

AR.030.040 – PROCESSING AGING

Purpose	<ul style="list-style-type: none"> • To run the Aging Process. • To run the Aging Detail by Unit Report.
Description	The Aging process generates the data related to the dates payments are received against the dates the payments were due. Once the Aging process has run, users can generate various reports to display the Aging information, such as the Aging Detail by Unit Report and Aging Summary by Tree Report.
Security Role	BOR_AR_PROCESSES
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to run the Aging process for Business Unit 27000. Once the process has successfully posted, you will view the Aging Detail by Unit Report.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Receivable link.
4.	Click the Receivables Analysis link.
5.	Click the Aging link.
6.	Click the Request Aging Process link.
7.	Click the Add button.
8.	Click the Process Frequency object.
9.	Click the Always list item.
10.	Click the Run button.
11.	Click the OK button.
12.	Click the Process Monitor link.
13.	Click the Refresh button.
14.	Click the Refresh button.
15.	Click the Aging Detail by Unit Rpt link.
16.	Click the Add a New Value tab.
17.	Enter " AGING_DTL " in the Run Control ID field.
18.	Click the Add button.
19.	Click the Look up Aging ID (Alt+5) button.
20.	Click an entry in the Aging ID column.
21.	Click the Run button.
22.	Click the OK button.
23.	Click the Process Monitor link.
24.	Click the Refresh button.
25.	Click an entry in the Details column.
26.	Click the View/Trace Log link.
27.	Click an entry in the Name column.
28.	Displayed here is the aging report just produced.