Overview of the A/R – Aged Debt Report

The A/R – Aged Debt Report is available to Grants Managers and others involved with the administration of research projects using SAP reports. The report is currently accessible by menu path or by using the Transaction Code ZFAR003 in the Command field on the main SAP User Menu screen.

The report provides a view of the Accounts Receivable data for invoices sent to Sponsors by Treasury Billing Services (TBS) or other areas responsible for billing Sponsors. This report includes the payments made against those invoices by the Sponsors and posted by Corporate Accounts Receivable. Any outstanding balances for invoices are displayed. If Corporate Accounts Receivable has contacted the Sponsor regarding a past due invoice, they add reason codes to the line item text for the invoice to indicate details about what action has been taken and why the invoice may still be outstanding. In addition, an indicator of how long the invoice is past due is also provided, if applicable.

Please refer to the steps in the next pages for information about how to use and interpret this tool available in the administration of research projects at Duke.
A/R Aged Debt Report (cont.)

Accessing the Report and Selecting the Basic Criteria

1. Access via menu path: Financials → University Reporting (or Grant Manager Reporting) → Organizational Reporting → A/R – Aged Debt Report

   *Note: If preferred, use the transaction code ZFAR003.*

On the A/R - Aged Debt Report selection screen:

2. **Choose one of the two field options** below, and enter a value(s) in ONE of the these fields as outlined below:
   - Enter one or more **WBS Elements (Project numbers)** in the WBSE (Fund) field (use the range field or the Multiple Selection button to enter multiple numbers if needed).
   - OR enter the desired **top or lower level BFR code (10 digits)** in the BFR (Funds Center) field to select all the WBS Elements (project numbers) associated with that BFR code (**DO NOT USE MULTIPLE SELECTION – SELECT ONLY ONE**).
Note: The next steps involve entering **master data values** that are associated with a project/WBS Element in SAP, and the values for a project can be found using the **Project Work Breakdown Structure** (Transaction Code CJ03), and then the menu path of **Details → Project Definition Customer Fields**.

3. **Optional:** If entering a BFR code or range of WBS Elements, enter a **Duke Unique ID number of a Principal Investigator (PI) or Co-PI** in the **No. of Responsible Person** field to narrow the report to WBS Elements (Projects) for that person.

   **Note:** If the number of the Responsible Person is unknown, use the **Drop down** for that field to perform a search based on the name of the Responsible Person and select the corresponding number from the resulting list.

4. **Optional:** If entering a BFR code or range of WBS Elements, enter a **number that identifies a particular Sponsor** in the **Applicant No.** field to narrow the report to WBS Elements (Projects) for a particular Sponsor of the grant.

   **Note:** To find the Applicant number for a project, use **Project Work Breakdown Structure** (Transaction Code CJ03), and look on the **Details** tab for that field.

**Under the Optional Parameters section – use fields for additional selection choices as outlined below:**

   **Note:** These fields are more likely to be used by central administrative areas, but are available to departmental users if needed.

5. **Optional:** If known, enter a **number that identifies a particular Customer (i.e. Sponsor)** in the **Customer** field to narrow the report to WBS Elements (Projects) for a particular Customer (a Sponsor may have multiple billing addresses and there is one customer number per each address).
A/R Aged Debt Report (cont.)

6. **Optional:** Enter a desired **Project End Date** field to narrow the report to WBS Elements (Projects) for that end on a particular date, range or dates, or multiple selection of end dates.

   *Note:* To find the Project End Date for a project, use **Project Work Breakdown Structure** (Transaction Code CJ03), and follow the menu path **Details → Project Definition Customer Fields** to find values for that field.

7. **Optional:** Enter a desired value in the Billing Section field to narrow the report to WBS Elements (Projects) that belong to a particular billing section in TBS (most likely used by central administration).

   *Note:* To find the Billing Section value for a project, use **Project Work Breakdown Structure** (Transaction Code CJ03), and follow the menu path **Details → Project Definition Customer Fields** to find values.

8. **Optional:** If known, enter a desired **value for Dunning level** in the **Dunning level** field to narrow the report to WBS Elements (Projects) for that selection value (most likely used by central administration).

9. **Optional:** If known, enter a desired **amount for a Letter of Credit value in the Amount in LC field** to narrow the report to WBS Elements (Projects) for that selection value (most likely used by central administration).

10. Click the **Execute** button (F8) to display the **A/R - Aged Debt** report screen.
### Reviewing the A/R – Aged Debt Report

#### Example 1
- Shows first columns to the left of the report (use horizontal scroll bar at bottom of report to view all columns).

#### Example 2
- Shows last columns to the right of the report (use horizontal scroll bar at bottom of report to view all columns).
11. **Use the horizontal scroll bar** to view all columns outlined:

*Note: The Accounts Receivable amount for an invoice billed to a Sponsor is posted at the Parent level of a project / WBS Element. Therefore, this report displays only Parent level projects. No Sub level projects associated with the parent are displayed.*

| Customer # | The Customer number field is assigned in SAP to identify the Sponsor. Each unique billing address for a Sponsor is a separate customer number (7 digits) as follows:  
- TBS (Treasury Billing Services) numbers begin with 7xxxxxx  
- DCRI numbers begin with 6xxxxxx |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
<td>The name of the Sponsor associated with a customer number.</td>
</tr>
<tr>
<td>Fund</td>
<td>The seven digit Fund code (i.e., WBS Element) of the Parent level code where the Accounts Receivable was posted.</td>
</tr>
<tr>
<td>Fund Center</td>
<td>The ten digit Organizational Unit / BFR Code number for the Parent level Project / WBS Element.</td>
</tr>
<tr>
<td>PI ID</td>
<td>The Duke Unique ID of the Principal Investigator for the Project.</td>
</tr>
<tr>
<td>PI Name</td>
<td>The name of the Principal Investigator for the Project.</td>
</tr>
<tr>
<td>Invoice #</td>
<td>The document number for the invoice that was billed or sent to the Sponsor (numbers beginning with 18 and 22 are invoices, 14 are incoming payments, and 16 are Credit Memos).</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>The date that appears on the invoice sent to the Sponsor (i.e., the date the invoice was created in SAP).</td>
</tr>
<tr>
<td>Original Invoice Amt.</td>
<td>The original amount of the invoice sent to the Sponsor and the amount of the original Accounts Receivable posted to the Parent code.</td>
</tr>
<tr>
<td>Payments</td>
<td>The total amount of cash payments received and posted against the invoice by the Corporate A/R Department.</td>
</tr>
<tr>
<td>Balance Outstanding</td>
<td>The difference between the Original Invoice Amount and the Payments that have been received. This outstanding balance indicates what remains to be collected on the invoice sent to the Sponsor.</td>
</tr>
</tbody>
</table>
| Customer Line Item Text | Text that provides information about the invoice as follows:  
- Line items that have Opening Balance in the text represent the posting for invoices already billed to Sponsors as of July 1, 2012.  
- For invoices generated through SAP (invoices created after July 1, 2012), the text contains the billing period of the invoice.  
- Once a sponsor has been contacted about a past due invoice, Corporate A/R will add a reason code to the line item text. For reason codes see this web address: [http://finance.duke.edu/systems/training/steps.php#arprocess](http://finance.duke.edu/systems/training/steps.php#arprocess) |
| Project End Date | The ending date of the Project for reference. Note: if end date indicates year 2024 and has status REL (released) – Project has no true end date; CLSD (closed) – generic End Date was used. |
| Days Past Due | Indicates the number of days the payment is past due for the Sponsor’s invoice (a negative number means the Sponsor’s invoice is not past due). |
A/R Aged Debt Report (cont.)

12. To vertically scroll through this report, use the following buttons:
- **First Page (Ctrl+Page up)** to scroll to the top cover page.
- **Next Page (Page down)** to scroll to the next page.
- **Previous Page (Page up)** to scroll to the previous page.
- **Last Page (Ctrl+Page down)** to scroll to the last page.

13. To view the details of a line item on the report in a window versus scrolling across the report:
   - Click on the box to the far left of the line to select the line and highlight in a gold color.
   - Click on the **Details** button.
   - Review the data listed in the window displayed.

14. Use other report functions via menu path or button, such as **Print, Sort Ascending or Descending** (click on Column heading), **Export**, etc., as you would on any other SAP report. **See next pages for recommendations.**
Freezing the Columns for Horizontal Scrolling

15. Click on a column heading to choose and highlight the entire column (one suggestion is the Fund column heading).

16. Right mouse click to show options and click on Freeze to Column.
17. Scroll to the right side of the report using the horizontal scroll bar to see that the column chosen along with all columns to the left of this column are staying visible on the report.

18. To unfreeze the column, repeat the above steps and choose **Unfreeze Columns**.

**To exit the report when ready:**

19. Click on the **Exit** button (**Shift+F3**) until the initial SAP R/3 screen is displayed.