

# 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

# COGNOS Business Intelligence provides access to hundreds of custom Vantage Financial reports, along with many other complex reports designed to assist state agencies reconciliation, balancing and forecasting, providing accurate validated results. COGNOS Finet reports C<sup>2</sup> Old Data Warehouse (1995-2006) C<sup>2</sup> Cognos help documents C<sup>2</sup>

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

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Utah Finance Business Intelligence

Cognos Analytics with Watson empowers users with AI-driven visualizations can drive more confident decisions.

3. Click Content.

4. Click on **FINET**.





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

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

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





9. Determine what to include in the report.

You cannot search on Bo \* Indicates Required information Cancel Finish

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 previo<u>us</u> screen
  - Click the Run link ( ▷ )
- c. Download the report
  - Click the Select a format link ( HTML )

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.	
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, Custome Name, Additional Customer Name, Receivable No., Vendor Line No, Unit, Rev Src (Revenue Source), Function, Status, Due Date, and Customer Total.	r
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