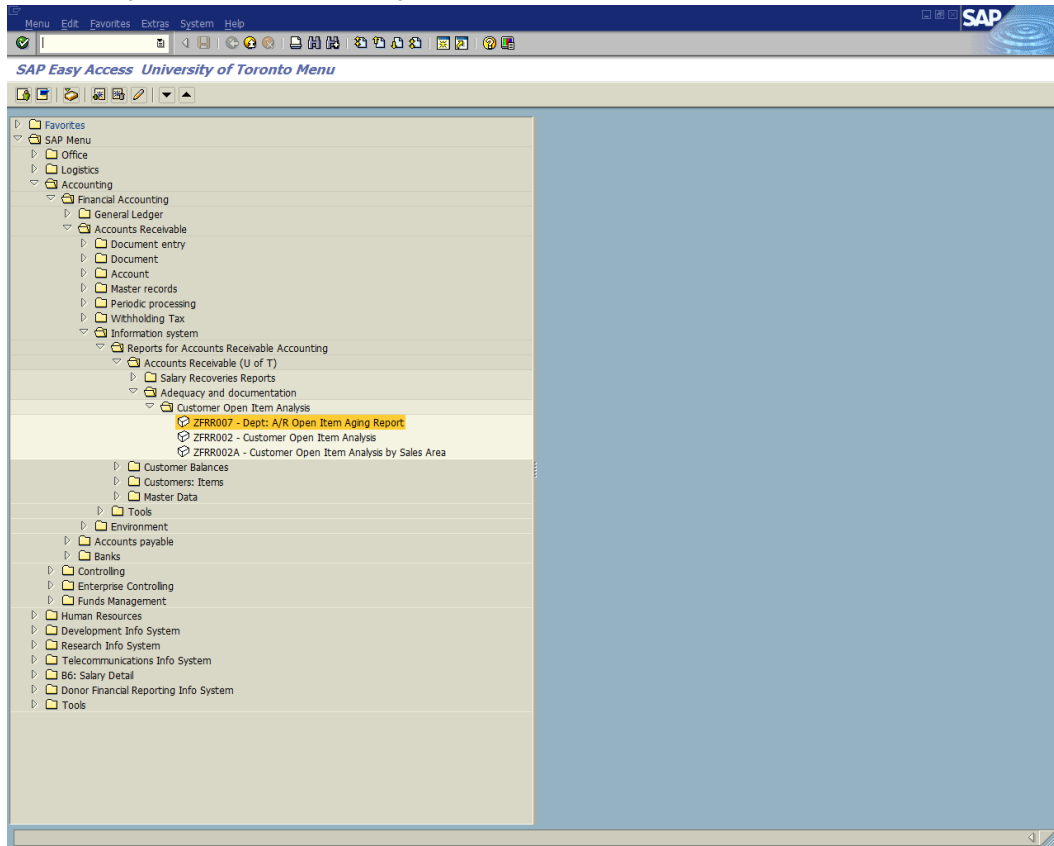



A/R invoices that are displayed in this report rely on the Assignment field, where the Accounts Receivable Administor inputs that A/R invoice #. If the Assignment field is changed in the A/R invoice, the invoice will not appear in this report.

Detailed Procedure

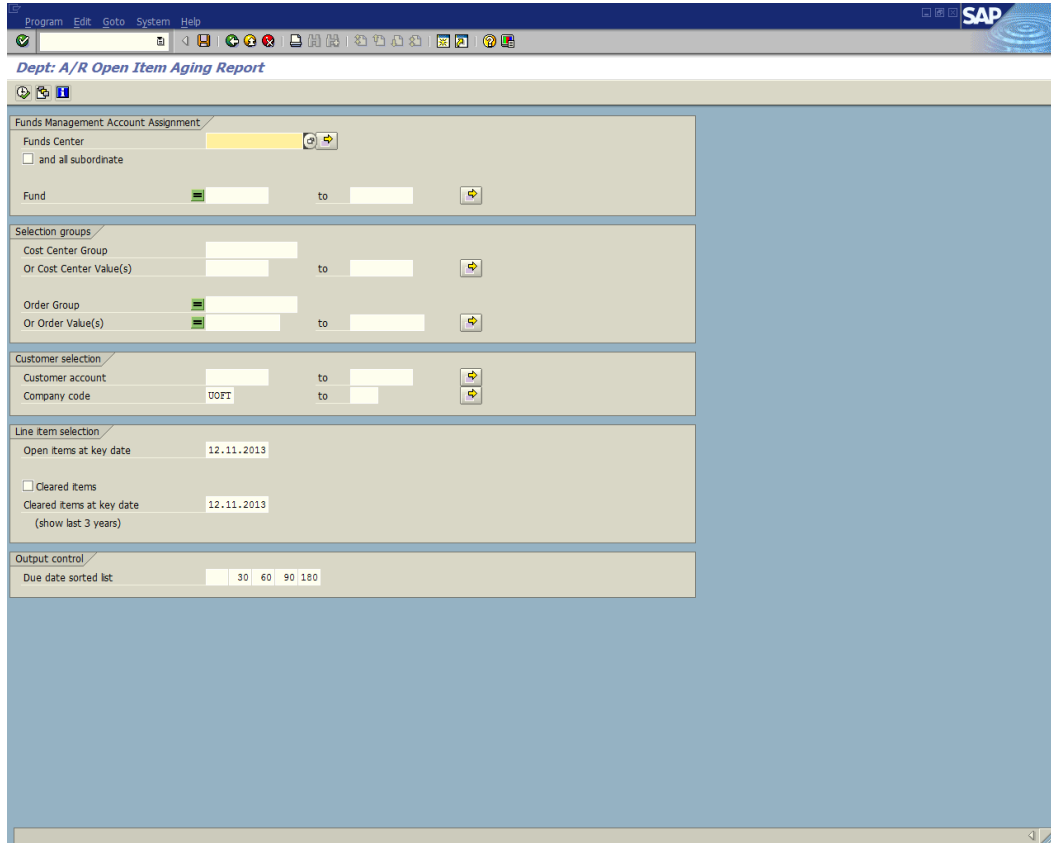
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click  ZFR007 - Dept: A/R Open Item Aging Report.


Dept: A/R Open Item Aging Report







The screenshot shows the SAP A/R Open Item Aging Report interface. The title bar reads "Dept: A/R Open Item Aging Report". The main window contains several sections for selection criteria:


- Funds Management Account Assignment:** Includes a "Funds Center" field with a dropdown arrow, a checkbox for "and all subordinate", and a "Fund" field with a range selector (from to) and a dropdown arrow.
- Selection groups:** Includes "Cost Center Group" and "Or Cost Center Value(s)" fields with a range selector and dropdown arrow, and "Order Group" and "Or Order Value(s)" fields with a range selector and dropdown arrow.
- Customer selection:** Includes "Customer account" and "Company code" fields with a range selector and dropdown arrow.
- Line item selection:** Includes "Open items at key date" (12.11.2013), a checkbox for "Cleared items", and "Cleared items at key date" (12.11.2013) with a note "(show last 3 years)".
- Output control:** Includes "Due date sorted list" with a range selector (30, 60, 90, 180).

3. Complete the following as required:


Field Name	Required/Optional/Conditional	Description
Funds Center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis (e.g. ancillary and principal investigator (PI)).
<input type="checkbox"/> and all subordinate	Optional	Mark this checkbox to include all lower level (subordinate) funds centers in the report output.
Fund	Optional	A six digit code, starting with "3", "4" or "5" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year (e.g. conference and research).  Excludes funds by default.



Field Name	Required/Optional/Conditional	Description
Cost Center Group	Optional	A six digit alphanumeric code (Gxxxxx) that represents a group of related cost centers.
Or Cost Center Value(s)	Optional	A five or six digit code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order but NOT both.
Order Group	Optional	An alphanumeric code representing a group of related Internal Orders.  Excludes Order groups by default.
Or Order Value(s)	Optional	A six digit code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.  Excludes Internal Orders by default. If invoice is posted using an Internal Order, enter a value into the Order Group or Order Value(s) field. If reporting on multiple Internal Orders, enter asterisk (*) in the Order Value(s) field.
Customer account	Optional	An alphanumeric code that represents an external organization or individual that purchases goods or services from the University.
Company code	Optional	Defaults to UofT.
Open items at key date	Optional	Items not yet cleared as at a specific date.  Open items are invoices still considered outstanding.
<input type="checkbox"/> Cleared items	Optional	Use this checkbox to include cleared items.  Cleared items refer to invoices where payments have been received in full and recorded in the system.

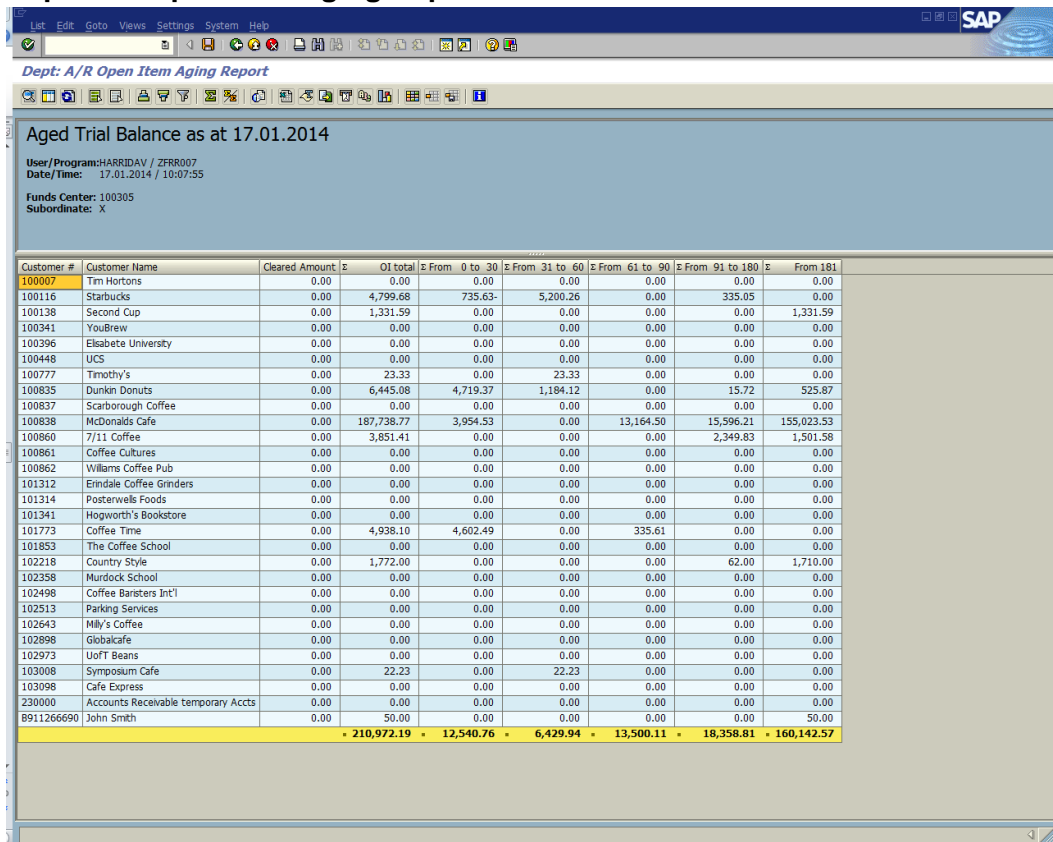
Field Name	Required/Optional/Conditional	Description
Cleared items at key date	Optional	Items cleared as at a specific date.  Up to three years of data is available.
Due date sorted list	Optional	Specifies the due date sort categories.



Click  to choose a selection variant. Instructions on creating selection variants:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Variantasset.pdf>

4. Click  to execute report.

Dept: A/R Open Item Aging Report



The screenshot shows the SAP A/R Open Item Aging Report interface. The title bar reads "Dept: A/R Open Item Aging Report". The main content area displays "Aged Trial Balance as at 17.01.2014" with user and date information: "User/Program: HARRIDAV / ZFR007" and "Date/Time: 17.01.2014 / 10:07:55". Below this, it shows "Funds Center: 100305" and "Subordinate: X".

Customer #	Customer Name	Cleared Amount	€	OI total	€	From 0 to 30	€	From 31 to 60	€	From 61 to 90	€	From 91 to 180	€	From 181	€
100007	Tim Hortons	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
100116	Starbucks	0.00		4,799.68		735.63		5,200.26		0.00		335.05		0.00	
100138	Second Cup	0.00		1,331.59		0.00		0.00		0.00		0.00		1,331.59	
100341	YouBrew	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
100396	Elisabete University	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
100448	UCS	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
100777	Timothy's	0.00		23.33		0.00		23.33		0.00		0.00		0.00	
100835	Dunkin Donuts	0.00		6,445.08		4,719.37		1,184.12		0.00		15.72		525.87	
100837	Scarborough Coffee	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
100838	McDonalds Cafe	0.00		187,738.77		3,954.53		0.00		13,164.50		15,596.21		155,023.53	
100860	7/11 Coffee	0.00		3,851.41		0.00		0.00		0.00		2,349.83		1,501.58	
100861	Coffee Cultures	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
100862	Williams Coffee Pub	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
101312	Erindale Coffee Grinders	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
101314	Posternelle Foods	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
101341	Hogworth's Bookstore	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
101773	Coffee Time	0.00		4,938.10		4,602.49		0.00		335.61		0.00		0.00	
101853	The Coffee School	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
102218	Country Style	0.00		1,772.00		0.00		0.00		0.00		62.00		1,710.00	
102358	Murdock School	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
102498	Coffee Baristas Int'l	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
102513	Parking Services	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
102643	Milv's Coffee	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
102898	Globalcafe	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
102973	UofT Beans	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
103008	Symposium Cafe	0.00		22.23		0.00		22.23		0.00		0.00		0.00	
103098	Cafe Express	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
230000	Accounts Receivable temporary Accts	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
B911266690	John Smith	0.00		50.00		0.00		0.00		0.00		0.00		50.00	
				210,972.19		12,540.76		6,429.94		13,500.11		18,358.81		160,142.57	

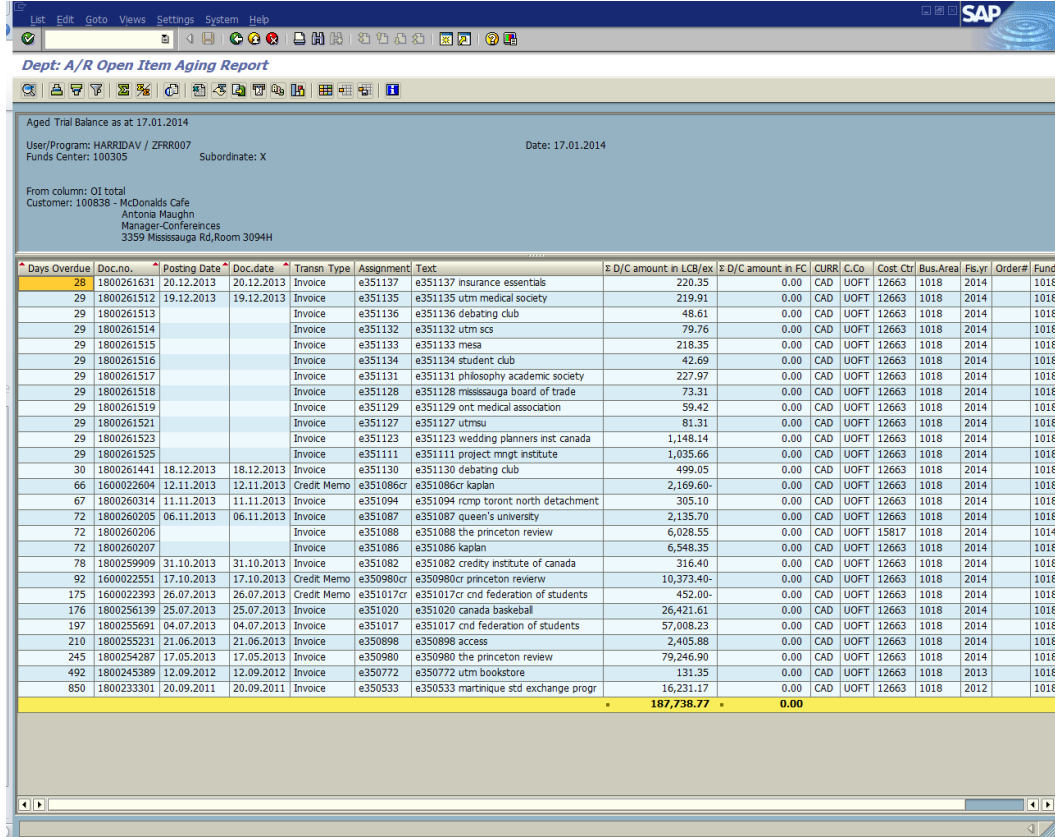
Column Name	Description
Customer #	An alphanumeric code that represents an external organization or individual that purchases goods or services from the University.
Customer Name	Customer name for an associated customer number.
Cleared Amount	This amount will always be displayed as a 0.00 amount. Drill-down to display any cleared documents for customer.
OI total	Total of all open items for customer.
From 0 to 30	Open items 0 to 30 days old.
From 31 to 60	Open items 31 to 60 days old.
From 61 to 90	Open items 61 to 90 days old.
From 91 to 180	Open items 91 to 180 days old.
From 181	Open items older than 180 days.



The last row displays a total for all customer accounts associated with the selection criteria. Drill down functionality provides line item details supporting the summary totals..

5. Double click any cell item to drill-down to the customer line item details for that cell.

Dept: A/R Open Item Aging Report




The screenshot shows the SAP A/R Open Item Aging Report interface. At the top, it displays 'Dept: A/R Open Item Aging Report' and the SAP logo. Below this, there is a header section with the following information:




- Aged Trial Balance as at 17.01.2014
- User/Program: HARRDAV / ZFR007
- Funds Center: 100305
- Subordinate: X
- Date: 17.01.2014
- From column: OI total
- Customer: 100838 - McDonalds Cafe
- Antonia Maughn
- Manager-Conferences
- 3359 Mississauga Rd, Room 3094H

The main table displays a list of open items with the following columns:


Days Overdue	Doc.no.	Posting Date	Doc.date	Transn Type	Assignment	Text	± D/C amount in LCB/ex	± D/C amount in FC	CURR	C.Co	Cost Ctr	Bus.Area	Fis.yr	Order#	Fund
28	1800261631	20.12.2013	20.12.2013	Invoice	e351137	e351137 insurance essentials	220.35	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261512	19.12.2013	19.12.2013	Invoice	e351135	e351135 utm medical society	219.91	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261513			Invoice	e351136	e351136 debating club	48.61	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261514			Invoice	e351132	e351132 utm scs	79.76	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261515			Invoice	e351133	e351133 mesa	218.35	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261516			Invoice	e351134	e351134 student club	42.69	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261517			Invoice	e351131	e351131 philosophy academic society	227.97	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261518			Invoice	e351128	e351128 mississauga board of trade	73.31	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261519			Invoice	e351129	e351129 ont medical association	59.42	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261521			Invoice	e351127	e351127 utmsu	81.31	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261523			Invoice	e351123	e351123 wedding planners inst canada	1,148.14	0.00	CAD	UOFT	12663	1018	2014		1018
29	1800261525			Invoice	e351111	e351111 project mngt institute	1,035.66	0.00	CAD	UOFT	12663	1018	2014		1018
30	1800261441	18.12.2013	18.12.2013	Invoice	e351130	e351130 debating club	499.05	0.00	CAD	UOFT	12663	1018	2014		1018
66	1600022604	12.11.2013	12.11.2013	Credit Memo	e351086cr	e351086cr kaplan	2,169.60-	0.00	CAD	UOFT	12663	1018	2014		1018
67	1800260314	11.11.2013	11.11.2013	Invoice	e351094	e351094 rcmp toront north detachment	305.10	0.00	CAD	UOFT	12663	1018	2014		1018
72	1800260205	06.11.2013	06.11.2013	Invoice	e351087	e351087 queen's university	2,135.70	0.00	CAD	UOFT	12663	1018	2014		1018
72	1800260206			Invoice	e351088	e351088 the princeton review	6,028.55	0.00	CAD	UOFT	15817	1018	2014		1014
72	1800260207			Invoice	e351086	e351086 kaplan	6,548.35	0.00	CAD	UOFT	12663	1018	2014		1018
78	1800259909	31.10.2013	31.10.2013	Invoice	e351082	e351082 credity institute of canada	316.40	0.00	CAD	UOFT	12663	1018	2014		1018
92	1600022551	17.10.2013	17.10.2013	Credit Memo	e350980cr	e350980cr princeton review	10,373.40-	0.00	CAD	UOFT	12663	1018	2014		1018
175	1600022393	26.07.2013	26.07.2013	Credit Memo	e351017cr	e351017cr cnd federation of students	452.00-	0.00	CAD	UOFT	12663	1018	2014		1018
176	1800256139	25.07.2013	25.07.2013	Invoice	e351020	e351020 canada basketball	26,421.61	0.00	CAD	UOFT	12663	1018	2014		1018
197	1800255691	04.07.2013	04.07.2013	Invoice	e351017	e351017 cnd federation of students	57,008.23	0.00	CAD	UOFT	12663	1018	2014		1018
210	1800255231	21.06.2013	21.06.2013	Invoice	e350898	e350898 access	2,405.88	0.00	CAD	UOFT	12663	1018	2014		1018
245	1800254287	17.05.2013	17.05.2013	Invoice	e350980	e350980 the princeton review	79,246.90	0.00	CAD	UOFT	12663	1018	2014		1018
492	1800245389	12.09.2012	12.09.2012	Invoice	e350772	e350772 utm bookstore	131.35	0.00	CAD	UOFT	12663	1018	2013		1018
850	1800233301	20.09.2011	20.09.2011	Invoice	e350533	e350533 martinique std exchange progr	16,231.17	0.00	CAD	UOFT	12663	1018	2012		1018
							187,738.77	0.00							

Column Name	Description
Days Overdue	Difference between the document date and open items at key date specified.
Doc.no.	AMS assigned number.
Posting Date	Date the financial transaction is recorded.
Doc.date	Document creation date or Customer/Supplier date.  Invoice date.
Transn Type	The type of transaction: Invoice, Adjustment or Credit Memo.



Column Name	Description
Assignment	<p>A text field that can be used to track and report on line item postings. Field is case sensitive and allows 18 characters. Previously referred to as the allocation field.</p> <p> Used to record the customer invoice number/credit memo number.</p>
Text	<p>Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description).</p> <p> Invoice/Credit memo number and customer name.</p>
D/C amount in LCB/ex	The amount in the document(s) in local currency (CAD). A negative sign indicates a Credit Memo/Overpayment/Advanced payment.
D/C amount in FC	The amount in the document(s) in foreign currency. A negative sign indicates a Credit Memo/Overpayment/Advanced payment.
CURR	<p>Defaults to CAD.</p> <p> Invoice or payment currency.</p>
C.Co	(Company Code). Defaults to UofT.
Cost Ctr	A five or six digit code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order but NOT both.
Bus. Area	Defaults from the Cost Center. If no Cost Center defined, 1000 = non-ancillary, 1001 - 1026 = ancillaries. UofT uses business area codes to distinguish the financial activity for each ancillary operating unit (i.e. residences, conferences, parking, food and beverage and real estate) from the rest of the financial activity at UofT (i.e. Operating, Capital and Restricted funds).
Fis.yr	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).
Order#	A six digit code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.
Funds Center	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis (e.g. ancillary and principal investigator (PI)).

Column Name	Description
Funds	A six digit code, starting with "3" or "4" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year (e.g. conference and research).

6. Click  to return to the main report output screen.

Resource Information:



Contact your FAST team representative for additional assistance using this function.
<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

Reference Guides:

Line Item Functionality: <http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>