

# AR Aging Report

- Sign on to Student Admin Environment
- Navigation:
  - NDU Applications
    - NDU Student Financials
      - Report
        - NDU Aging Report
- Run Control
  - Establish Run Control ID if you haven't already done so.

# AR Aging Report

## Report Parameters:


[Home](#) > [NDU Applications](#) > [NDU Student Financials](#) > [Report](#) > **NDU Aging Report**


NDU Aging Report


Run Control ID: Aging\_Report\_wks

[Report Manager](#) [Process Monitor](#)

**Run**


Business Unit:  


From Term:  

To Term:  

From Dept:  

To Dept:  

From Fund:  

To Fund:  


Srvc Ind Cd:


SI Reason:


Srvc Ind Cd #2:

SI Reason #2:

Sort Option:  (C=CommonID (def), D=Dept, F=Fund)

 Save

 Return to Search

 Next in List

 Previous in List

 Add

 Update/Display

# AR Aging Report

## Report Parameters Defined:

- Terms: Leave blank to get all data. Enter beginning/ending term to get specific terms.
- Department: Can run report for one department or a range of departments. If left blank, it will run for all UND departments
- Fund: Can run report for one fund or a range of funds. If left blank, it will run for all UND funds.
- Srvc Ind Cd: Leave blank or select one of the Service Indicator Codes below.
- Srvc Ind Cd 2: Leave blank or select one of the Service Indicator Codes below.
- SI Reason: Leave Blank
- SI Reason 2: Leave Blank
- Sort Option: Report can be sorted by ID#, department, or fund.

# AR Aging Report

- Service Indicator Codes (Srvc Ind Cd) are informational flags that are attached to a student's account. If one of these codes is selected, accounts with this code will not be included in the report. If you leave these fields blank, you will get all accounts.
  - SF1 - Collections-account either at collection agency or bad debt write-off. (N)
  - SF2 - NSF Checks (N)
  - SF3 - Disputed Account (N)
  - SF4 - Repayment Schedule (N)
  - SF5 - Delinquent Account (N)
  - SF6 - Allow no bills (N)
  - SF7 - Allow no refund (N)
  - SF8 - Student on Payment Plan (tuition deferment) (P)
  - SF9 - Military Deployment (N)

# AR Aging Report

Once your parameters have been entered, click “Run.”

[Home](#) > [NDU Applications](#) > [NDU Student Financials](#) > [Report](#) > [NDU Aging Report](#)

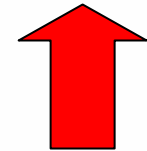
NDU Aging Report

Run Control ID: Aging\_Report\_wks

[Report Manager](#)

[Process Monitor](#)

Run



Business Unit:

From Term:

To Term:

From Dept:

To Dept:

From Fund:

To Fund:

Srvc Ind Cd:

SI Reason:

Srvc Ind Cd #2:

SI Reason #2:

Sort Option:  (C=CommonID (def), D=Dept, F=Fund)

# AR Aging Report

The Process Scheduler Request screen appears.

- Always leave the Server Name Blank
- Click “ok” to run the report.

**Process Scheduler Request**

User ID: sberning      Run Control ID: item\_reason


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Server Name:       Run Date: 05/14/2007

Recurrence:       Run Time: 4:44:18PM

Time Zone:      

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	
<input checked="" type="checkbox"/>	NDU Aging Report	NDU126SF	SQR Report	Web <input type="text"/>	CSV <input type="text"/>	

# AR Aging Report

Click Process Monitor.

NDU Aging Report

Run Control ID: item\_reason

[Report Manager](#) [Process Monitor](#)

Process Instance: 1318839

Business Unit:

From Term:   To Term:


From Dept:   To Dept:

From Fund:   To Fund:

Svc Ind Cd:  SI Reason:

Svc Ind Cd #2:  SI Reason #2:

Sort Option:  (C=CommonID (def), D=Dept, F=Fund)



# AR Aging Report

- When the Run Status indicates Success, click Details to find your report.

Process List

View Process Request For


UserID:   Process Type:  Last:

Server Name:  Process Run Status:  Instance:  to

View Job Items  Save On Refresh

View All First 1 of 1 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
1318839		SQR Report	NDU126SF	sberning	05/14/2007 4:44:18PM CDT	Success	<a href="#">Details</a>



# AR Aging Report

- Retrieve your report by clicking “view log trace.”

**Process Detail**

**Process**

<b>Instance:</b>	1318839	<b>Type:</b>	SQR Report
<b>Name:</b>	NDU126SF	<b>Description:</b>	NDU Aging Report

**Run**      **Update Process**

<b>Run Control ID:</b> item_reason	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSNT	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

**Date/Time**      **Actions**

<b>Request Created On:</b> 05/14/2007 4:45:52PM CDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 05/14/2007 4:44:18PM CDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 05/14/2007 4:46:16PM CDT	<a href="#">Batch Timings</a>
<b>Ended Process At:</b> 05/14/2007 4:55:21PM CDT	<a href="#">View Log/Trace</a>

# AR Aging Report

- Click the CSV file or the PDF file.

**PEOPLE**  
*Soft*

**Report/Log Viewer**


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**Instance:** 1318839      **Type:** SQR Report  
**Name:** NDU126SF      **Run Cntl ID:** item\_reason  
**Status:** Success      **Submitted By:** sberning  
**Server:** PSNT      **Recurrence:**

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NDU Aging Report

Name	File Size	File Creation Date
<a href="#">NDU126SF_1318839.CSV</a>	7654664 bytes	Mon May 14 16:46:16 2007
<a href="#">Trace File</a>	489 bytes	Mon May 14 16:46:16 2007
<a href="#">Message Log</a>	1585 bytes	Mon May 14 16:46:16 2007



# AR Aging Report

- Sample AR Aging Report

If you have any questions on the aging report please contact Melissa Dietrich at 777-3097 or [melissadietrich@mail.und.nodak.edu](mailto:melissadietrich@mail.und.nodak.edu).