
Enterprise Reporting – PeopleSoft Accounts Receivable Invoice Aging Report

Instructions: These instructions are to assist Billing Units run the monthly Invoice Aging Reports with the required information for reporting on collection efforts to Accounts Receivable.

Business Process Requirements for Aging Reports and Collection Efforts

Each department is expected to run the Aging Report on a monthly basis. The report may be run after the 4th business day of the following month (this will allow AR to process all month end entries). A listing of the collection activity taken for the delinquent invoices on the report must be provided to Accounts Receivable no later than 15th of the following month. These instructions outline the specific procedures for these requirements.

Running the Report

Run Invoice Aging report via Enterprise Reporting as per the [User Guide](#) provided by Enterprise Reporting. Change the output of the report to excel 2002 version.

- Once the report has been exported to Excel add two columns with the following headings:
 - Final Notice
 - Comments
- Use this spreadsheet to record all of the required collection activities outlined below

60 Days past Due

- Contact with the customer is required to discuss payment arrangements for all invoices that are more than 60 days past due. Under the 'Comments' column on the aging report record:
 - Date of phone call to customer
 - Name of the person spoken with
 - Outcome / payment arrangements
 - Other relevant comments about the call.

90 Days past Due

- PeopleSoft automatically generates Final Notices after 90 days.
 - All invoices created under the business unit **RESRC** and **CONED** are considered 'statement only' and no final notice will be created. A monthly statement will be generated for these invoices.
 - A final notice will automatically be generated for all invoices greater than 90 days that were created under the business unit **UCALG** and **KINCR** with the exception of the following 'statement only' customers:

- Calgary Health Region 00100496
- City of Calgary 00100782

■ Students Union	00102437
■ Canadian Music Centre	00100632
■ Shastri Institute	00102314
■ Compass Group Canada	00100827
■ Winsport Canada	00100518
■ United Way	00102605
■ Saint Thomas Community Health Centre	00105362

- For invoices older than 90 days for 'statement only' customers record the following under the 'comments' column:
 - Date of phone call to customer
 - Name of the person spoken with
 - Outcome / payment arrangements
 - Other relevant comments about the call.
- For all customers eligible to receive a final notice, AR will not send out the notice without approval from the department.
 - Under the 'Final Notice' column on the past due reports indicate whether or not a Final Notice should be sent.
 - If a Final Notice should not be sent, an explanation is required in the comments field.

Collections

- If a Final Notice was sent the previous month and the invoice is still outstanding the department must indicate in the comments field if the customer is to be sent to an external collection agency.
 - If the department chooses not to send the customer to an external collection agency an explanation is required in the comments field.
 - If the department would like to send the customer to an external collection agency they must send the following to Accounts Receivable:
 - [Collection Agency Authorization Form](#)
 - a copy of the contract and any other information that will aid in the collection of this item.
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Write-Offs

- Once all collection efforts have been exhausted, a department may request an invoice to be written off. To request a write off an [AR Write Off Form](#) must be sent to Accounts Receivable.
- Invoices that are aged to greater than 180 days at quarter end will be included in the Allowance for Doubtful Accounts and charged to the department's bad debt expense account.

Example of a Completed Monthly Aging Report

Example of Invoice Aging Report.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

UNIVERSITY OF CALGARY ENTERPRISE REPORTING

Invoice Aging

Business Unit: University of Calgary
 Bill Type: Financial Services
 Customer: All
 Department: All
 Internal: All
 Project: All
 Accounting Date: On or before 31-Mar-10

As at Date: 40266
 Report Date: Mar-31-10
 User Name: ewest

Item	Bill Type	Address	Bill#	PO Reference	Initial Date	Due Date	Balance	Future	Current	31-60 Days	61-90 Days	91-120 Days	121+ Over	Final Notice	Comments	
University of Calgary																
001000XX - XXXXXXXX XXXXXXXX																
FNVSU000000XXXX	Financial Services	Suite 105	XXXX, XXXXX		Oct-30-2009	Nov-29-2009	\$1,454.60						\$1,454.60	Yes	Mar 31/10 S/W AP Contact Mr. T payment was sent Mar 30/10. Do not send notice.	
Total 0010XXXX - XXXXXXXX XXXXXXXX							\$1,454.60						\$1,454.60			
00101725 - XXXXXXXX XXXXXXXX																
FNVSU000000XXXX	Financial Services		XXXX, XXXXX		Feb-19-2010	Mar-21-2010	\$416.04		\$416.04							
FNVSU000000XXXX	Financial Services		XXXX, XXXXX		Mar-19-2010	Apr-18-2010	\$205.78	\$205.78								
Total 0010XXXX - XXXXXXXX XXXXXXXX							\$621.82	\$205.78	\$416.04							
00101935 - XXXXXXXX XXXXXXXX																
FNVSU000000XXXX	Financial Services	PO Box 1250	XXXX, XXXXX		Mar-08-2010	Apr-07-2010	\$32,625.43	\$32,625.43								
Total 0010XXXX - XXXXXXXX XXXXXXXX							\$32,625.43	\$32,625.43								
00101958 - XXXXXXXX XXXXXXXX																
FNVSU000000XXXX	Financial Services		XXXX, XXXXX	10/013; sample CCC=011/10	Mar-16-2010	Apr-15-2010	\$262.50	\$262.50								
Total 0010XXXX - XXXXXXXX XXXXXXXX							\$262.50	\$262.50								
00101786 - Instituto Cervantes																
FNVSU000000XXXX	Financial Services		XXXX, XXXXX		Feb-19-2010	Mar-21-2010	\$106.57		\$106.57							
Total 0010XXXX - XXXXXXXX XXXXXXXX							\$106.57		\$106.57							
00101925 - XXXXXXXX XXXXXXXX																
FNVSU000000XXXX	Financial Services		XXXX, XXXXX		Mar-04-2010	Apr-03-2010	\$650,000.00	\$650,000.00								
FNVSU000000XXXX	Financial Services		XXXX, XXXXX		Mar-04-2010	Apr-03-2010	\$500,000.00	\$500,000.00								
Total 0010XXXX - XXXXXXXX XXXXXXXX							\$1,150,000.00	\$1,150,000.00								
00101998 - OPCW																
FNVSU000000XXXX	Financial Services		XXXX, XXXXX		Dec-12-2009	Jan-11-2010	\$280.00					\$280.00			Mar 31/10 S/W AP Contact Mrs. Pink requested copy of invoice to process payment	
Total 0010XXXX - XXXXXXXX XXXXXXXX							\$280.00					\$280.00				
00106066 - XXXXXXXX XXXXXXXX																
FNVSU000000XXXX	Financial Services	Suite 1300	XXXX, XXXXX		Mar-04-2010	Apr-03-2010	\$629.34	\$629.34								
Total 0010XXXX - XXXXXXXX XXXXXXXX							\$629.34	\$629.34								
Total University of Calgary							\$1,185,980.26	\$1,183,723.05	\$522.61		\$280.00	\$1,454.60				
Grand Total							\$1,185,980.26	\$1,183,723.05	\$522.61		\$280.00	\$1,454.60				

APP...N1 Invoice Aging-1