Dashboard: Sponsored Research Accounts Receivable Aging Report

What is the Sponsored Research Accounts Receivable Aging Report?
The Sponsored Research Accounts Receivable Aging Report provides a report of payments received by Emory on sponsored projects and their aging status, if late. The report allows users to analyze late payments on Sponsored Projects and provides details regarding the agency information, contract information, principal investigator, and invoice due dates. For late payments, aging is broken into periods of 1-30 days, 31-60 days, 61-90 days, 91-120 days, and greater than 120 days.

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.
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Selecting Prompts

1. Select an Award Operating Unit, or choose All Column Values and select values for other prompts as needed.

   **NOTE:** The Item Status prompt defaults to Open. If you are looking for a closed invoice, this prompt must be changed to Completed or All Column Values.

   ![Image of Item Status Prompt]

   The Aging Status prompt defaults to All Column Values, but you can choose a specific time range, if needed.

   ![Image of Aging Status Prompt]

2. Click Apply.

   **TIP:** Remember, a required prompt is indicated by an *. The only required prompt on this page is the Award Operating Unit prompt. ‘(All Column Values)’ is a valid prompt selection even for required prompts.

   **NOTE:** There is no time prompt for this report. Data will display as of today’s date.
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Default Page Layout

After selecting and applying prompts, results will display showing the outstanding balances in the appropriate time frame column.

The default view is sorted by the **Invoice Due Date** column, starting with the most recent date.

Additional columns are available to include in the report. Simply right click on any column header and navigate to Include Column to see available options.

**TIP:** You can customize any report by right clicking on the column header. You can also customize the report by clicking on an individual cell to “Keep Only” or “Remove” that specific data. For more tips on customizations, see the **Using Customizations in EBI** job aid.

**More Information:**

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