A/R – Aged Debt Report (ZFAR003)

Overview of the A/R – Aged Debt Report

The A/R – Aged Debt Report is available to Grants Mangers 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.

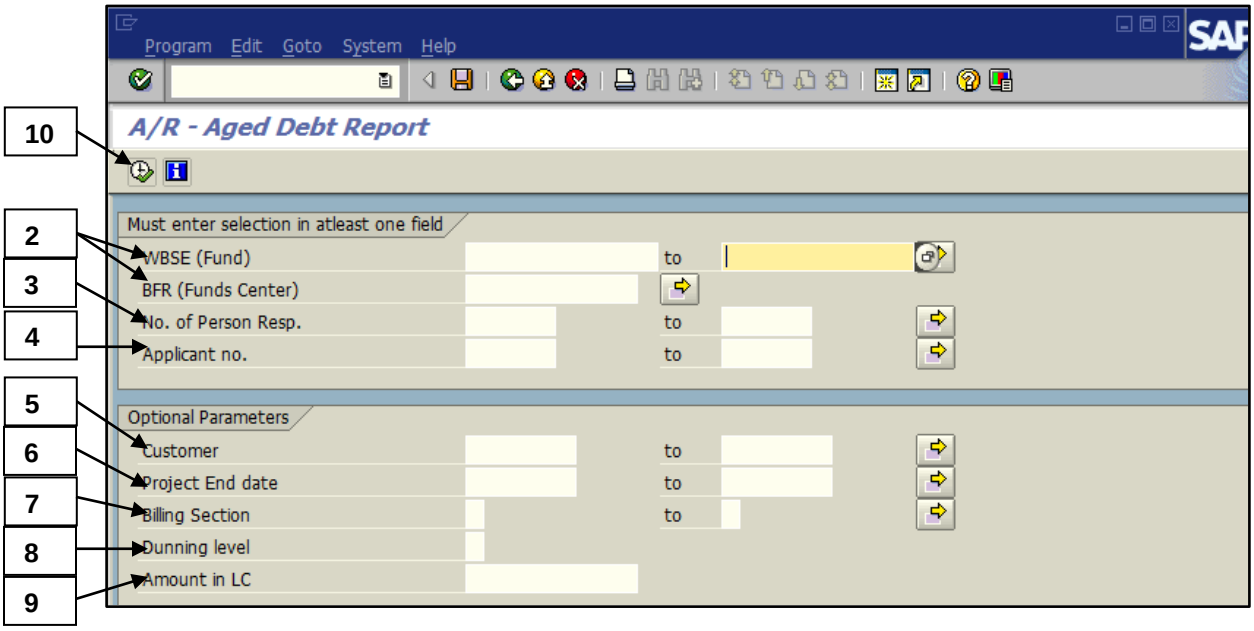
A/R Aged Debt Report (cont.)

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*).

A/R Aged Debt Report (cont.)

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.*

<u>Under the Optional Parameters section – use fields for additional selection choices as outlined below:</u>

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.

A/R Aged Debt Report (cont.)

Reviewing the A/R – Aged Debt Report

A/R - Aged Debt Report

Customer #	Customer Name	Invoice #	Fund	Fund Center	PI ID	PI Name	Invoice Date	Original In...	Payments...	B
7000001	AGENCY FOR HEALTH CARE RESEARCH &	1800066009	2039210	6860505056	63297	MATCHAR, DAVID B	03/19/2012	35,000.00	0.00	
7000001	AGENCY FOR HEALTH CARE RESEARCH &	1800066011	2039230	6860505056	313583	SANDERS, GILLIAN D	06/28/2012	47,778.34	0.00	
7000001	AGENCY FOR HEALTH CARE RESEARCH &	1800066027	3037879	6860505056	35314	MCCRORY, DOUGLAS C	04/05/2012	5,000.46	0.00	
7000001	AGENCY FOR HEALTH CARE RESEARCH &	1800066026	3037879	6860505056	35314	MCCRORY, DOUGLAS C	05/17/2012	4,436.86	0.00	
7000001	AGENCY FOR HEALTH CARE RESEARCH &	1800066005	2039084	6860505055	265265	HERNANDEZ, ADRIAN F	05/14/2012	36,129.01	0.00	
7000003	AGENCY FOR HEALTH CARE RESEARCH &	1800066025	3035954	6860505056	313583	SANDERS, GILLIAN D	06/28/2012	170,741.00	0.00	
7000005	CENTER FOR DISEASE CONTROL &	1800065993	2031261	6860508525	231646	CRUMP, JOHN A	11/23/2011	5,256.78	0.00	
7000005	CENTER FOR DISEASE CONTROL &	1800065990	2031261	6860508525	231646	CRUMP, JOHN A	03/12/2012	777.64	0.00	
7000005	CENTER FOR DISEASE CONTROL &	1800065992	2031261	6860508525	231646	CRUMP, JOHN A	01/23/2012	3,086.50	0.00	
7000005	CENTER FOR DISEASE CONTROL &	1800065991	2031261	6860508525	231646	CRUMP, JOHN A	06/07/2012	1,320.72	0.00	
7000008	FOOD AND DRUG ADMINISTRATION	1800066017	2039251	6860505099	136281	RAO, SUNIL V	04/14/2012	12,500.00	0.00	
7000008	FOOD AND DRUG ADMINISTRATION	1800066018	2039251	6860505099	136281	RAO, SUNIL V	01/23/2012	12,500.00	0.00	
7000013	FOGARTY INTERNATL CENTER	1800066019	3019905	6064100710	419074	KOELLE, KATHARINA V.	04/12/2012	4,153.77	0.00	
7000018	NATL HEART LUNG & BLOOD INSTITUTE	1800065983	2031111	6860202565	40612	THORNBURG, COURTNEY D	06/28/2012	1,804.34	0.00	
7000019	NATL HEART LUNG & BLOOD INSTITUTE	1800065973	2031210	6860205530	60493	JAMES, ANDRA H	07/03/2012	398.82	0.00	
7000019	NATL HEART LUNG & BLOOD INSTITUTE	1800065989	2031210	6860205530	60493	JAMES, ANDRA H	01/17/2012	8,484.75	0.00	
7000023	NI ALLERGY & INFECTIOUS DISEASES	1800065994	2031606	6860509511	400543	DENNY, THOMAS N	06/28/2012	287,139.05	0.00	
7000023	NI ALLERGY & INFECTIOUS DISEASES	2200000010	2031540	6860201518	219732	SULLIVAN, KEITH M	07/05/2012	48,489.45	0.00	
7000023	NI ALLERGY & INFECTIOUS DISEASES	2200000086	2031540	6860201518	219732	SULLIVAN, KEITH M	07/09/2012	45,063.45	0.00	
7000023	NI ALLERGY & INFECTIOUS DISEASES	1800067435	2030648	6860509511	400543	DENNY, THOMAS N	07/10/2012	2,121.51	0.00	
7000023	NI ALLERGY & INFECTIOUS DISEASES	1800065979	2030570	6860102500	205291	KELSOE, GARNETT H	07/25/2011	126,815.85	0.00	
7000023	NI ALLERGY & INFECTIOUS DISEASES	1800065998	2031666	6860509511	204832	TOMARAS, GEORGIA D	06/20/2012	30,260.50	0.00	
7000023	NI ALLE							118,130.15	0.00	
7000023	NI ALLE							78,754.91	0.00	
7000023	NI ALLE							83,379.09	0.00	
7000023	NI ALLE							89,255.67	0.00	
7000025	NATL I							950.48	0.00	
7000025	NATL I							75,003.04	0.00	
7000025	NATL I							42,280.83	0.00	
7000025	NATL INSTITUTE OF CHILD HEALTH &	1800066003	2039077	6860505099	147385	BENJAMIN, DANIEL K	06/19/2012	8,508.66	0.00	
7000025	NATL INSTITUTE OF CHILD HEALTH &	1800067442	2039196	6860505099	338546	MELLONI, CHIARA	07/10/2012	28,062.77	0.00	
7000025	NATL INSTITUTE OF CHILD HEALTH &	1800066015	2039246	6860505099	147385	BENJAMIN, DANIEL K	06/27/2012	22,648.43	0.00	
7000025	NATL INSTITUTE OF CHILD HEALTH &	1800066012	2039243	6860505099	147385	BENJAMIN, DANIEL K	06/28/2012	12,947.39	0.00	
7000025	NATL INSTITUTE OF CHILD HEALTH &	1800066013	2039244	6860505099	147385	BENJAMIN, DANIEL K	06/27/2012	12,614.51	0.00	
7000025	NATL INSTITUTE OF CHILD HEALTH &	1800066014	2039245	6860505099	147385	BENJAMIN, DANIEL K	06/28/2012	7,866.90	0.00	
7000025	NATL INSTITUTE OF CHILD HEALTH &	1800066001	2039076	6860505099	147385	BENJAMIN, DANIEL K	06/22/2012	52,412.96	0.00	
7000027	NI ON DRUG ABUSE	1800066028	3037886	6860203080	112938	WELLS, KAREN	06/28/2012	18,563.10	0.00	
7000044	BIOMEDICAL ADVANCED R & D AUTHORITY	1800066022	3035289	6860201518	314438	CHUTE, JOHN P	06/01/2012	434,880.39	404,880.39	
7000044	BIOMEDICAL ADVANCED R & D AUTHORITY	1800066021	3035289	6860201518	314438	CHUTE, JOHN P	06/29/2012	356,572.14	0.00	
7000044	BIOMEDICAL ADVANCED R & D AUTHORITY	1800066020	3035289	6860201518	314438	CHUTE, JOHN P	02/07/2012	5,773.95	0.00	

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

A/R - Aged Debt Report

Fund Center	PI ID	PI Name	Invoice Date	Original In...	Payments...	Balance Outstanding	Customer Line Item Text	Project En...	Day...
6860505056	63297	MATCHAR, DAVID B	03/19/2012	35,000.00	0.00	35,000.00	A02-OPENING BALANCE	03/20/2012	90
6860505056	313583	SANDERS, GILLIAN D	06/28/2012	47,778.34	0.00	47,778.34	A02-OPENING BALANCE	03/31/2012	11-
6860505056	35314	MCCRORY, DOUGLAS C	04/05/2012	5,000.46	0.00	5,000.46	A02-OPENING BALANCE	08/31/2012	73
6860505056	35314	MCCRORY, DOUGLAS C	05/17/2012	4,436.86	0.00	4,436.86	A02-OPENING BALANCE	08/31/2012	31
6860505055	265265	HERNANDEZ, ADRIAN F	05/14/2012	36,129.01	0.00	36,129.01	A02-OPENING BALANCE	09/30/2012	34
6860505056	313583	SANDERS, GILLIAN D	06/28/2012	170,741.00	0.00	170,741.00	OPENING BALANCE	10/25/2012	11-
6860508525	231646	CRUMP, JOHN A	11/23/2011	5,256.78	0.00	5,256.78	OPENING BALANCE	11/30/2012	207
6860508525	231646	CRUMP, JOHN A	03/12/2012	777.64	0.00	777.64	OPENING BALANCE	11/30/2012	97
6860508525	231646	CRUMP, JOHN A	01/23/2012	3,086.50	0.00	3,086.50	OPENING BALANCE	11/30/2012	146
6860508525	231646	CRUMP, JOHN A	06/07/2012	1,320.72	0.00	1,320.72	OPENING BALANCE	11/30/2012	10
6860505099	136281	RAO, SUNIL V	04/14/2012	12,500.00	0.00	12,500.00	A01OPENING BALANCE	08/31/2012	64
6860505099	136281	RAO, SUNIL V	01/23/2012	12,500.00	0.00	12,500.00	A01 OPENING BALANCE	08/31/2012	146
6064100710	419074	KOELLE, KATHARINA V.							
6860202565	40612	THORNBURG, COURTNEY							
6860205530	60493	JAMES, ANDRA H							
6860205530	60493	JAMES, ANDRA H							
6860509511	400543	DENNY, THOMAS N							
6860201518	219732	SULLIVAN, KEITH M							
6860201518	219732	SULLIVAN, KEITH M							
6860509511	400543	DENNY, THOMAS N							
6860102500	205291	KELSOE, GARNETT H	07/25/2011	126,815.85	0.00	126,815.85	C02_OPENING BALANCE	09/29/2015	328
6860509511	204832	TOMARAS, GEORGIA D	06/20/2012	30,260.50	0.00	30,260.50	OPENING BALANCE	09/21/2012	3-
6860505099	25542	FOWLER, VANCE G	06/01/2012	118,130.15	0.00	118,130.15	OPENING BALANCE	06/30/2012	16
6860102500	205291	KELSOE, GARNETT H	06/29/2012	78,754.91	0.00	78,754.91	Open Invoice Load 07/03/2012	09/29/2015	12-
6860505099	25542	FOWLER, VANCE G	06/26/2012	83,379.09	0.00	83,379.09	OPENING BALANCE	06/30/2012	9-
6860509511	400543	DENNY, THOMAS N	06/21/2012	89,255.67	0.00	89,255.67	OPENING BALANCE	09/29/2012	4-
6860505099	398588	COHEN-WOLKOWIEZ, MICHAEL	06/22/2012	950.48	0.00	950.48	OPENING BALANCE	09/05/2012	5-
6860505099	147385	BENJAMIN, DANIEL K	03/16/2012	75,003.04	0.00	75,003.04	C01_OPENING BALANCE	09/29/2015	93
6860505099	375551	PATEL, UPTAL	06/28/2012	42,280.83	0.00	42,280.83	OPENING BALANCE	08/21/2013	11-
6860505099	147385	BENJAMIN, DANIEL K	06/19/2012	8,508.66	0.00	8,508.66	OPENING BALANCE	09/29/2012	2-
6860505099	338546	MELLONI, CHIARA	07/10/2012	28,062.77	0.00	28,062.77	5/1/2012 -5/31/2012	11/24/2012	23-
6860505099	147385	BENJAMIN, DANIEL K	06/27/2012	22,648.43	0.00	22,648.43	OPENING BALANCE	03/25/2013	10-
6860505099	147385	BENJAMIN, DANIEL K	06/28/2012	12,947.39	0.00	12,947.39	OPENING BALANCE	03/14/2013	11-
6860505099	147385	BENJAMIN, DANIEL K	06/27/2012	12,614.51	0.00	12,614.51	OPENING BALANCE	09/14/2012	10-
6860505099	147385	BENJAMIN, DANIEL K	06/28/2012	7,866.90	0.00	7,866.90	OPENING BALANCE	09/25/2012	11-
6860505099	147385	BENJAMIN, DANIEL K	06/22/2012	52,412.96	0.00	52,412.96	OPENING BALANCE	09/29/2015	5-
6860203080	112938	WELLS, KAREN	06/28/2012	18,563.10	0.00	18,563.10	OPENING BALANCE	02/22/2013	11-
6860201518	314438	CHUTE, JOHN P	06/01/2012	434,880.39	404,880.39	30,000.00	OPENING BALANCE	12/31/2012	16
6860201518	314438	CHUTE, JOHN P	06/29/2012	356,572.14	0.00	356,572.14	OPENING BALANCE	12/31/2012	12-
6860201518	314438	CHUTE, JOHN P	02/07/2012	5,773.95	0.00	5,773.95	"OPENING BALANCE-O/S BAL-ORIG $220,84[illegible]29"	12/31/2012	131

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Example 2 – shows last columns to the right of the report (use horizontal scroll bar at bottom of report to view all columns).

A/R Aged Debt Report (cont.)

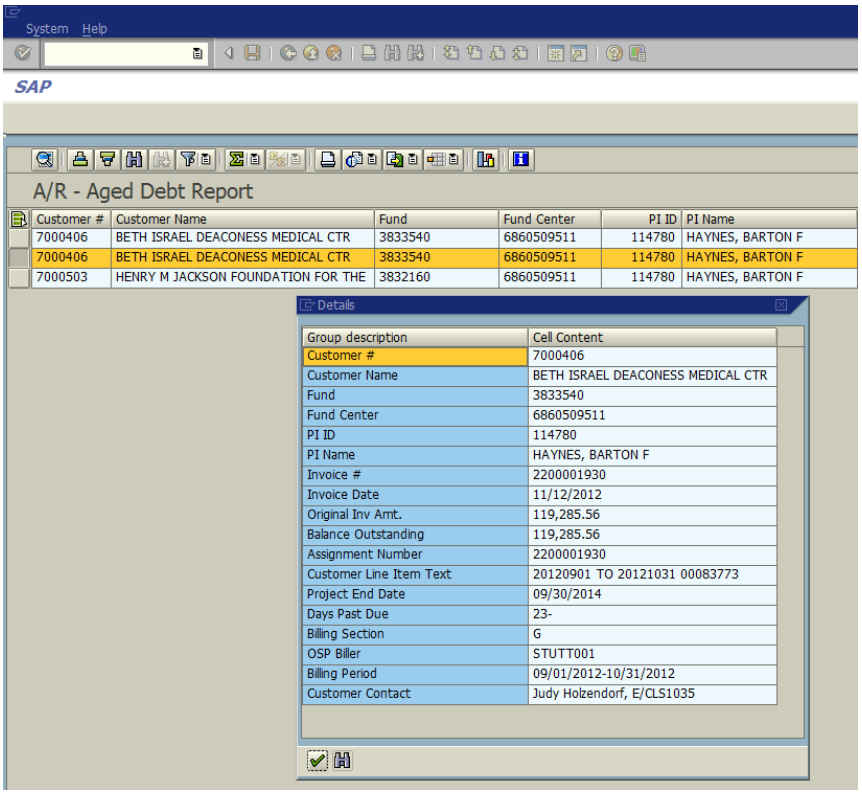
11. **U**se the **horizontal scroll bar** to view all columns outlined:

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
Customer Name	The name of the Sponsor associated with a customer number.
Fund	The seven digit Fund code (i.e., WBS Element) of the Parent level code where the Accounts Receivable was posted.
Fund Center	The ten digit Organizational Unit / BFR Code number for the Parent level Project / WBS Element.
PI ID	The Duke Unique ID of the Principal Investigator for the Project.
PI Name	The name of the Principal Investigator for the Project.
Invoice #	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).
Invoice Date	The date that appears on the invoice sent to the Sponsor (i.e., the date the invoice was created in SAP).
Original Invoice Amt.	The original amount of the invoice sent to the Sponsor and the amount of the original Accounts Receivable posted to the Parent code.
Payments	The total amount of cash payments received and posted against the invoice by the Corporate A/R Department.
Balance Outstanding	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.
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
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.

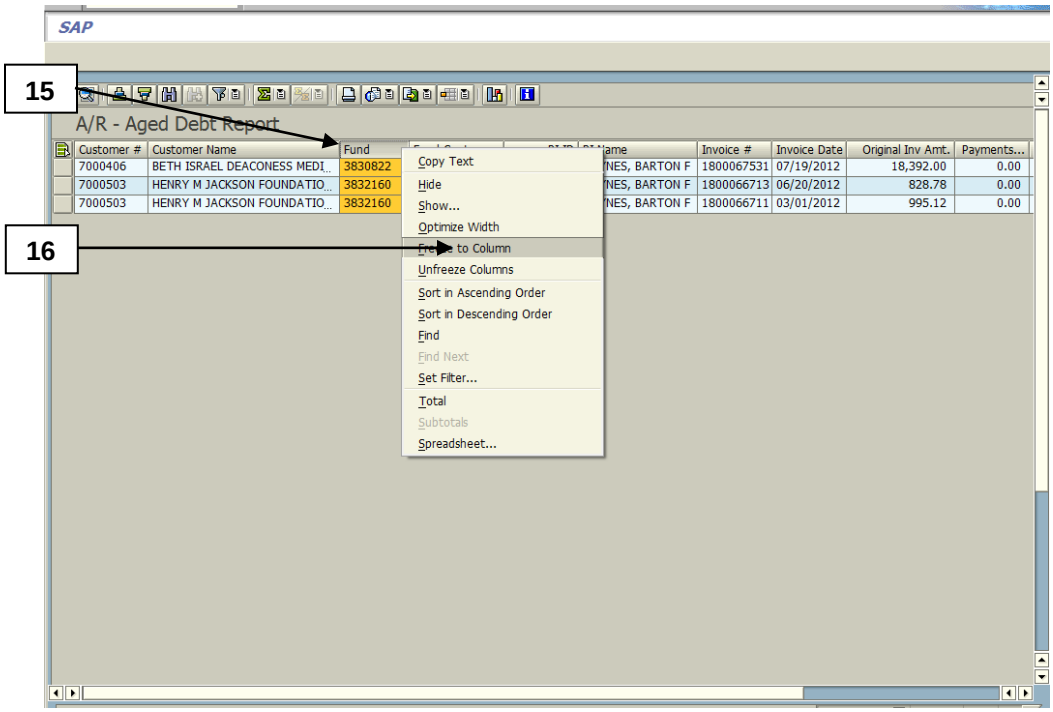


13. To view the details of a line item on the report in a window versus scrolling across the report:
    - Click on the box to the far left of the line to select the line and highlight in a gold color.
    - Click on the **Details** button.
    - Review the data listed in the window displayed.

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**.

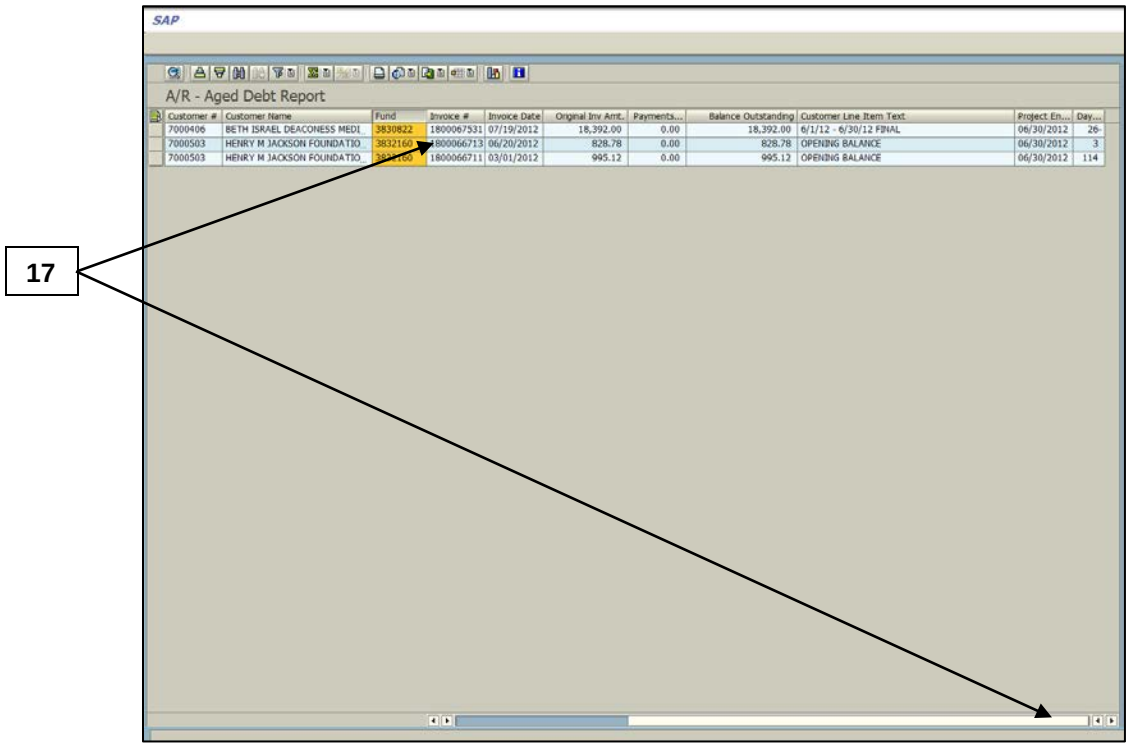
A/R Aged Debt Report (cont.)

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. **<u>Right</u> mouse click** to show options and click on **Freeze to Column**.

A/R Aged Debt Report (cont.)



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**.

<u>To exit the report when ready:</u>

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