Customizing the Sponsored Research Accounts Receivable Aging Report for CBOs

Overview

- Brief review of the data on the Sponsored Research Accounts Receivable Aging Report
- Instructions for creating and saving customizations specifically for Chief Business Officers (CBOs)
- Instructions for subscribing to Delivered Reporting (otherwise known as Agents) to receive these reports monthly via email

What is the Sponsored Research Accounts Receivable Aging Report?

The Sponsored Research Accounts Receivable Aging Report provides a report of outstanding invoices due to Emory on sponsored projects and their aging status, if late. The report allows users to analyze outstanding invoices on Sponsored Projects and provides details regarding the agency information, contract information, principal investigator, and invoice due dates. Aging of outstanding invoices is broken into categories of Current, 0-30 days, 31-60 days, 61-90 days, 91-120 days, and greater than 120 days. Aging categories are calculated using the Invoice Due Date.

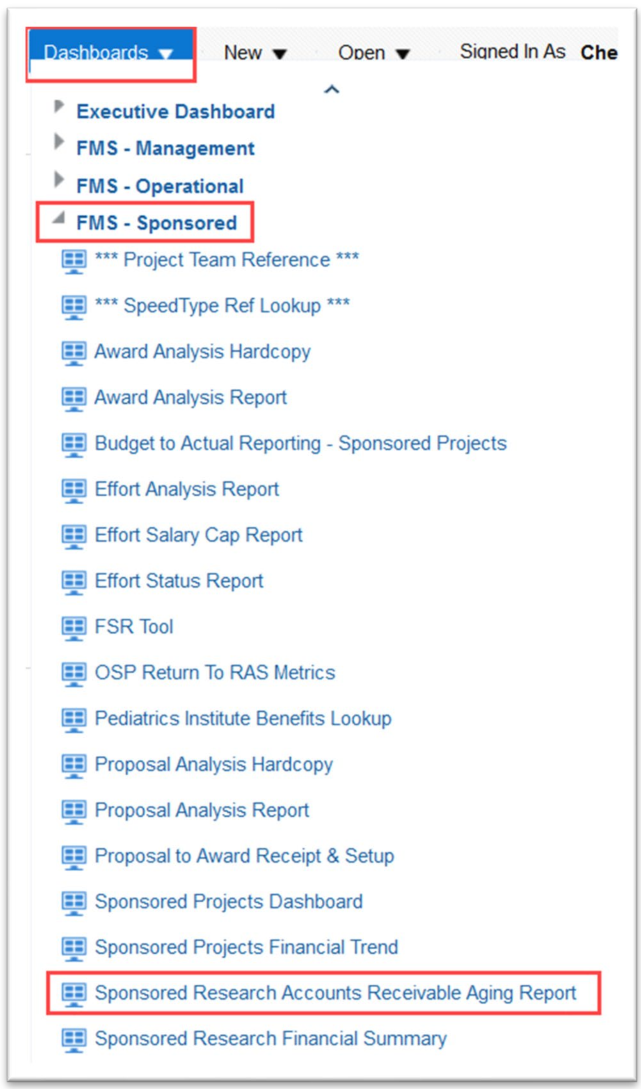
The dashboard includes the **Accounts Receivable Aging Summary** page, which displays visualizations and a summary version of the data and the **Accounts Receivable Aging Details** page, which displays detailed tables.

Where do I find this report in EBI?

1. Log in to EBI: https://dwbi.emory.edu/analytics

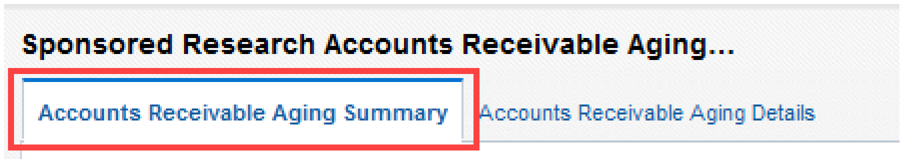
2. Click on the Dashboards Menu in the upper right corner

3. In the FMS – Sponsored folder, click the Sponsored Research Accounts Receivable Aging Report link.



Creating the CBO Customizations

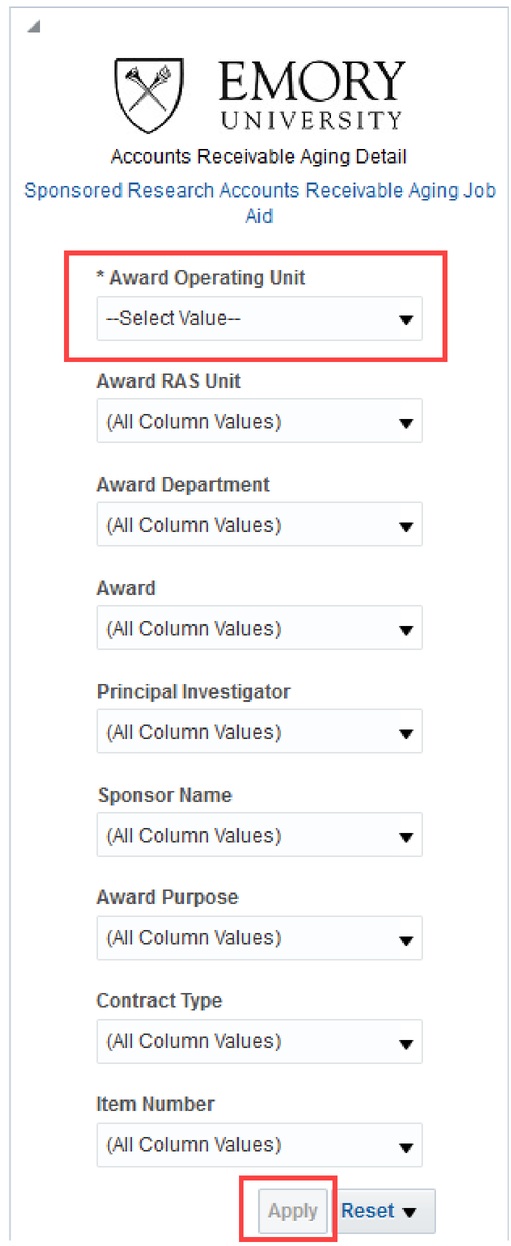
Accounts Receivable Aging Summary Page



The default page (or tab) on the dashboard is the **Accounts Receivable Aging Summary**. This page will display visualizations and summarized data tables based on the prompts, with several View Options available.

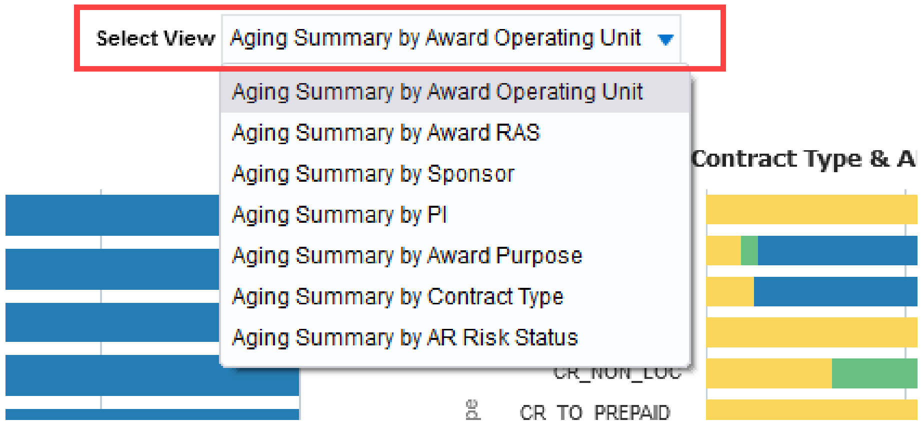
Selecting Prompts:

1. Select the Award Operating Unit(s) needed.
2. Click Apply.
3. Collapse the Prompt section by clicking the gray triangle in the upper left corner.
4. Collapse the section for Delivered Reporting Options, located directly below the Prompt section.



Selecting a View:

After selecting and applying prompts, results will display. The **View Selector menu** appears with seven (7) view options available. **Select the Aging Summary by Award Operating Unit view.**

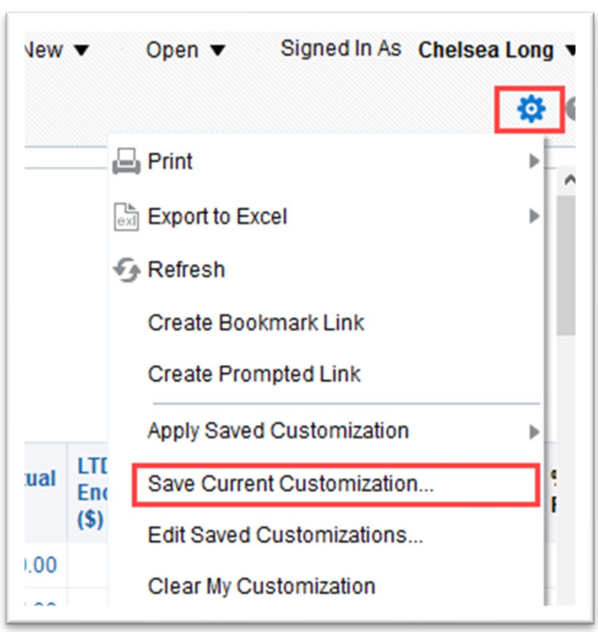


The Aging Summary by Award Operating Unit view summarizes aging items by Award Operating Unit, AR Risk Status, and Contract Type. It includes several visualizations and data tables.

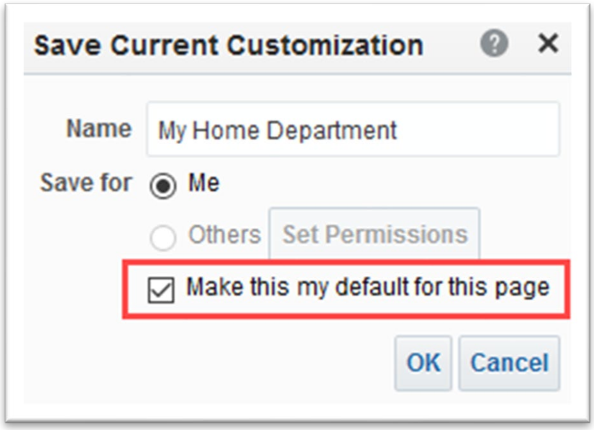
TIP: Please see the job aid for using the [Sponsored Research Accounts Receivable Report] for detailed descriptions of the visualizations and tables.

Save your Default Customization:

1. Click the Page Options menu in the top right corner underneath your name. Click Save Current Customization.



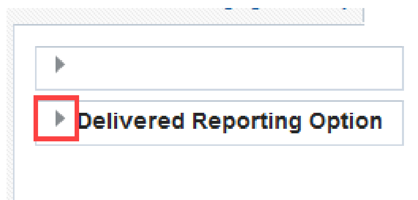
2. Choose a name for your customization, and check the box for “Make this my default for this page”



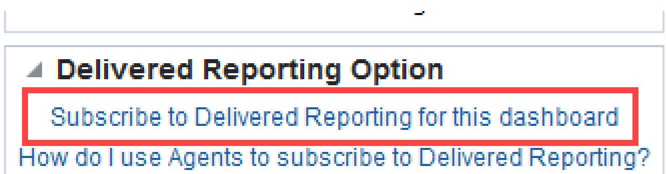
3. Click 'OK'. Your customization has now been saved and is your Default Customization.

<u>Subscribe to Delivered Reporting via an Agent:</u>

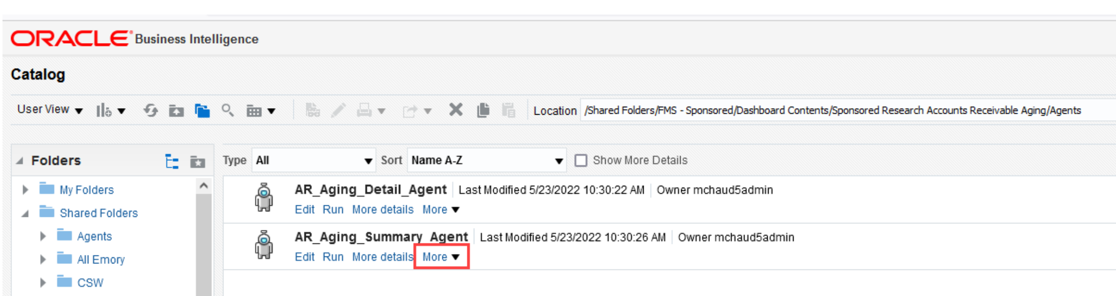
1. Expand the Delivered Reporting Option section by clicking the gray triangle.



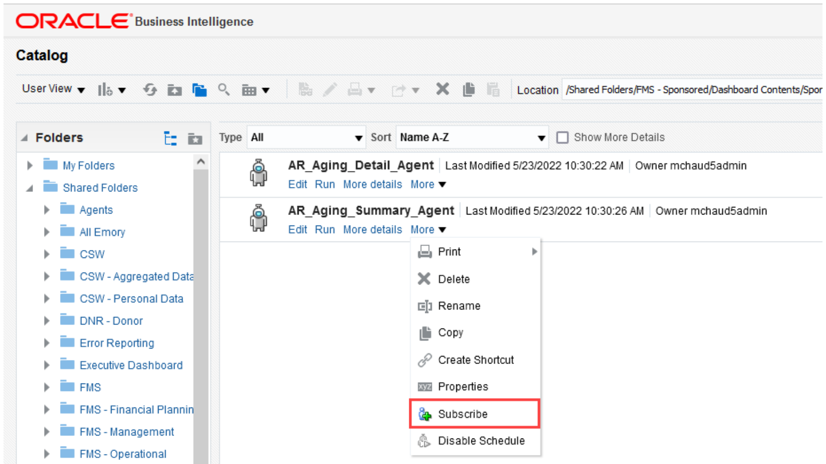
2. Locate and select the link that says "Subscribe to Delivered Reporting for this dashboard"



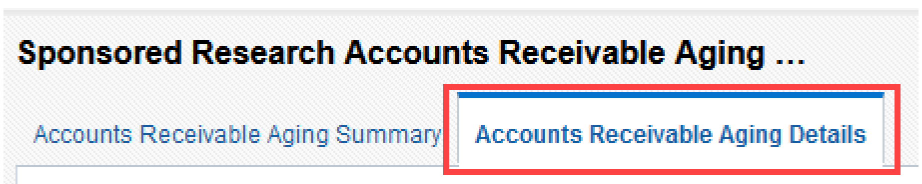
3. Locate the **AR_Aging_Summary_Agent** and click "More"



4. Select “Subscribe”



<u>Accounts Receivable Aging Details Page</u>



The next page (or tab) on the dashboard is the **Accounts Receivable Aging Details** page. It includes tables that display attributes of the Item that is aging, such as Sponsor details, Award details, Original Item Amount, Item Balance, and Aging details.

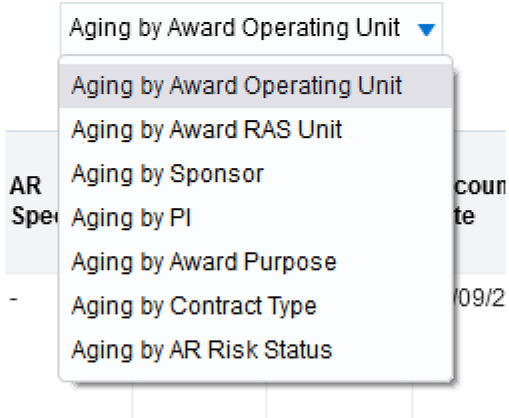
<u>Selecting Prompts:</u>

The prompts you selected on the Accounts Receivable Aging Summary page should populate automatically on the Details page. If not, select the same prompt values you previously chose and apply them here.

Remember to collapse the Prompt section and the Delivered Reporting Option section by clicking the gray triangle in the upper left corner.

<u>Selecting and Customizing a View:</u>

After selecting and applying prompts, results will display. The **View Selector menu** appears with seven (7) view options available. **Choose the Aging by Award Operating Unit view.**



The Aging by Award Operating Unit view displays Item details and Aging sorted by Award Operating Unit.

Aging by Award Operating Unit

Item Balance ($) and Aging Category As Of: 09/28/2021

Award Operating Unit	Award Department	Award	Principal Investigator	Contract Type	Sponsor Id	Sponsor Name	Award Agency Id	Award Begin Date	Award End Date	Item	Accounting Date	Invoice Due Date	AR Risk Status	Original Item Amount ($)	Item Balance ($)	Current ($)	0-30 Days ($)	31-60 Days ($)	61-90 Days ($)	91-120 Days ($)	121-180 Days ($)	181-365 Days ($)	> 365 Days ($)	Count of Days
10000- Emory College	831000- ECAS: Biology	0000028863- Dynamics and evolution of reca	0035316- Antia,Rustom N	CR_LOC	00002495	NIH NATL INST OF ALLERGY AND INFECTIOUS	5U19AI117891-05 REVI	04/01/15	03/31/21	GM00648810	07/09/21	07/09/21	Inactive	(866.86)	(866.86)	0.00	0.00	0.00	(866.86)	0.00	0.00	0.00	0.00	73
10000- Emory College	831000- ECAS: Biology	0000028863- Dynamics and evolution of reca	0035316- Antia,Rustom N	CR_LOC	00002495	NIH NATL INST OF ALLERGY AND INFECTIOUS	5U19AI117891-05 REVI	04/01/15	03/31/21	GM00650244	07/16/21	07/16/21	Inactive	643.09	541.74	0.00	0.00	0.00	541.74	0.00	0.00	0.00	0.00	66
10000- Emory College	831000- ECAS: Biology	0000028863- Dynamics and evolution of reca	0035316- Antia,Rustom N	CR_LOC	00002495	NIH NATL INST OF ALLERGY AND INFECTIOUS	5U19AI117891-05 REVI	04/01/15	03/31/21	GM00656344	08/20/21	08/20/21	Inactive	79.59	79.59	0.00	0.00	79.59	0.00	0.00	0.00	0.00	0.00	31
10000- Emory College	831000- ECAS: Biology	0000041193- Insight into the RNA processin	0131893- Corbett,Anita H	CR_NON_LOC	00003533	UNIV OF TEXAS HEALTH SCIENCES CTR	0013729A	07/11/18	06/30/22	GM00635386	04/09/21	04/09/21	Active	17,901.98	4,842.79	0.00	0.00	0.00	0.00	0.00	4,842.79	0.00	0.00	164

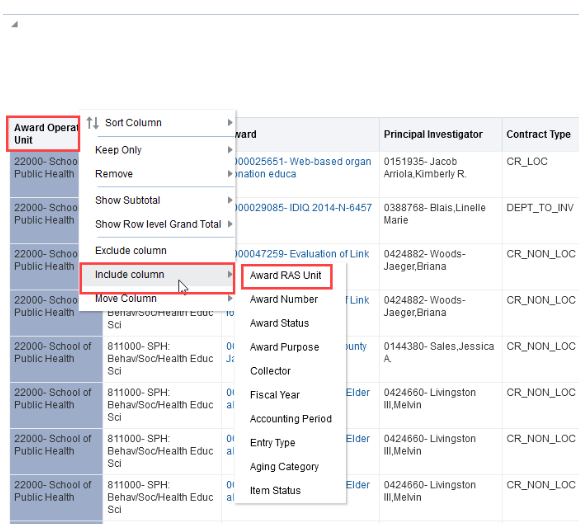
You can customize the table by **Including the Award RAS Unit column**:

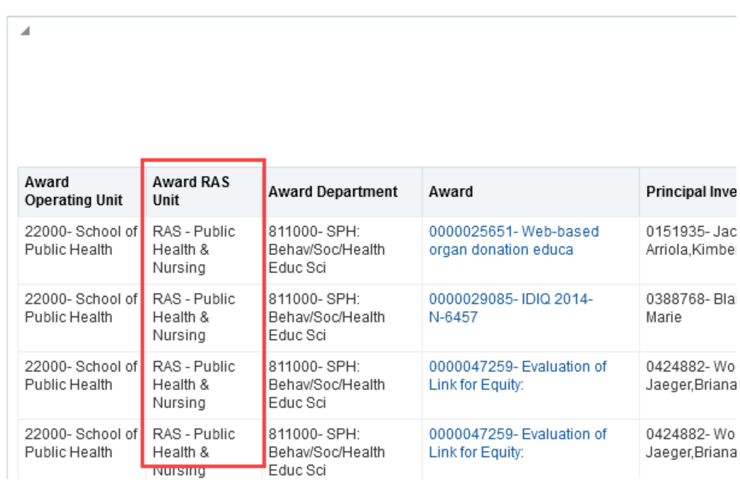
1. Right click on the **Award Operating Unit column header**

2. Navigate to **Include Column**

3. Select **Award RAS Unit**

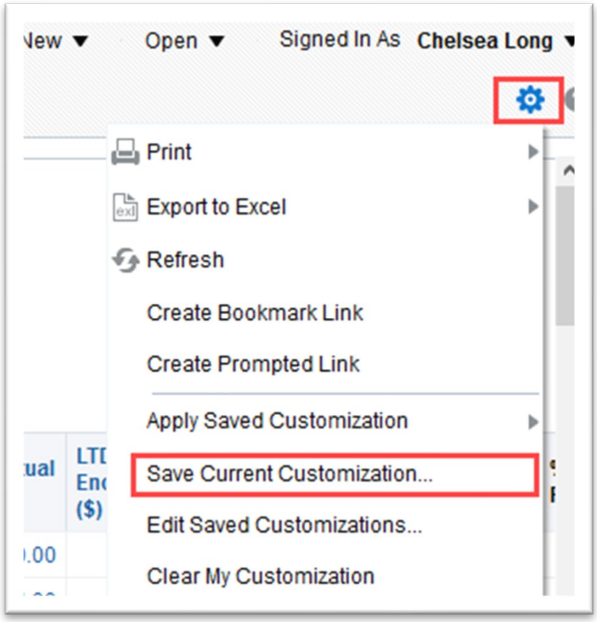
4. The Award RAS Unit column should now appear to the right of Award Operating Unit.



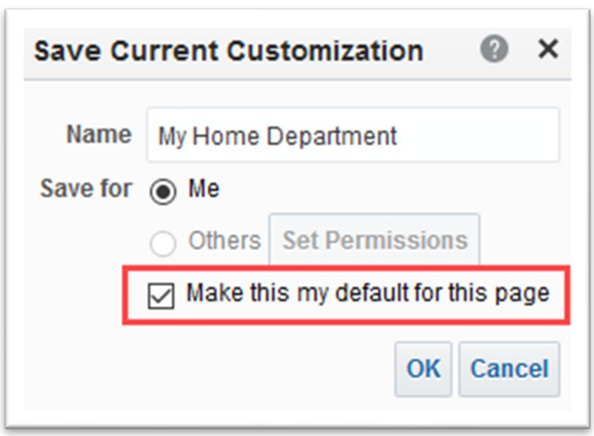


Save your Default Customization:

1. Click the Page Options menu in the top right corner underneath your name. Click Save Current Customization.



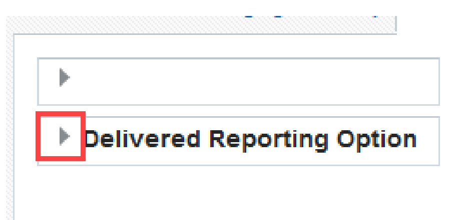
2. Choose a name for your customization, and check the box for "Make this my default for this page"



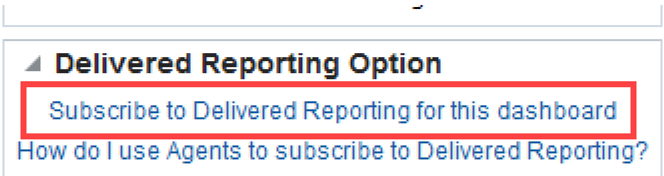
3. Click 'OK'. Your customization has now been saved and is your Default Customization.

Subscribe to Delivered Reporting via an Agent:

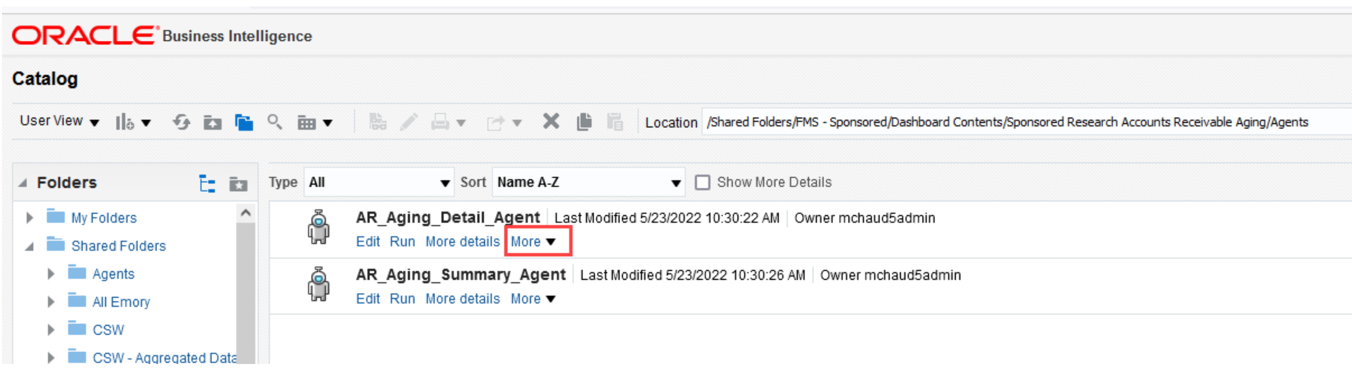
1. Expand the Delivered Reporting Option section by clicking the gray triangle.



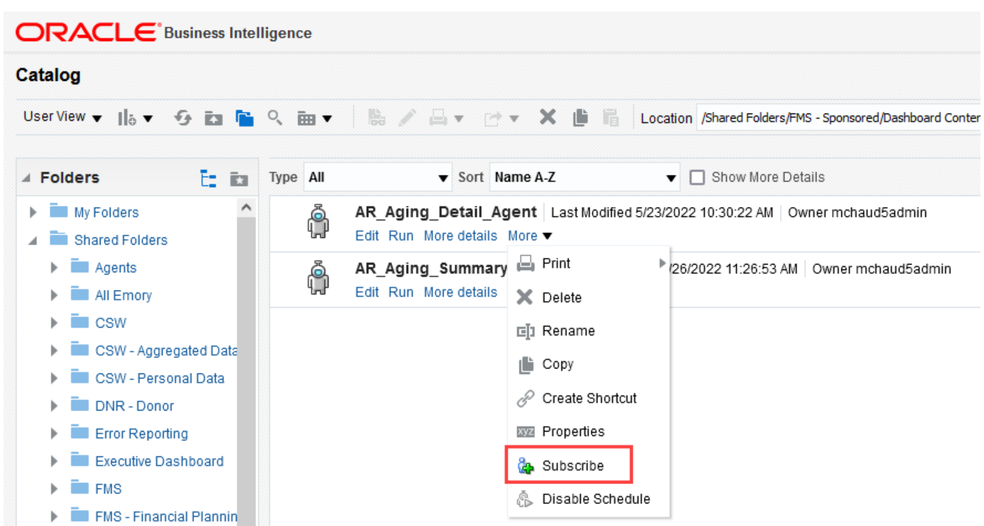
2. Locate and select the link that says “Subscribe to Delivered Reporting for this dashboard”



3. Locate the **AR_Aging_Detail_Agent** and click “More”



4. Select “Subscribe”



How will I receive my Delivered Reports?

The agents will deliver these reports to your preferred Emory email address on the 2nd Tuesday of every month. You will receive two emails from Oracle Delivers <no-reply@oracle.com>, one for the Accounts Receivable Aging Summary page and one for the Accounts Receivable Aging Details page.

> **TIP:** Looking for the delivered report email? Check your Junk/Spam folder and add the <no-reply@oracle.com> email to your address book.

Related Job Aids:

- How to run the Sponsored Research Accounts Receivable Aging Report Dashboard
- Using Customizations in EBI
- Using Agents for Delivered Reports from EBI

More Information:

For questions about Item Amounts or Balances, please contact the Accounts Receivable team at **ogcateam4@emory.edu**

For questions about or issues with the Sponsored Research Accounts Receivable Aging Report, please contact the Analytics & Reporting team via the **Finance Support Center**. Choose **Emory Business Intelligence (EBI)/Reporting** as your ticket category.