**State of Kansas**

**Accounts Receivable Reports**

***Statewide Management, Accounting and Reporting Tool***

Last Updated: **03/26/19**

Version: **2.1**

The following table provides a list of **Accounts Receivable reports**, the information they provide and the navigations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report Number** | **Report Title** | **Report Overview** | **Homepage Navigation** | **NavBar** |
| AR32000 | Open Item Statement | List of all open items for a customer, the total amount open, and an aging of open items. | N/A | Accounts Receivable > Customer Interactions > Statements > Print Statements |
| AR33004 | Customer Follow Up Letter | The system generates a letter with defined text for each customer that contains a follow-up letter code on the Conversation page for the customer. | N/A | Accounts Receivable > Customer Interactions > Customer Follow-Up Letter |
| BIPRNT00 | Invoice | A simple, miscellaneous bill with non industry specific billing information.  The non-consolidated invoice options are Print Pro Forma, Finalize & Print and Reprint.  The consolidated invoice options are Print Consolidated Pro Forma, Finalize and Print Consolidated and Consolidated Reprint. | Non-Consolidated  Billing Homepage > Online Billing > Create Invoices  Consolidated  Billing Homepage > Online Billing > Consolidated Invoices | Non-Consolidated  Billing > Generate Invoices > Non-Consolidated  Consolidated  Billing > Generate Invoices > Consolidated |
| **Report Number** | **Report Title** | **Report Overview** | **Navigation** | **NavBar** |
| AR33001 | Level 1 Dunning Letter | As delivered with the system, this letter includes only items in the age range for dunning level one. | N/A | Accounts Receivable > Customer Interactions > Dunning Letters > Print Letter |
| AR33002 | Level 2 Dunning Letter | As delivered with the system, this letter includes only items in the age range for dunning level two. | N/A | Accounts Receivable > Customer Interactions > Dunning Letters > Print Letter |
| AR33003 | Level 3 Dunning Letter | As delivered with the system, this letter includes only items in the age range for dunning level three. | N/A | Accounts Receivable > Customer Interactions > Dunning Letters > Print Letter |
| AR80016 | Transaction Detail by Customer | Query all invoice/adjustments for a single customer online and print the information queried | Accounts Receivable Homepage > Utilities > Query Manager | Reporting Tools > Query > Query Manager |
| RPTAR029 | CFS Background Checks Report | A detailed listing of all CFS background checks received is sent to CFS each day. This is a "same day" report. | Accounts Receivable Homepage > Utilities > Query Manager | Reporting Tools > Query > Query Manager |
| AR30004 | Aging Summary by Business Unit | Lists aged open balances for every customer. Balances | Accounts Receivable Homepage > AR Reports > Aging Reports > Aging Summary by Unit Rpt | Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt |