



AR04 Current and Aged Receivables by Customer Name quick reference guide

Introduction

AR04 – Current and Aged Receivable by Customer Name is your go-to report for seeing who owes your agency money, how much, and how long those amounts have been outstanding. It gives a detailed, customer-level view of open receivables and their aging status.

What you'll see in this report:

1. Amount Due by Age Bracket

- Current (not yet overdue)
- 30, 60, 90+ days past due
- Helps prioritize overdue balances for follow-up

2. Receivable Status Categories

- **Any Status** – All open receivables, regardless of situation.
- **Not in Collection** – Still managed internally, not sent to the Office of State Debt Collection (OSDC).
- **In Collection** – Handled by OSDC or in an active collection status.
- **With a Payment Plan** – Being repaid through an agreed installment plan.

3. Open vs. Closed Receivables

- **Open** – Still outstanding (unpaid or partially paid).
- **Closed** – Fully paid, cancelled, or otherwise resolved.

This report is especially useful for:

- Monitoring overdue accounts
- Preparing collection follow-ups
- Supporting financial reporting for receivables
- Reviewing cash flow tied to accounts receivable

● **Important Tip:** The form may show the **Fund** field as optional, but it's essential. Always include the correct **Fund** and **Billing Profile** to ensure the results reflect only your agency's receivables.

⚠ **Note:** This report only shows amounts that have been billed and recorded in the Vantage Financial accounts receivable module. If your agency tracks receivables outside of Vantage (e.g., in spreadsheets or other systems), those balances won't appear here unless entered into Vantage.

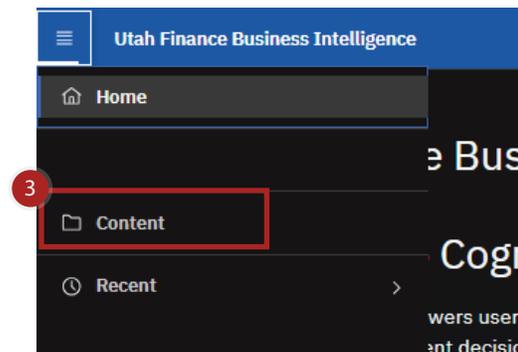
1. Open Cognos
 - Go to the Data Warehouse link on the finance.utah.gov site.
 - Click **COGNOS Finet reports**



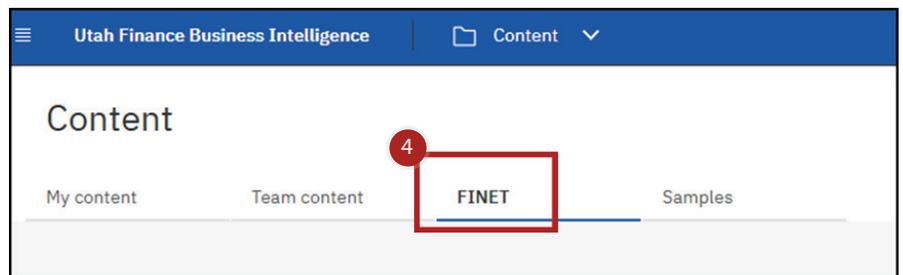
2. Click on the hamburger navigation (three bars top left) 



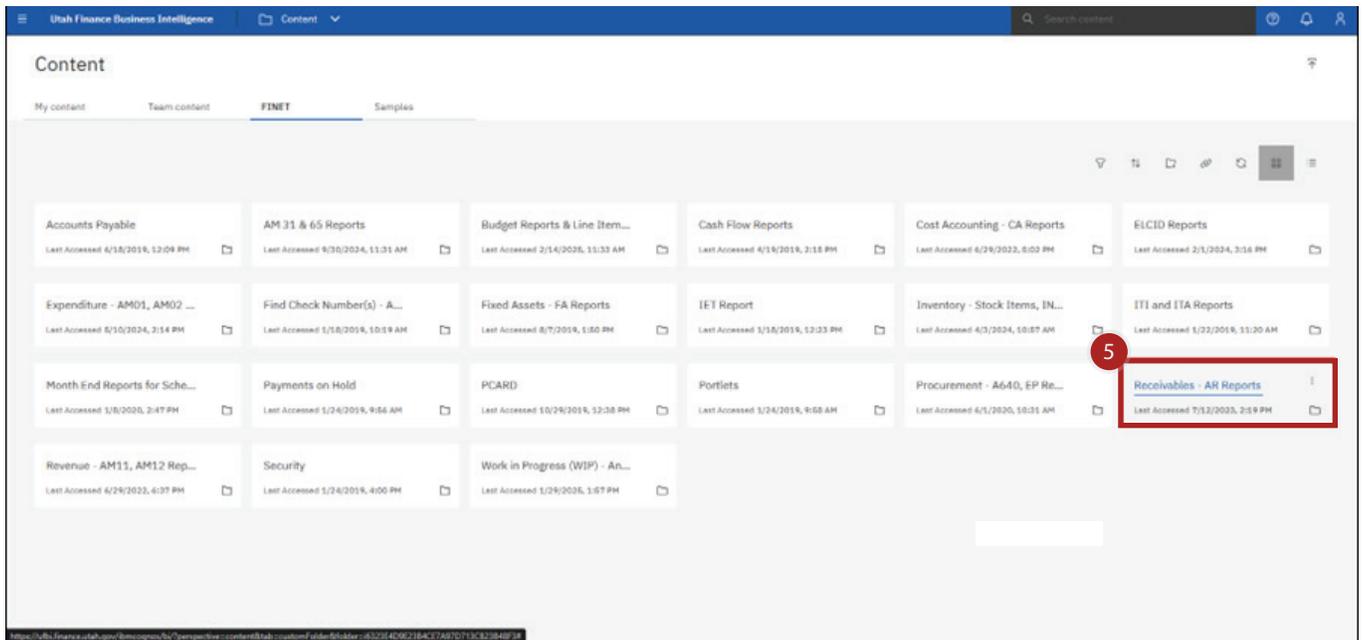
3. Click **Content**.



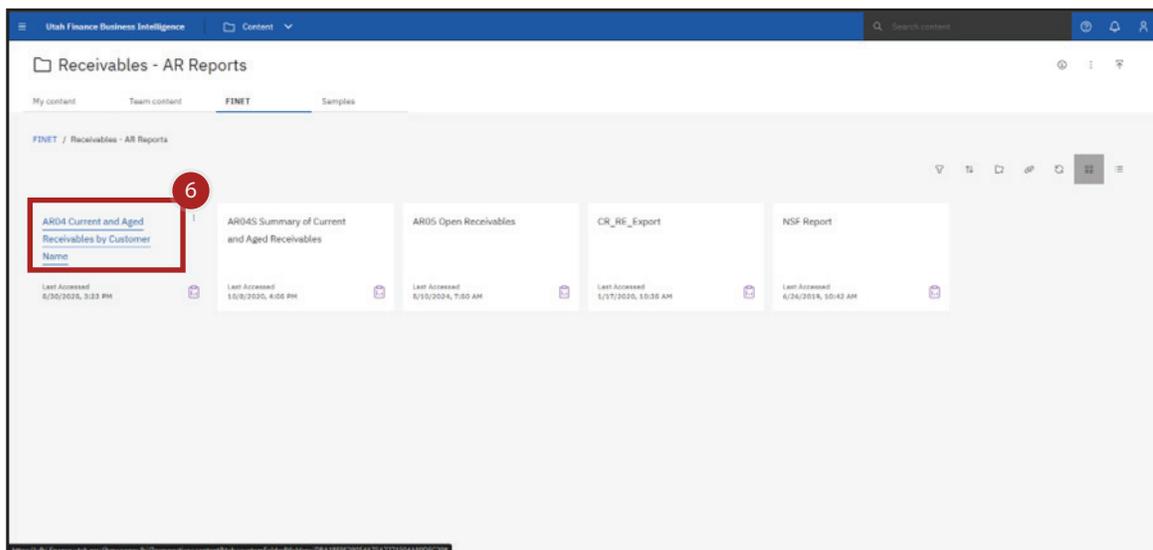
4. Click on **FINET**.



5. Select the folder **Receivables - AR Reports** by clicking on the folder name.



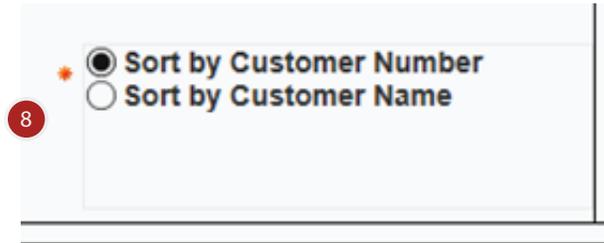
6. Select the report **AR04 Current and Aged Receivables by Customer Name** by clicking on the report name.



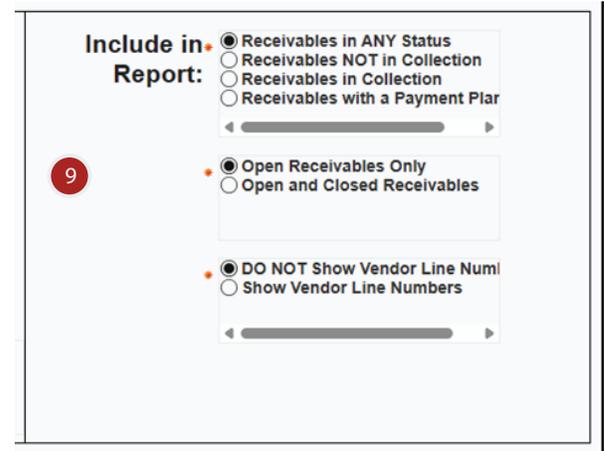
7. Selecting a Department or BPRO Code is optional.



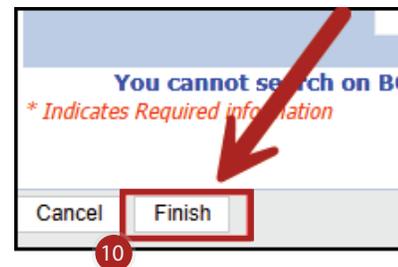
8. Choose whether to sort by customer number or name.



9. Determine what to include in the report.



10. Click **Finish** in the bottom left corner of the screen.



11. You can:

- a. View the report in this screen
 - Click the **Top**, **Page up**, **Page down**, or **Bottom** buttons at the bottom of the screen.
- b. Return to the previous screen
 - Click the Run link ()
- c. Download the report
 - Click the Select a format link ()

12. In the top left corner you will see the Report name and Department. You will also see the BPRO Code of the current page.

Report ID: AR04
Dept: |



13. In the top center of the screen you will see the report heading. You will also see the Receivables status you selected.

State of Utah - FINET
Current and Aged Receivables by Customer
Receivables in ANY Status (Open or Closed)

14. Depending on what you selected, the table may show the Customer Code, Customer Name, Additional Customer Name, Receivable No., Vendor Line No, Unit, Rev Src (Revenue Source), Function, Status, Due Date, and Customer Total.

Customer Code	Customer Name	Additional Customer Name	Receivable No.	Vendor Line No	Unit	Rev Src	Function	Status	Due Date	Customer Total
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