# Aging Report Requirements – Procedures

1. Run/Download Aging Report – FY24 from TDX
   1. Export to Excel
2. Filter Report to be “Accounts Payable / Invoicing” in the Type Column F and MAPS: AP Specialist in “Resp Group”
3. Update date columns to be short date format
   1. Created – Column B
   2. Modified – Column C
   3. Resolved Date – Column N
4. Then Add Column for Today’s Date
5. Add Columns for Aging
   1. Created Aging – exists already
   2. Modified Aging
      1. DateDIF
   3. Resolved – not sure about this one yet
6. The Statistical Process Control will be around tickets in a status other than “Closed”
   1. See attached Pivot Tables and analysis for what we would like the outputs to be.

Aging Report – FY24 ran out of TDX

Mod Aging sheet filters report down to “Accounts Payable / Invoicing” and “MAPS AP Specialist”

Total Tickets – indicates if we are in the relevant range of 100 tickets per person or less

PVT – Ticket Age Avg indicates the average modified aging per status (excluding closed) per person

Detail Greater than Aging SPC – shows the details of those tickets over the agreed upon aging of 15 daays