USER REQUIREMENTS DOCUMENT

CREDIT AND COLLECTIONS
Customer Aging Report - Commercial

Prepared for:
Rockwell Land Corporation

Project:
Dynamics 365 Finance and Operations Migration

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VERSION CONTROL			
VERSION	DATE	DESCRIPTION OF CHANGES	AUTHOR
1.0	July 29, 2022	Initial draft	Fgv/mdc

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1 GENERAL INFORMATION

1.1 PURPOSE

The purpose of this User Requirement Document (URD) is to provide documentation on the requirement of Rockwell Land Corporation to generate and print the Customer Aging Report.

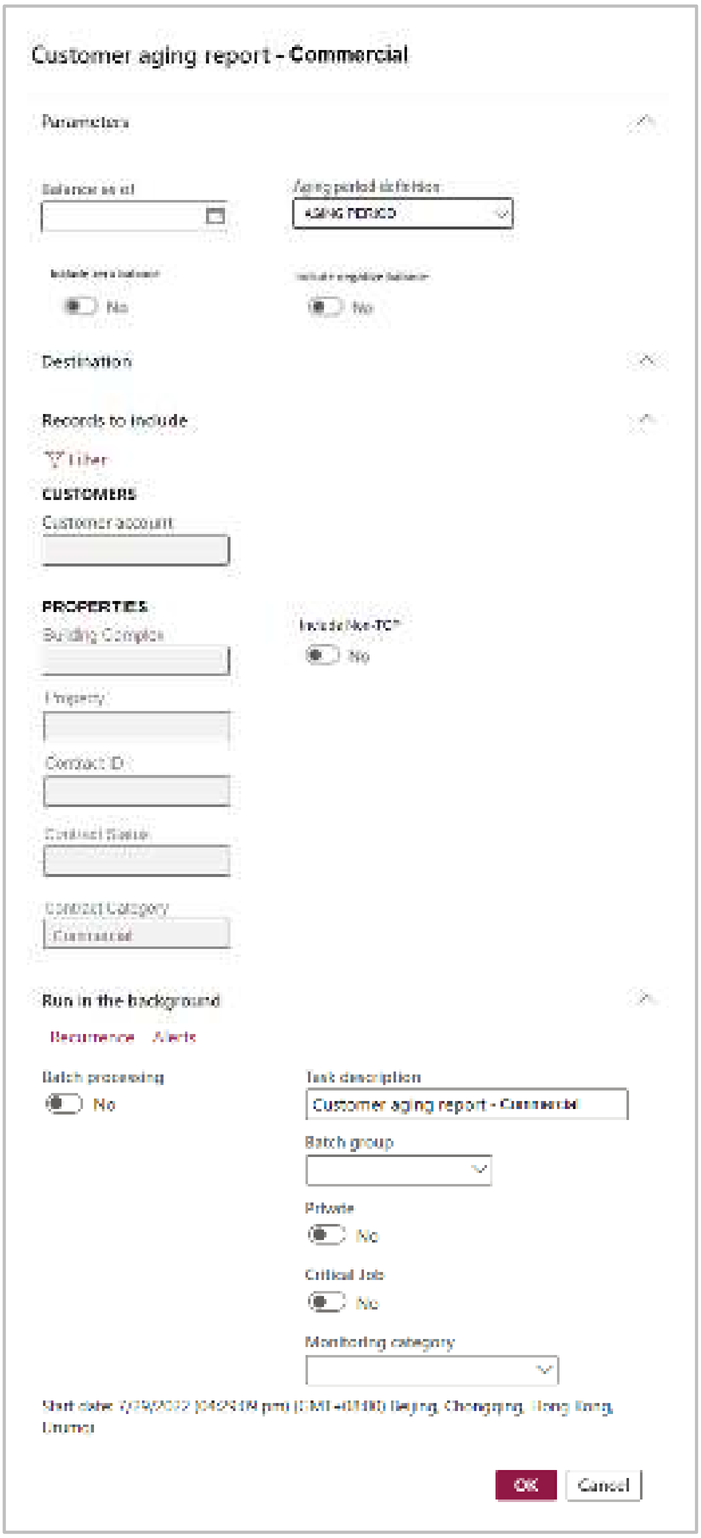
1.2 SCOPE

This User Requirement Document will outline the functional and technical design of the proposed customization as identified during the business process review (BPR).

The Customer Aging Report is used by Rockwell to monitor the balances that are due from their customers for specified periods of time. The report will help users to organize, track and manage the Rockwell's receivables and collections. That way, users can identify invoices that are open and allows them to keep on top of slow paying clients. In addition, they can also identify the average age of receivables and identify potential losses from clients regularly. This can also help in handling the company's cash flow, and as well in planning future and business budget.

2. CUSTOMER AGING REPORT - COMMERCIAL

The report will be available under Credit and Collections > Inquiries and reports > Customized Reports > Customer Aging Report - Commercial. Upon click, a query criteria dialog with the same name will be displayed where the user can enter criteria to be included in the report.



Sample screen of query criteria window

This query window/dialog enables the user to generate the report in real time, or via batch processing (as shown above).

Note: If the filter button under "Records to include" is selected, a query form will be shown.

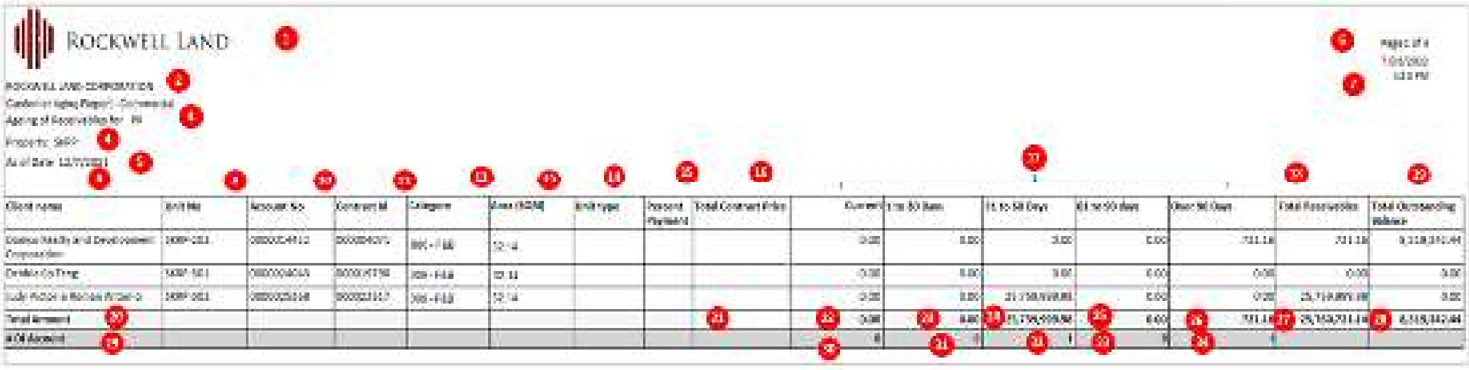
The following field parameters/criteria are available for user selection, all filters capable for multiple selection:

	Field label name	Data type	Default value	Source Path	Comments
1	Balance as of	Date	Blank	Will retrieve data from customer transactions based on transaction date. Accounts receivable > Customers > All customers > Transactions > Date	User-input. Enter the date to view the customer-contract balances for. This is also known as a cutoff date for transactions.
2	Aging period definition	Text	Aging Period Default format	Credit and Collections > Setup > Aging period definitions > Aging period definition There should be a default aging period definition, but the user can manually override the default aging period definition. Note: Ask Rockwell for the name of the aging period definition that will appear as default.	Display Aging period definition and Description in lookup
3	Include Zero balance	Check box/Toggle	No	Accounts receivable > Customers > All customers > Select customer > Customer tab > Transactions in the action pane > Sum of customer balance per contract id with zero balance. If the toggle is set to Yes, transactions even with zero balances per contract ID will be displayed in the report.	Select this check box to include customer accounts that have a zero balance.
4	Include Negative balance	Check box/Toggle	No	Accounts receivable > Customers > All customers > Select customer > Customer tab > Transactions in the action pane > Sum of customer balance per contract id with negative balance. If the toggle is set to Yes, transactions with negative balances will be displayed in the report.	Select this check box to include customer accounts that have negative balances.
5	Customer account	Text	Blank	Accounts receivable > Customers > All customers > Account Note: Allow multiple selection	Display Customer account and Customer name in lookup
6	Building Complex (right click to view some hidden menu items)	Text	Blank	Accounts receivable > Customers > All customers > Transactions > Contract ID > View details > Property > View details > Property in the action pane > Header in the action pane > General fast tab > Building complexes Note: Allow multiple selection	Display Building complexes value and Description in lookup
7	Property	Text	Blank	Accounts receivable > Customers > All customers > Transactions > Contract ID > View details > Property Note: Selection of Property will be limited to selected Building complex Note: Allow multiple selection	Display Property value and Description in lookup.

8	Contract id	Text	Blank	Accounts receivable > Customers > All customers > Transactions > Contract ID Note: Selection of Contract ID will be limited to selected Building complex and Property Note: Allow multiple selection	Display Contract Id, Property, Tenant, and Tenant name in lookup
9	Contract Status/Contract Sub Status	Text	Active/Active	Property Management> Contract Setup> Contract > Contract statuses	Display Contract Status value and Description in lookup.
10	Contract Category	Text	Commercial	Property Management > Contract Setup > Contract Categories > Contract types > Contract Category = Commercial	Display Contract Category in lookup.
11	Include Non-TCP	Check box/Toggle	No	If include Non-TCP is selected, Accounts receivable > Customers > All customers > Transactions > Billing type and billing classification will be included Note: This check box will be greyed out/disabled if the contract category is Commercial. This is only applicable for Condo Sales.	Select this checkbox to include customer transactions with billing type, and billing classification.

Data for the report will be retrieved from Customer transactions: Customer invoice journal (includes Sales lines, Lease lines, Free-text invoices and General Journal) and Customer payment journal in the system.

3. FORM PRINTOUT



Note: Sorting will be based on Customer Name – Ascending.

Below is the mapping of the numbers in the diagram above and what is the representations of these red numbers

4. MAPPING

Field		Path: Credit and Collections > Inquiries and reports > Customized Reports > Customer Aging Report - Commercial Note: Group per contract ID and Unit no. sorted by customer name in ascending order. Option to save the report in Excel format; No merging of cells Note: Development of this report is thru SSRS
PAPER SIZE:		Letter
ORIENTATION:		Landscape
1	Logo	Organization administration > Organization > Legal entities > Report company logo image fast tab (maybe load this in the report design by inserting an image)
2	Company name	Organization administration > Organization > Legal entities > Name
3	Report name	Fixed text “Customer Aging Report – Commercial” + Fixed text “Aging of Receivables for” + Credit and Collections > Inquiries and reports > Customized Reports > Customer Aging Report - Commercial > Records to include > Query criteria dialog > Building complexes (This is from the UI Builder Class) If none is selected, input “All”. Concatenate values and add space in between
4	Property	Credit and Collections > Inquiries and reports > Customized Reports > Customer Aging Report – Commercial > Records to include > Query criteria dialog > Property
5	As of Date	Credit and Collections > Inquiries and reports > Customized Reports > Customer Aging Report > Query criteria dialog > Balance as of
6	Page count	Page 1 of 1
7	Date and time generated	Display date and time when report was generated.
8	Client name	Accounts receivable > Customers > All customers > Select customer > Name
9	Unit No	Accounts receivable > Customers > All customers > Select customer > Customer tab > Transactions in the action pane > Contract ID > Right click view details > Contract fast tab > Property Unit
10	Account No	Accounts receivable > Customers > All customers > Account
11	Contract ID	Accounts receivable > Customers > All customers > Select customer > Customer tab > Transactions in the action pane > Contract ID
12	Category	Accounts receivable > Customers > All customers > Select customer > Sales demographics fast tab > Category (segment is the standard D365 field)
13	Area (SQM)	Accounts receivable > Customers > All customers > Select customer > Customer tab > Transactions in the action pane > Contract ID > Right click view details > Contract fast tab > select Property Unit > General fast tab > NLA
14	Unit type	Blank
15	Percent Payment	Blank
16	Total Contract Price	Blank
17	Aging Buckets	Header: Credit and Collections > Inquiries and reports > Customized Reports > Customer Aging Report – Commercial > Query criteria dialog > Get Aging period definition selected > Go to Credit and Collections > Setup > Aging period definitions > Find the Aging period definition selected > Period. There will be a default aging period definition but can be overridden by the user.

		Default aging:  Data: Accounts receivable > Customers > All customers > Select customer > Customer tab > Transactions > Sum of the Balance per Contract id. Current = Includes transactions whose due date or transaction date are the same as the aging date or date after the aging date. Note: If there is no due date, consider transaction date 1 to 30 Days = Includes transactions whose due date or transaction date are 1 to 30 days before the aging date. Note that the interval is -30, which starts with the first day before the subsequent aging period. Note: If there is no due date, consider transaction date 31 to 60 Days = Includes transactions whose due date or transaction date are 31 to 60 days before the aging date/due date. Note that the interval is -30, which starts with the first day before the subsequent aging period. Note: If there is no due date, consider transaction date 61 to 90 Days = Includes transactions whose due date or transaction date are 61 to 90 days before the aging date. Note that the interval is -30, which starts with the first day before the subsequent aging period. Note: If there is no due date, consider transaction date Over 90 Days = Includes transactions whose due date or transaction date are more than 90 days before the aging date. The ending date is the last day of the last fiscal year that is created in the Fiscal calendars form, for the fiscal calendar that is used with the transaction. Note: If there is no due date, consider transaction date Note: If aging period definition selected is different from the default or was overridden, the header and data will be based on the setup of the following: 1. Period (name of the field), 2. Unit (number of interval), and 3. Interval (days, weeks, months etc.) If aging period definition is overridden, the corresponding aging buckets name will also change based on the setup of aging period definition. Aging period definition setup is under Credit and collection > Setup > Aging period definition
18	Total Receivables	Sum of All Aging Buckets = Current+1 to 30 Days+31 to 60 Days+ 61 to 90 Days+ Over 90 Days Note: If aging period definition selected is different from the default or was overridden, sum of all aging buckets = sum of all period names.
19	Total Outstanding Balance	Sum of All Aging Buckets excluding Current = 1 to 30 Days+ 61 to 90 Days+ Over 90 Days Note: If aging period definition selected is different from the default or was overridden, sum of all aging buckets excluding Current = sum of all period names except period with 0 unit.

20	Total Amount	Fixed text "Total Amount"
21	Total Amount – Total Contract Price	Blank
22	Total Amount – Current	Sum of column Aging buckets - Current Note: If aging period definition selected is different from the default or was overridden, sum of all aging buckets – 1st level = sum of the period with 0 unit.
23	Total Amount – 1 to 30 Days	Sum of column Aging buckets -1 to 30 Days Note: If aging period definition selected is different from the default or was overridden, sum of all aging buckets – 2nd level = sum of the period 2nd level next to 1st level period.
24	Total Amount – 31 to 60 Days	Sum of column Aging buckets - 31 to 60 Days Note: If aging period definition selected is different from the default or was overridden, sum of all aging buckets – 3rd level = sum of the period 3rd level next to 2nd level period.
25	Total Amount – 61 to 90 days	Sum of column Aging buckets - 61 to 90 days Note: If aging period definition selected is different from the default or was overridden, sum of all aging buckets – 4th level = sum of the period 4th level next to 3rd level period.
26	Total Amount – Over 90 days	Sum of column Aging buckets - Over 90 days Note: If aging period definition selected is different from the default or was overridden, sum of all aging buckets – 5th level = sum of the period 5th level next to 4th level period.
27	Total Amount – Total Receivables	Sum of column Total Receivables (18)
28	Total Amount – Total Outstanding Balance	Sum of column Total Outstanding Balance (19)
29	# Of Account	Fixed text "# Of Account"
30	# Of Account - Current	Count the number of customer accounts falls on Aging buckets – Current or 1st level (if aging period definition selected is different from the default or was overridden). Note: Excluding customer account with zero amount # of Account will also change based on the setup of aging period definition selected
31	# Of Account - 1 to 30 Days	Count the number of customer accounts falls on Aging buckets - 1 to 30 Days or 2nd level (if aging period definition selected is different from the default or was overridden). Note: Excluding customer account with zero amount
32	# Of Account - 31 to 60 Days	Count the number of customer accounts falls on Aging buckets - 31 to 60 Days or 3rd level (if aging period definition selected is different from the default or was overridden). Note: Excluding customer account with zero amount # of Account will also change based on the setup of aging period definition selected
33	# Of Account - 61 to 90 days	Count the number of customer accounts falls on Aging buckets - 61 to 90 days or 4th level (if aging period definition selected is different from the default or was overridden). Note: Excluding customer account with zero amount # of Account will also change based on the setup of aging period definition selected
34	# Of Account - Over 90 days	Count the number of customer accounts falls on Aging buckets - Over 90 days or 5th level (if aging period definition selected is different from the default or was overridden). Note: Excluding customer account with zero amount # of Account will also change based on the setup of aging period definition selected
35	Activity Phase	Accounts receivable > Customers > All customers > Select customer > Customer tab > Transactions in the action pane > Contract ID > Contract Form>Manage in the action pane >Activities in the action pane >View Activities

		Show only the Phase with Activity equals to Account Status and Status is equal to Open Set this field after the Total Outstanding Balance.
36	Activity Type	Accounts receivable > Customers > All customers > Select customer > Customer tab > Transactions in the action pane > Contract ID > Contract Form>Manage in the action pane >Activities in the action pane >View Activities Show only the Activity type of the Activity Phase Set this field after the Activity Phase

5. TEST SCRIPT

A. Generate the report

1. Go to Credit and Collections > Inquiries and reports > Customized Reports > Customer Aging Report - Commercial.
2. Complete details in parameters: Balance As of and Aging period definition.
3. Select toggle to include zero balance and include negative balance.
4. Select specific Building Complexes, Property, Contract ID, and Contract Status.
   Note: Contract category will be defaulted as Commercial
5. If none is selected, then all data will populate.