



**Note:** Some screenshots and link labels may differ from what you see today. As development continues, these items will be tracked and updated.

## Accounts Receivable WorkCenter

The Accounts Receivable WorkCenter is designed to be a navigational center for end users. The New Core-CT Fluid functionality provides new ways to organize and navigate to some of your most commonly used pages. The Accounts Receivable WorkCenter features a revamped Fluid look which helps end users become more efficient by accessing frequently used pages and pagelets, based on their accounts receivable security roles. This job aid walks users through the basic functionalities of the new fluid Accounts Receivable WorkCenter.

**\*Important Note\*:** Users must have their Filters defined to see results in the **My Work** section. For more information on how to define **Filters**, refer to the [WorkCenter Personalization](#) job aid.

## Accounts Receivable WorkCenter

Navigation:



**Nav Bar > Menu > Account Receivable > Receivables WorkCenter**

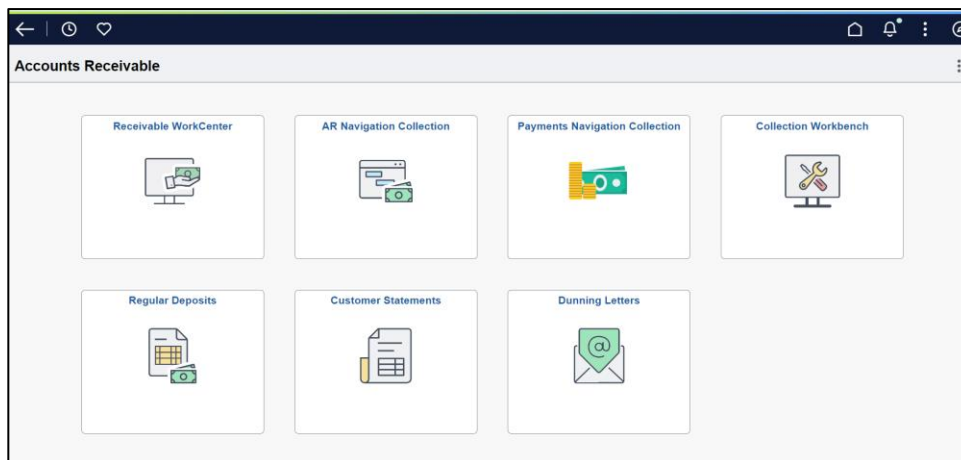
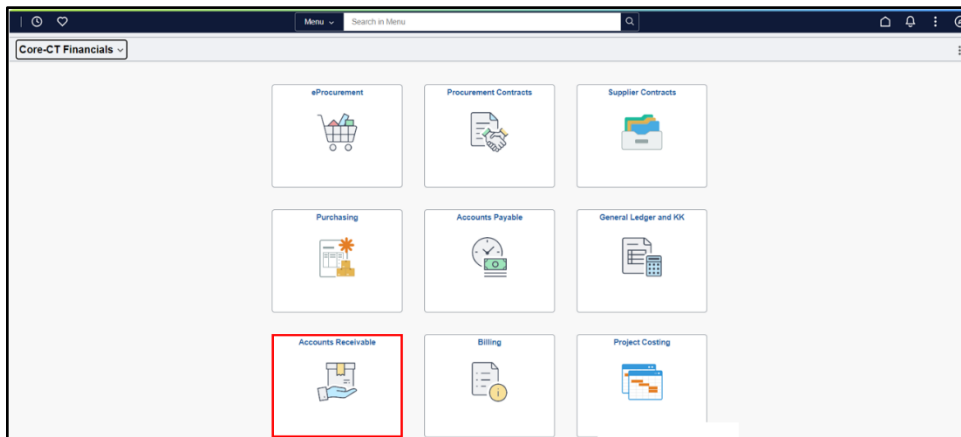
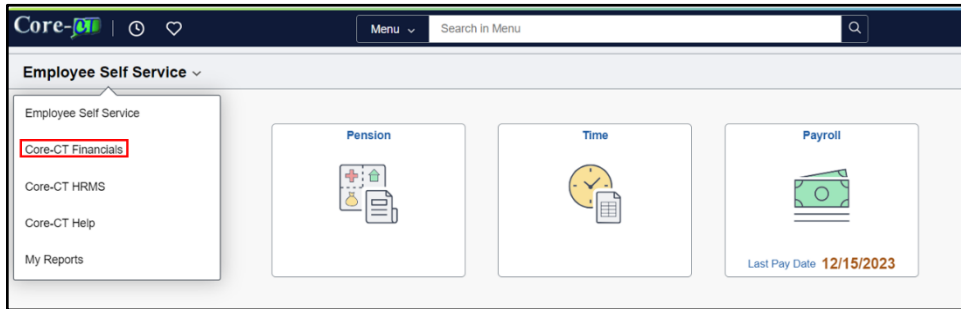
**Or**

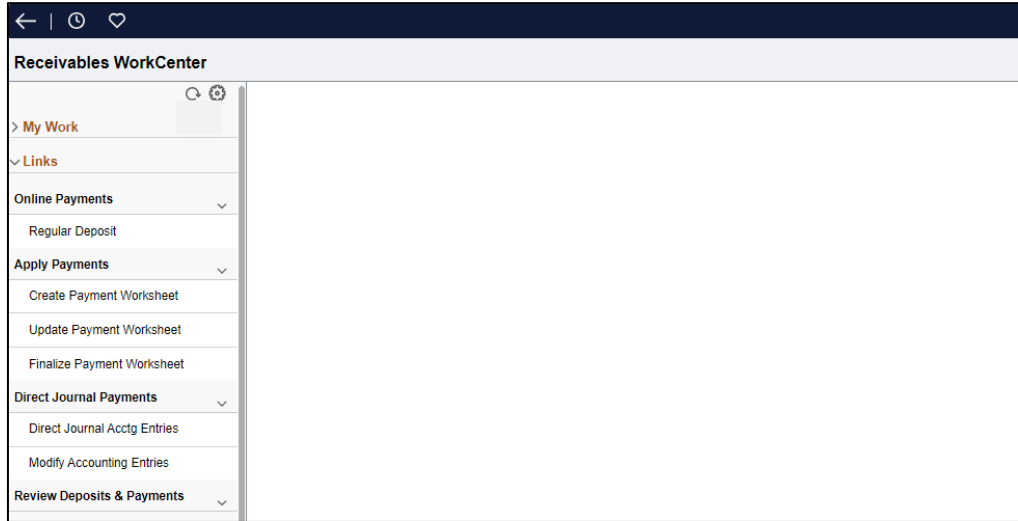
**Select Core-CT Financials**

**Click Accounts Receivable Tile**

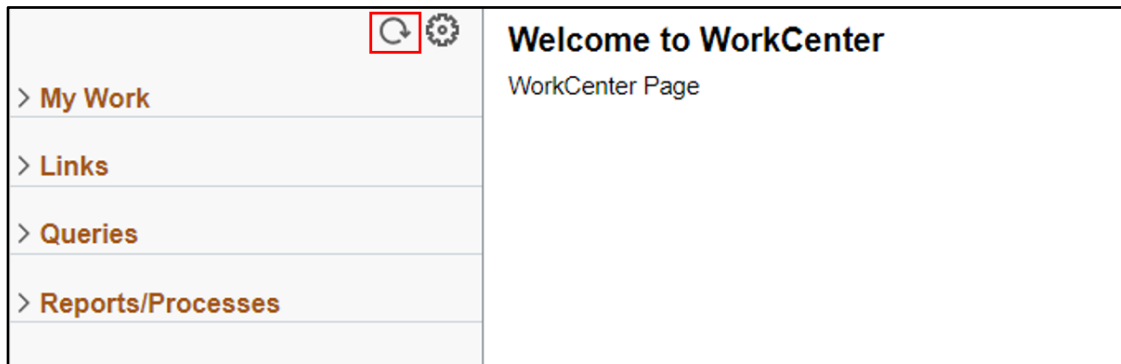
**Click Receivables WorkCenter**

Accounts Receivable WorkCenter  
Accounts Receivables  
Updated as of: September 17, 2024  
Core-CT Financials

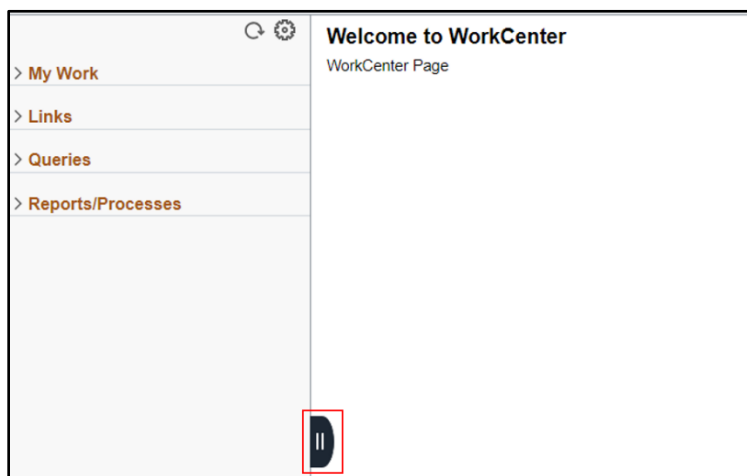




- To refresh the page, click the **Refresh** button located in the upper left-hand corner.



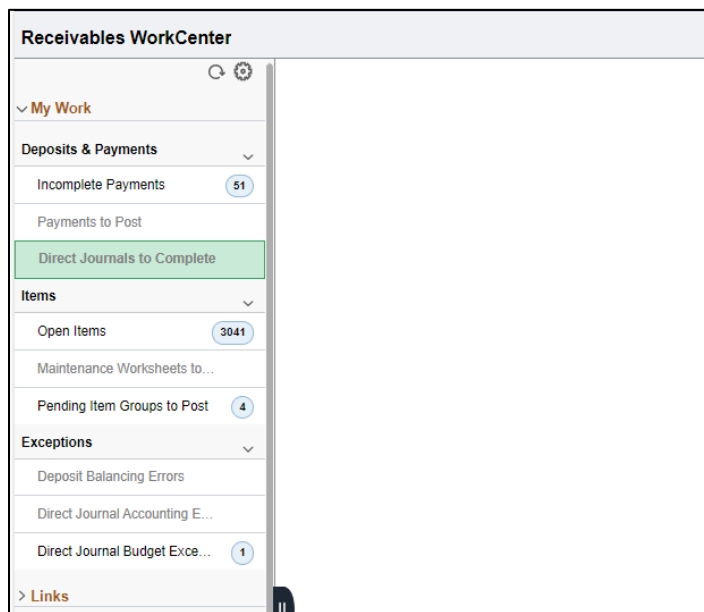
- To minimize the **Account Receivable WorkCenter**, click the **Minimize** button located in the middle of the left-hand **Navigation Bar**.



➤ **My Work.**

The **My Work** dropdown includes links to pages that an end user would need to access daily. Additionally, it can include exceptions and alters, where the user must take action.

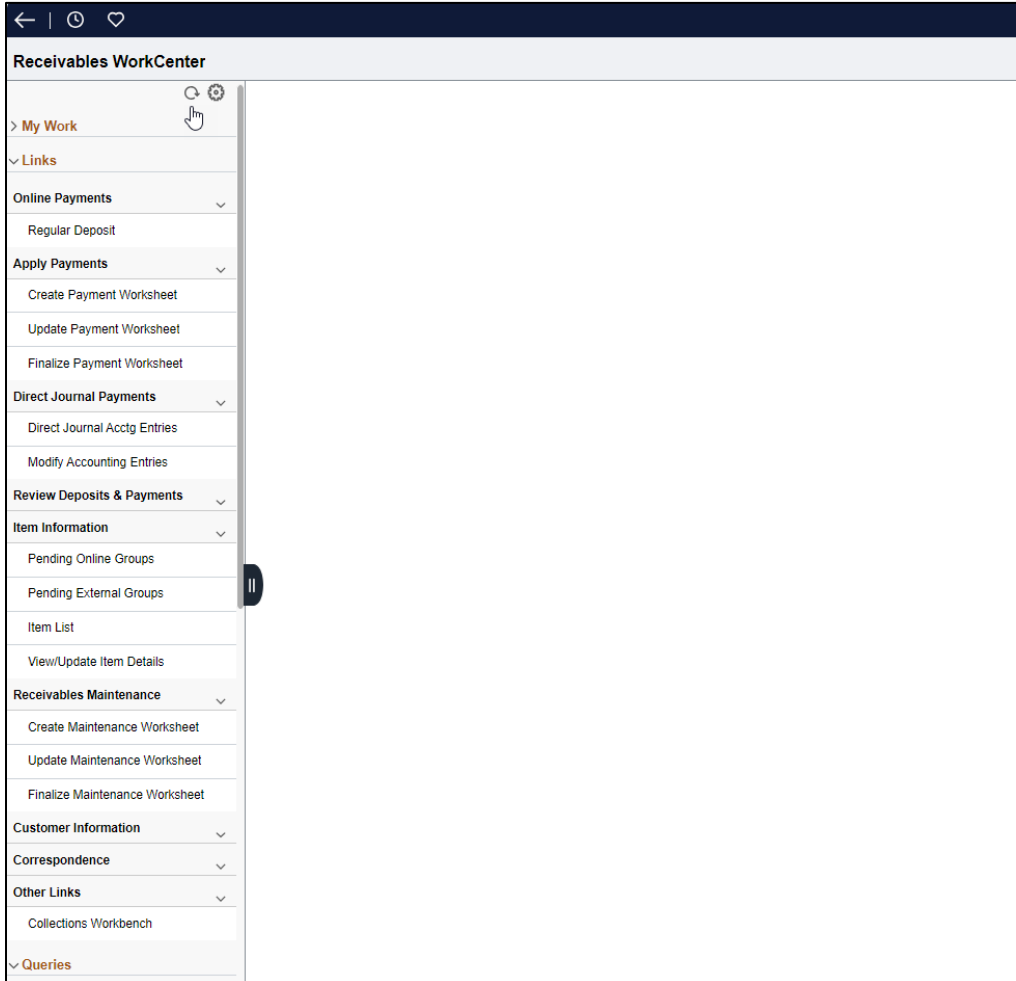
➤ **Deposits & Payments, Items, and Exceptions.**



➤ **Links.**

The **Links** dropdown includes additional links to pages, or other areas of interest, for the user.

➤ **Online Payments, Apply Payments, Direct Journal Payments, Review Deposits & Payments, Item Information, Receivables Maintenance, Customer Information, Correspondence, and Other Links.**

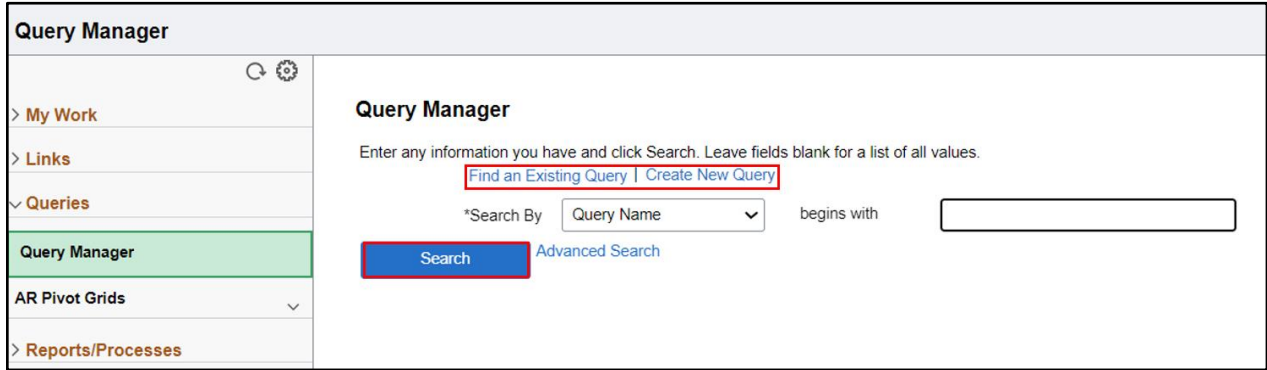


➤ **Queries.**

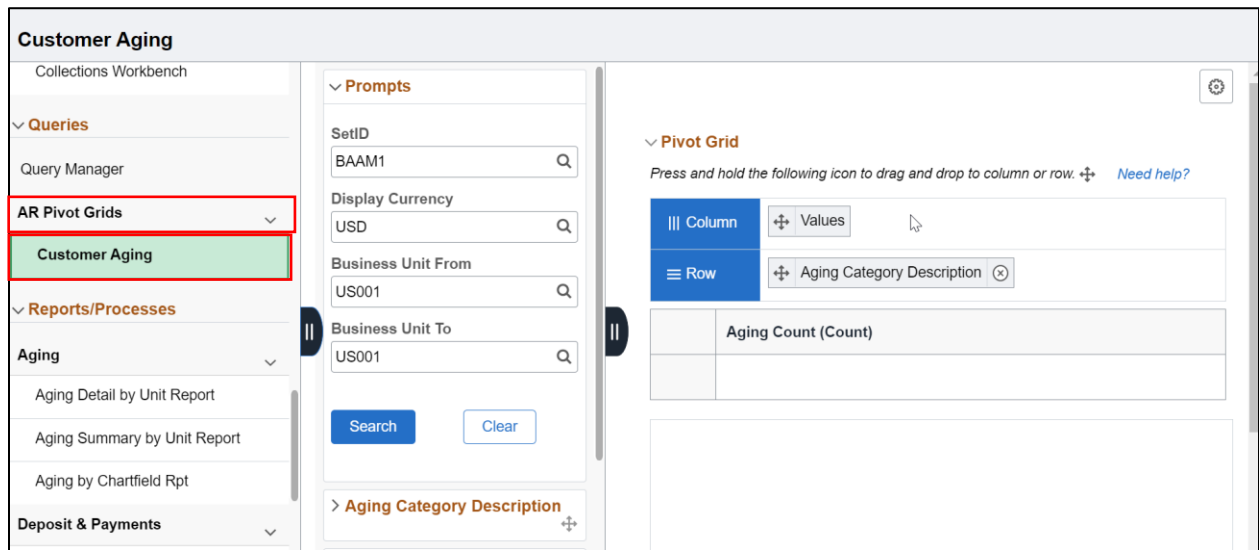
The **Queries** section includes links to **Query Manager**, public and private queries, and pivot grids

➤ **Query Manager.**

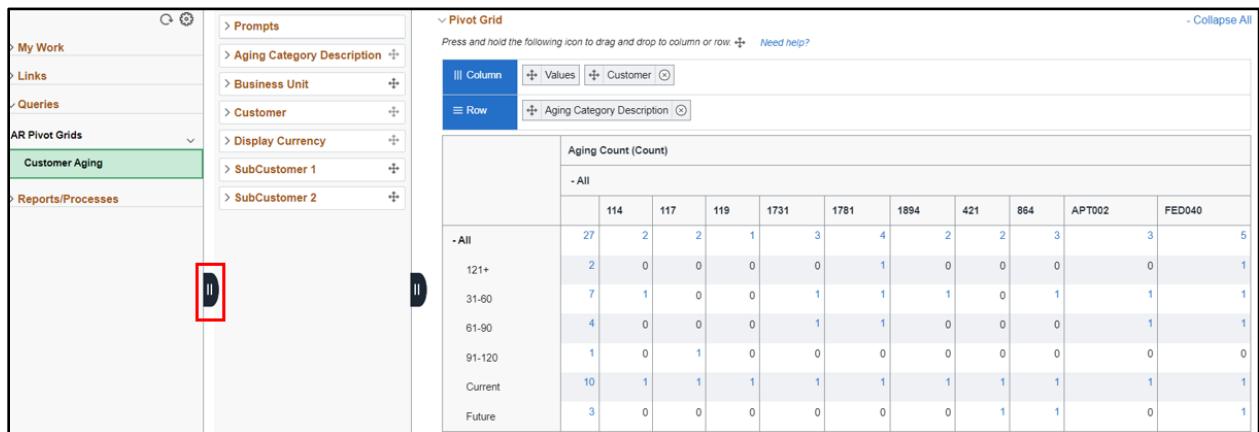
- Using the **Search** function, users can pull up existing queries.
- Users may also click the **Create New Query** instead of the **Find an Existing Query** link. – Note: Only Central agency users can add their favorite queries to their Query manager. This functionality is NOT for EPM Queries.
- Customer Aging.



a. Click **AR Pivot Grids**, then click **Customer Aging**.



b. Click the **Minimize** button.



Pivot grids are data visualization tools used to summarize, analyze, and present large datasets in a structured format. They allow users to dynamically rearrange and aggregate data along

different dimensions, such as rows, columns, and layers, to gain insights and identify patterns within the dataset.

This **Pivot Grid** is demonstrating the **Aging Category Description** between various **Customers**.

To change the values, drag and drop data values into the **Rows** and **Columns**.

c. Delete **Aging Category Description** from rows.

The screenshot shows the 'Customer Aging' interface. On the left, a list of prompts includes 'Aging Category Description', 'Business Unit', 'Customer', 'Display Currency', 'SubCustomer 1', and 'SubCustomer 2'. The 'Pivot Grid' section shows 'Aging Category Description' in the 'Row' field, highlighted with a red box. The main table displays 'Aging Count (Count)' with columns for various customer IDs and rows for aging categories like '- All', '121+', '31-60', '61-90', '91-120', 'Current', and 'Future'.

	114	117	119	1731	1781	1894	421	864	APT002	FED040
- All	27	2	2	1	3	4	2	2	3	5
121+	2	0	0	0	0	1	0	0	0	1
31-60	7	1	0	0	1	1	1	0	1	1
61-90	4	0	0	0	1	1	0	0	0	1
91-120	1	0	1	0	0	0	0	0	0	0
Current	10	1	1	1	1	1	1	1	1	1
Future	3	0	0	0	0	0	0	1	1	0

d. Drag and drop **Business Unit** into rows.

The screenshot shows the 'Customer Aging' interface. The 'Pivot Grid' section shows 'Business Unit' in the 'Row' field, highlighted with a red box. The main table is mostly empty, with a total value of 27 for the '+ All' row.

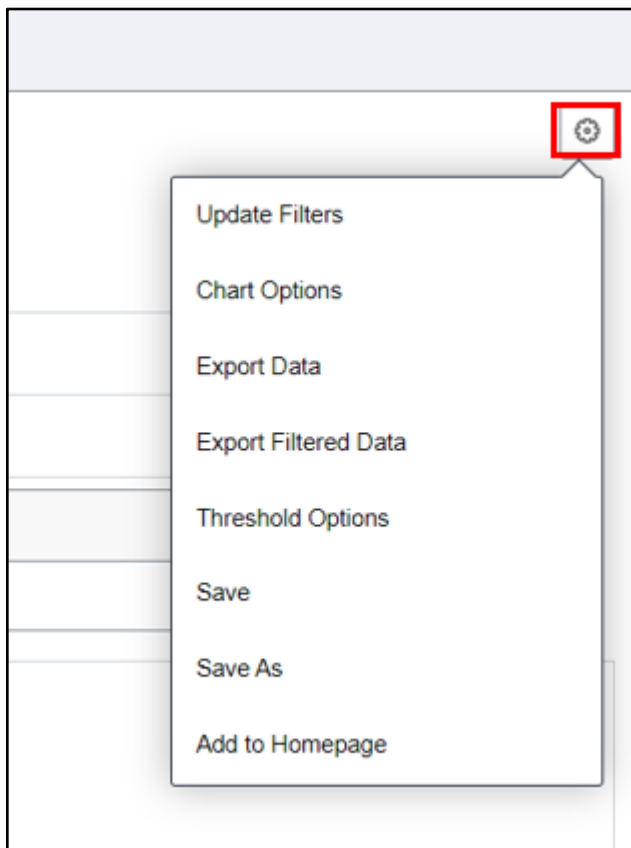
	114	117	119	1731	1781	1894	421	864	APT002	FED040	
+ All											27

The screenshot shows the 'Customer Aging' interface. The 'Pivot Grid' section shows 'Business Unit' in the 'Row' field. The main table displays 'Aging Count (Count)' with columns for various customer IDs and rows for aging categories like '- All' and 'DPSM1'.

	114	117	119	1731	1781	1894	421	864	APT002	FED040
- All	27	2	2	1	3	4	2	2	3	5
DPSM1	27	2	2	1	3	4	2	2	3	5

Now the pivot grid demonstrates the Customer depending on the Business Unit.

- Select the settings to reveal additional menu options:
  - **Update Filters**
  - **Chart Options**
  - **Export Data**
  - **Export Filtered Data**
  - **Threshold Options**
  - **Save**
  - **Save as**
  - **Add to Homepage**



- e. Expand the left-hand navigation pane.



**Customer Aging**

Current 31-60 61-90 Future 121+ 91-120 FED040 1781 1731 864 APT002 114 117 1894 421 119 Clear All

Pivot Grid  
 Press and hold the following icon to drag and drop to column or row. Need help?

Columns: Values, Customer  
 Row: Business Unit

		Aging Count (Count)										
		- All										
		114	117	119	1731	1781	1894	421	864	APT002	FED040	
- All		27	2	2	1	3	4	2	2	3	3	5
DPSM1		27	2	2	1	3	4	2	2	3	3	5

- Expand **Reports/Processes**.

The **Reports/Processes** dropdown stores different reports and processes users may need to perform daily.

- Expand **Aging, Deposit & Payments, Correspondence, and Monitor**.

**Aging Detail by Unit Rpt**

My Work  
 Links  
 Queries  
**Reports/Processes**  
 Aging  
 Aging Detail by Unit Report  
 Aging Summary by Unit Report  
 Aging by Chartfield Rpt  
 Deposit & Payments  
 Payment Acctg Entries by Date  
 Deposit Control-Point in Time  
 Payment Detail-Point in Time  
 Payment Summary-Point in Time  
 Correspondence  
 Dunning Letter  
 Create Statements  
 Process Overdue Charges  
 Customer Conversations Report

**Aging Detail by Unit Rpt**  
 Find an Existing Value [Add a New Value](#)


Search Criteria  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches  
 Saved Searches: Choose from saved searches

Run Control ID: begins with [ ]

[Show fewer options](#)  
 Case Sensitive

[Search](#) [Clear](#)

  
 Nothing yet  
 Your search results will appear here