

# **VISION FINANCIALS**

## **Aging Detail by Business Unit (AR30003)**

### Report Information

#### **Purpose of the Report**

This report lists aged open balances for every item.

#### **Type of Report**

SQR


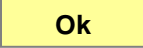
#### **Navigation (Path) to the Report**

Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

## Report Execution Procedure

### **Run Control Notes:**

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run\_AR30003\_Aging\_Detail\_by\_Bu)

Report Steps		see screenshot below
In This Field/ <a href="#">Link</a>	Action	Notes
As of Date	Enter desired report date	Click calendar to lookup date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
SetID	Enter desired SetID	Click on magnifying glass to lookup SetID
Aging Id	Enter desired Aging ID	Click on magnifying glass to lookup Aging ID; leave blank to select all
Amount Type	Select desired Amount Type	Select from drop down list
Rate Type	Enter desired Rate Type	Click on magnifying glass to lookup Rate Type; leave blank to select all
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID; leave blank to select all
Display Option	Select desired Display Option	Select from drop down list
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.

Report Steps		see screenshot below
<a href="#">Process Monitor</a>	Click the Process Monitor link	<ul style="list-style-type: none"> <li>• To view the processing status of the report.</li> <li>• Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.</li> </ul>
<a href="#">Details</a>	Click the Details link	Opens the Process Detail page.
<a href="#">View Log/Trace</a>	Click the View Log/Trace link	Opens the View Log/Trace page.
<a href="#">Ar30003 #####.PDF</a>	Click this link for the PDF file	This opens the report.

# Run Control ID Page

Run Control ID: Run\_AR30003\_Aging\_Detail\_By\_Bu

Add

Find an Existing Value | Add a New Value

# Report Request Parameters Page

Run Control ID: Run\_AR30003\_Aging\_Detail\_By\_Bu

Language: English

Process Instance:2494672

Report Request Parameters

As of Date: 08/01/2005

Unit: 01110 Finance & Management

SetID: STATE Default State SetID

Aging ID:

Amount Type: Base Curr

Rate Type:

Customer ID:

\*Display Option: Include All

Save | Notify | Add | Update/Display

# Process Scheduler Request Page

**Process Scheduler Request**

User ID: JHARRIS      Run Control ID: Run\_AR30003\_Aging\_Detail\_By\_Bu

Server Name: PSUNX      Run Date: 02/12/2007

Recurrence:      Run Time: 1:08:32PM      [Reset to Current Date/Time](#)

Time Zone:      [OK](#)      [Cancel](#)

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	<a href="#">Distribution</a>

# Process Monitor Page

**Process Monitor**

View Process Request For

User ID: JHARRIS      Type:      Last: 6 Minutes

Server:      Name:      Instance:      to       Save On Refresh

Run Status:      Distribution Status:       Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494672		SQR Report	AR30003	JHARRIS	02/12/2007 1:08:32PM EST	Success	Posted	<a href="#">Details</a>

[Go back to Aging Detail By Unit](#)

[Save](#)      [Notify](#)

[Process List](#) | [Server List](#)

# Process Detail Page

**Process Detail**

**Process**

**Instance:** 2494672      **Type:** SQR Report  
**Name:** AR30003      **Description:** Aging Detail by Business Unit  
**Run Status:** Success      **Distribution Status:** Posted

**Run**      **Update Process**

**Run Control ID:** Run\_AR30003\_Aging\_Detail\_By\_Bu       Hold Request  
**Location:** Server       Queue Request  
**Server:** PSUNX       Cancel Request  
 Delete Request  
 Restart Request

**Recurrence:**

Date/Time	Actions
<b>Request Created On:</b> 02/12/2007 1:09:12PM EST	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 02/12/2007 1:08:32PM EST	<a href="#">Message Log</a>
<b>Began Process At:</b> 02/12/2007 1:09:21PM EST	Batch Timings
<b>Ended Process At:</b> 02/12/2007 1:09:59PM EST	<a href="#">View Log/Trace</a>

OK    Cancel

# View Log/Trace Page

**View Log/Trace**

**Report**

**Report ID:** 6889      **Process Instance:** 2494672      [Message Log](#)  
**Name:** AR30003      **Process Type:** SQR Report  
**Run Status:** Success

Aging Detail by Business Unit

**Distribution Details**

**Distribution Node:** FMPRDWEB1      **Expiration Date:** 11/07/2009

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,614	02/12/2007 1:09:59.000000PM EST
<a href="#">ar30003_2494672.PDF</a>	4,728	02/12/2007 1:09:59.000000PM EST
<a href="#">Trace File</a>	15	02/12/2007 1:09:59.000000PM EST

**Distribute To**

Distribution ID Type	Distribution ID
User	JHARRIS

Return

# Example of Report Output

http://fmdevweb.finman.state.vt.us/psreports/FMDEV/6889/ar30003\_2494672.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://fmdevweb.finman.state.vt.us/psreports/FMDEV/6889/ar30003\_2494672.PDF

Save a Copy 93% Adobe Reader 7.0

Report ID: AR30003 PeopleSoft Receivables Page No. 1  
 Aging Id: STATE/ AGING DETAIL BY BUSINESS UNIT Run Date 02/12/2007  
 Currency Base Currency as of 01-AUG-2005 Run Time 13:09:21  
 Rate Type:

Item	Line	As Of	Ent Typ/Ran	Terms	Document	Cur	Amount	Other
01110		ST003	Financial Operations		Montpelier	VT		
EXAMPLE	0	06/30/2006	WR	WI	DUR	USD	5.00	5.00
		Total	Financial Operations				5.00	5.00
01110		ST012	Legislative Council					
FY05 DEVELOPM42	10	31/2004	WR	WI	DUR	USD	978.00	978.00
LE0033105	0	04/26/2005	WR	WI	DUR	USD	0.09	0.09
		Total	Legislative Council				978.09	978.09
01110		ST071	Agency of Transportation					
AOT123104	0	02/14/2005	WR	WI	DUR	USD	599.80	599.80
		Total	Agency of Transportation				599.80	599.80
01110		ST692	Legislature					
FY05 DEVELOPM42	10	31/2004	WR	WI	DUR	USD	450.00	450.00

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Start SnagIt Aging Detail by Unit ... Aging Detail by Busi... Accounts Receivabl... http://fmdevweb... 1:15 PM