

**Work Instruction**

**View Account Aging**

**Purpose**

Use this procedure to view customer account aging.

**Prerequisites**

- You have been assigned the appropriate AR responsibility (*HRVD^AR^TUB^ORG^COL*).
- The customer has been set up in the AR system.

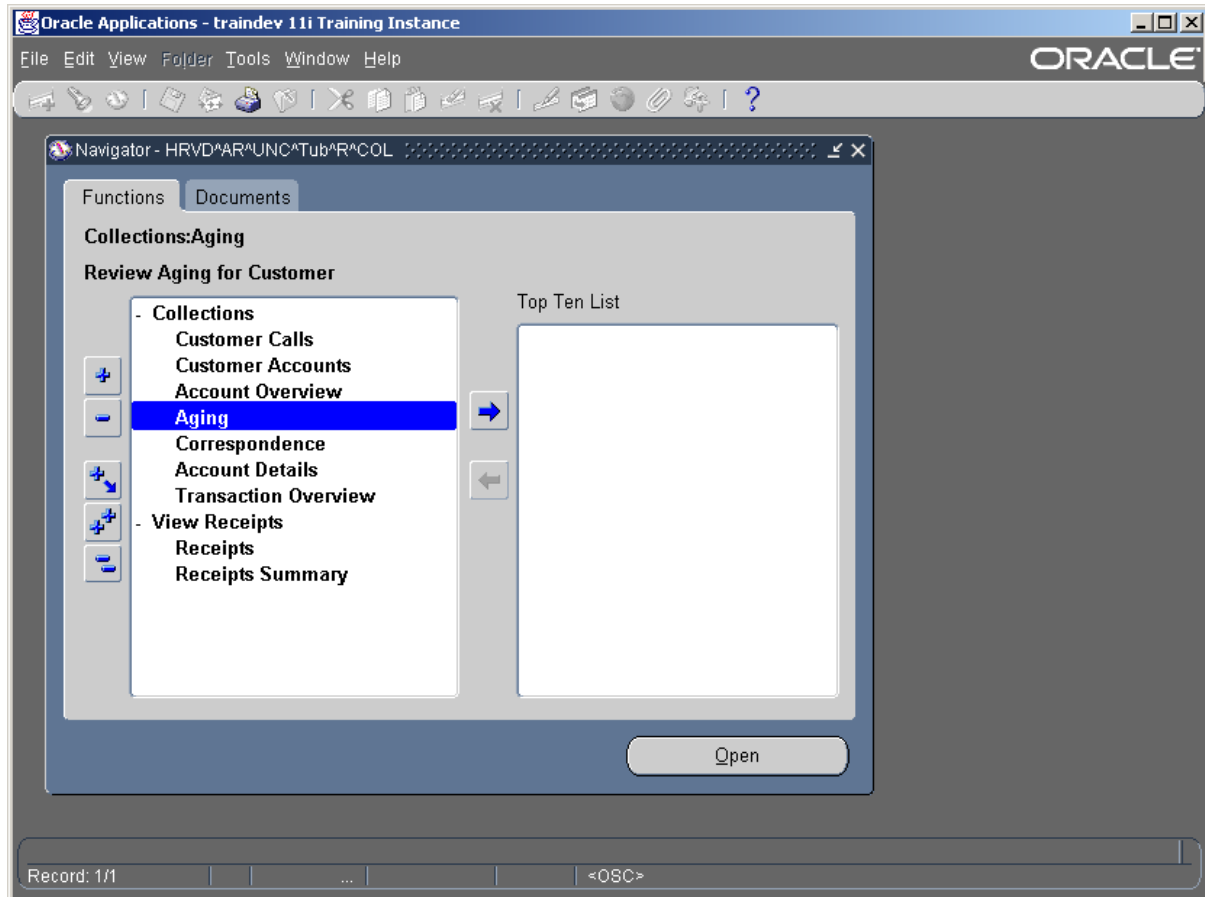
**Helpful Hints**

Use these keyboard shortcut keys to speed your work:

- %: Wildcard
- F3: Copy Field Above
- F7: Enter Query
- F8: Execute Query
- F9: View List of Values for a Field
- F10: Save

## Procedure

### Oracle Navigator



1. Click on **Collections** → **Aging** to start this procedure.

## Find Aging


- Complete the following required fields to define your search. Completing the optional fields will help to further narrow your search.





Harvard does not use fields not listed below.

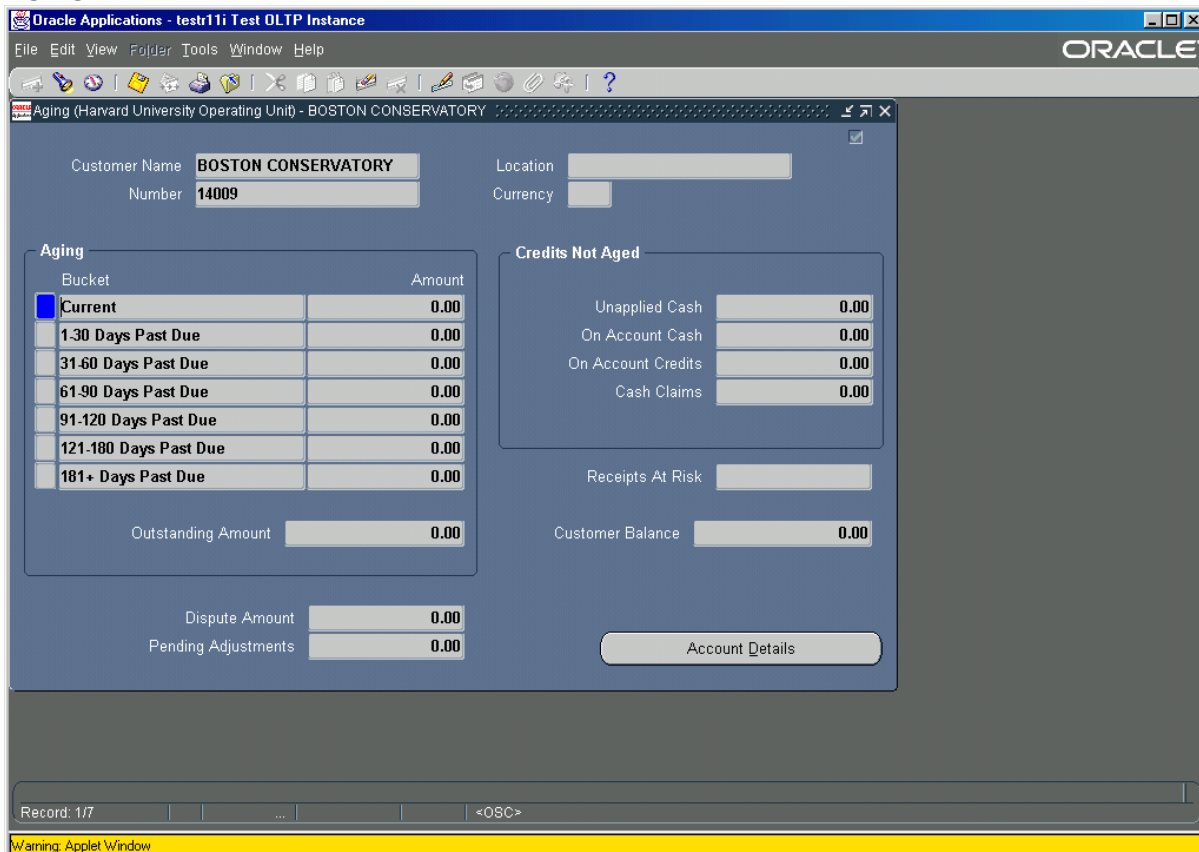
| In This Field   | R/O/C | Enter   |
|-----------------|-------|---|
| Customer Name   | O     | A portion of the customer's name  |
| Customer Number | C     | The customer number will be populated by the system for the <b>Customer Name</b> you enter. |
| Location        | O     | The customer location if you want to see aging for a particular location                    |

| In This Field     | R/O/C | Enter  |
|-------------------|-------|--|
| Aging Bucket      | R     | The type of aging view desired<br><b>Note: Collections:</b> shows a 7-bucket aging. <b>Statement:</b> shows a 5-bucket aging..                           |
| Open Credits      | R     | The desired format for open credits<br><b>Note: Summarized:</b> shows all open credits summarized. <b>Age:</b> shows all open credits in an aged format. |
| Transaction Types | O     | A range by transaction type (Tub/Billing Unit)   |

3. Click  to locate account details based on your search criteria.

 Click  to clear all the fields and define a new search.

### Aging – Details



Oracle Applications - test11i Test OLTP Instance

File Edit View Folder Tools Window Help

ORACLE

Aging (Harvard University Operating Unit) - BOSTON CONSERVATORY

Customer Name **BOSTON CONSERVATORY** Location

Number **14009** Currency

| Bucket   | Amount |
|--|--------|
| <input checked="" type="checkbox"/> Current    | 0.00   |
| <input type="checkbox"/> 1-30 Days Past Due    | 0.00   |
| <input type="checkbox"/> 31-60 Days Past Due   | 0.00   |
| <input type="checkbox"/> 61-90 Days Past Due   | 0.00   |
| <input type="checkbox"/> 91-120 Days Past Due  | 0.00   |
| <input type="checkbox"/> 121-180 Days Past Due | 0.00   |
| <input type="checkbox"/> 181+ Days Past Due    | 0.00   |

Outstanding Amount

Dispute Amount

Pending Adjustments

**Credits Not Aged**

Unapplied Cash

On Account Cash

On Account Credits

Cash Claims

Receipts At Risk

Customer Balance

Record: 1/7 ... <OSC>

Warning: Applet Window

4. Review the following fields:



Harvard does not use fields not listed below.

| This Field         | Shows   |
|--------------------|---|
| Customer Name      | The customer name   |
| Location           | The customer location, if entered in Step 2 above   |
| Number             | The customer number   |
| Aging              | The aging buckets and associated amounts owed<br><br><b>Note: Collections:</b> shows a 7-bucket aging. <b>Statement:</b> shows a 5-bucket aging.. |
| Outstanding Amount | The total amount owed for customer/location   |
| Dispute Amount     | The total amount disputed by customer   |
| Unapplied Cash     | Any receipts for customer being researched by Central AR  |
| On Account Cash    | Any receipts for customer not yet applied to invoices   |
| Customer Balance   | The total amount owed for customer/location   |

5. To view additional account information, click [Account Details](#) and refer to the “View Account Details” work instruction.
6. You have completed this task.

### Result

You have reviewed customer account aging.