

Run a Past Due Report

You can use this quick reference guide as a fast reminder of the basic steps for running a *Past Due* report.

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Reporting

Program Management
General program management activities and monitor company policy compliance.

Financial Management
Monitor expenditures, track variances and manage account allocations.

Supplier Management
These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

Tax and Compliance Management
Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

Administration
These reports allow administrators to support system functionality.

Global
Analyze spending for global reports.

1. Select the **Reporting** high-level task and then click the **Program Management** link.

Delinquency Management

Account Suspension
Provides information on open accounts that are past due and suspended or pending suspension.

Charge-Off
Information on accounts that have been charged off, including charge-off date, balance charged-off, and recovery amount.

Past Due
Accounts with past due balances and the number of times past due situations have occurred.

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2. Click the **Past Due** link.

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Program Management
Past Due

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

* = required

Account Information

Account Status:

Number of Days Past Due:

Charge-Off: Exclude Include

Current Default Accounting Code

To limit the results from the default of "all" enter a full or partial "begins with" current default accounting code

Sort Report By

Name

3. Specify the report parameters, including account status, past due number, sorting and grouping.

Group Report By

Processing Hierarchy Position.*
If selected, a processing hierarchy position is required.

Bank: Agent: Company: Division: Department: [Search for Position or Add Multiple](#)

Reporting Hierarchy Position.*
If selected, a reporting hierarchy position is required.

Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7: [Search for Accounts](#)

Account Number(s)*
If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

[Search for Accounts](#)

Break/Subtotal Level

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4. Click the **Run Report** button.



LEARN MORE
For more detailed information, refer to the *Reporting* web-based training lesson and user guide available at:

<https://wbt.access.usbank.com>

Contact your program administrator for the most current passwords.

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