

BM1022 – Aging Format Table

The Aging Format Table is an optional table which contains codes defined by SBCTC-ITD and colleges.

Use the Aging Format Table to define the criteria to be used in generating aging reports.

This is a two-part screen. The first part of the screen contains aging columns one through three, and the second part contains aging columns four through six. The college-defined title and column headings are displayed on the Aging Report.

User Function Keys

F1	REFRESH	Redisplays the screen. Any changes or additions made to the screen since Enter was last pressed will disappear.
F2	ADD	Adds a new aging format.
F3	CHANGE	Changes an existing aging format.
F4	INQUIRE	Displays an existing aging format.
F5	DELETE or	Deletes an existing aging format.
	PRINT or	Prints a list of existing aging formats.
	PREVIOUS SCREEN	If columns one through three are displayed, this takes you to the initial fields (Aging Format, Title, Rvsn Date). If columns four through six are displayed, this takes you to columns one through three.
F6	LIST or	Lists existing aging formats.
	NEXT SCREEN	If the initial fields (Aging Format, Title, Rvsn Date) are displayed, this takes you to columns one through three. If columns one through three are displayed, this takes you to columns four through six.
F8	MENU	Redisplays the FMS System menu.

Data Fields

AGING FORMAT (key)	COLUMN 1-6
TITLE (required)	CHARGE STATUS
CREDIT AGING OPTION	COLUMN 1-6 REF DATE
RVSN DATE (display only)	COLUMN 1-6 DAYS

Aging Format

Definition	Key field. A code defined by colleges identifying an aging format.
Length	2 characters

Title

Definition	Required field . A description defined by colleges of an aging format. This will be displayed on the Aging Report (BM1710).
Length	50 characters

Credit Aging Option

Definition	A code indicating whether or not a credit charge will be aged.
Values	Valid values defined by SBCTC-ITD are: Y Yes, age the credit charges and include them in the defined aging column to which they apply N No, do not age credit charges 1-6 Yes, age the credit charges and include them in the aging column specified in the Credit Aging Option (not currently used)
Length	1 character

Revision Date

Definition	Display only. A date assigned by the system indicating when the current record was changed or added.
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Column Heading 1-6

Definition	Identifies the six available aging format columns. Each column heading consists of two college-defined fields. These headings are displayed on the Aging Format Table and the Aging Report (BM1710).
Length	12 characters each

Charge Status/Title

Definition	Display only. The charge status code and associated title from the Charge Status Table (BM1025).
Length	2 characters

Column 1-6 Reference Date

Definition	Entry required if corresponding Column 1-6 Days are specified. Not allowed if a columnar heading has not been defined. A code identifying the reference date to be used in calculating when a charge becomes valid for the column. This can be an actual date, one of several predefined codes (see "Values" below), or a college-defined code from the Customer Accounts Date Table (BM1026).
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Values	Valid values defined by SBCTC-ITD are: CHRG Charge date - the date a charge was incurred DUE Due date - the date a charge is due for payment INV Invoice date - the date a charge was first invoiced
Length	6 characters

Column 1-6 Days

Definition	Not allowed if a columnar heading has not been defined. A number indicating the number of days from the reference date that a charge becomes valid for the column.
Length	2 characters

Updating the Table

To update the Aging Format Table, perform the following steps:

1. In the Aging Format field, type an aging format ID or, to view and select from a list of existing IDs, press List (F6).
2. Press the function key for the action you want to perform (Add, Change Inquire, or Delete).
3. View, add or modify data as needed.

To access columns 1 through 3, press Next Screen (F6); to access columns 4 through 6, press Next Screen again . Press Previous Screen (F5) to return to columns 1 through 3.

4. To save new or modified data, press Enter.