

A/P Details with Aging
Created on Friday, October 09, 2009

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The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Table of Contents

A/P Details with Aging.....	1
A/P Detail with Aging Overview.....	1
A/P Detail with Aging Lesson	1

A/P Details with Aging

A/P Detail with Aging Overview

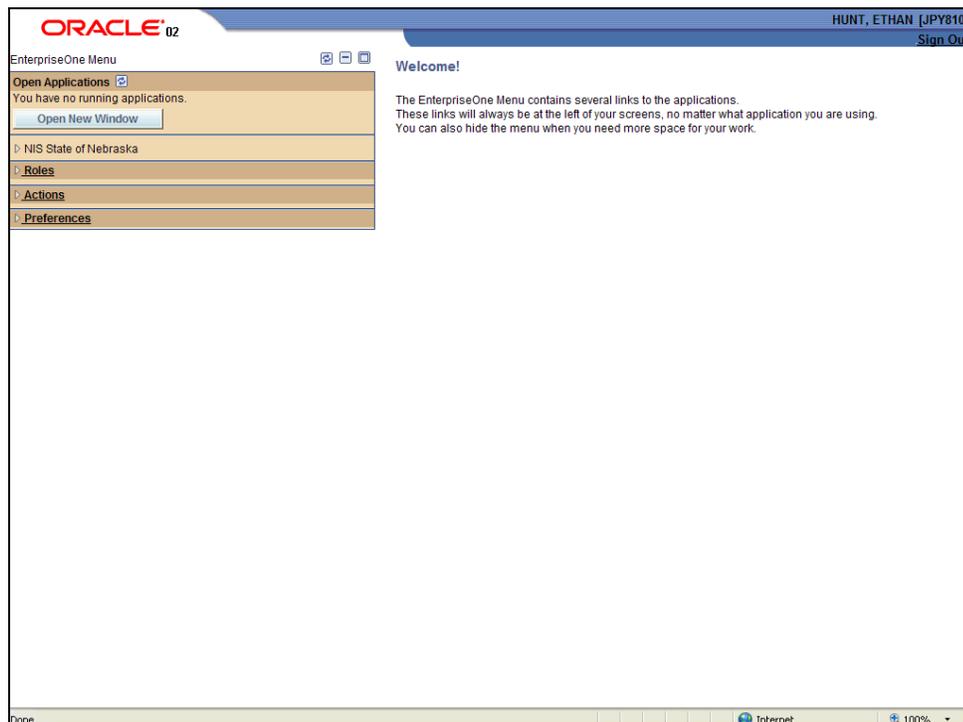
This report shows total open accounts payable with aging totals by due date, fund, and supplier address book number.

Note: This report can only be run for current open accounts payable. This report will not allow a date selection.

A/P Detail with Aging Lesson

Procedure

In this lesson you will learn how to run the A/P Detail with Aging Report.

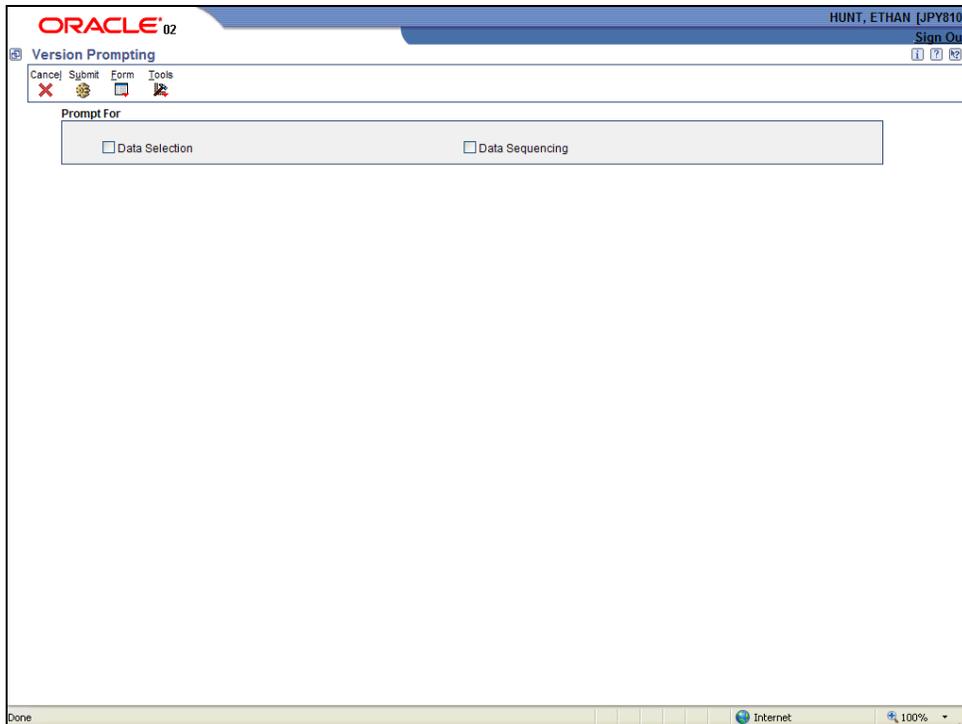


Training Guide

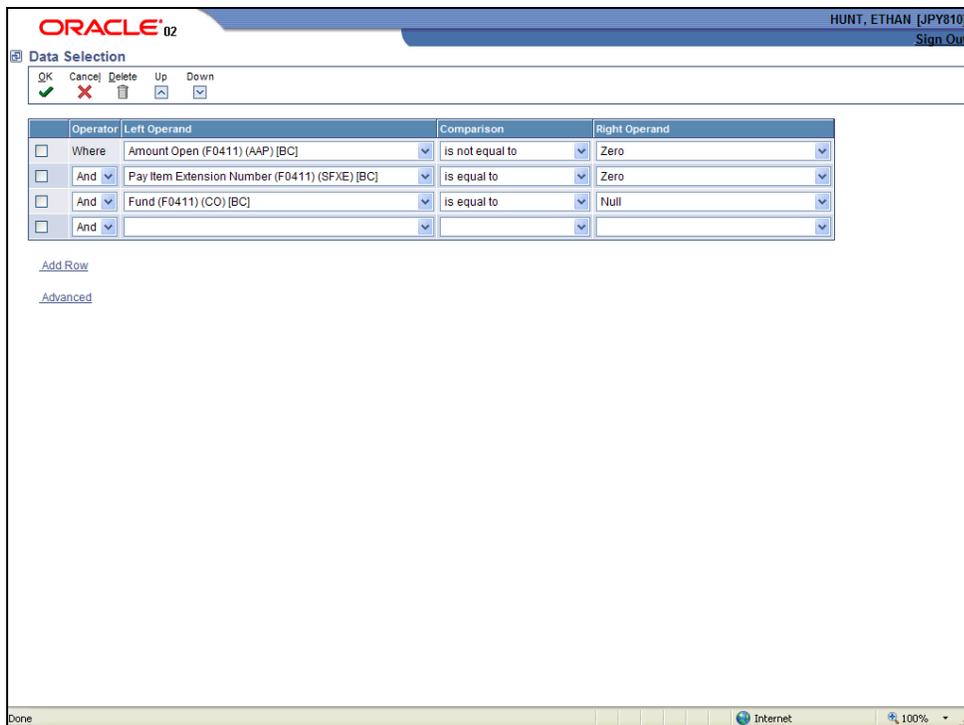
A/P Details with Aging



Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounts Payable link. Accounts Payable
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounts Payable Reports link. Accounts Payable Reports
5.	Click the A/P Detail Reports link. A/P Detail Reports
6.	Click the A/P Detail - with Aging link. A/P Detail - with Aging



Step	Action
7.	Click the Data Selection option. 
8.	Click the Data Sequencing option. 
9.	Click the Submit button. 



Step	Action
10.	Click the drop down list of the Right Operand for the Fund row. 

Training Guide

A/P Details with Aging

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Amount Open (F0411) (AAP) [BC]	is not equal to	Zero
<input type="checkbox"/> And	Pay Item Extension Number (F0411) (SFXE) [BC]	is equal to	Zero
<input type="checkbox"/> And	Fund (F0411) (CO) [BC]	is equal to	Null
<input type="checkbox"/> And			Null

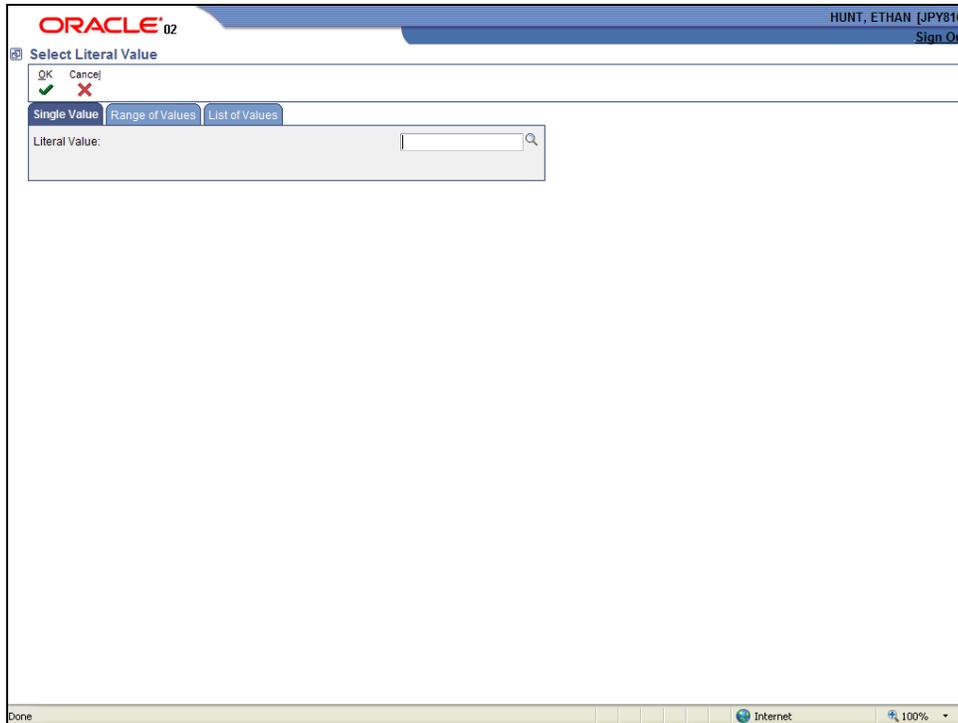
Add Row

Advanced

- Blank
- Zero
- Null
- Literal
- A/P Reporting Code (F0101) (AC07) [BC]
- A/P Reporting Code (F0411) (AC07) [BC]
- Account ID (F0411) (AID2) [BC]
- Agency Code (F0101) (AC03) [BC]
- Agency Defined (F0101) (TX2) [BC]
- Bank Transit Short ID (F0411) (BAID) [BC]
- BankruptPrint (F0101) (AC11) [BC]
- Batch Type (F0411) (ICUT) [BC]
- Business Unit (F0101) (MCU) [BC]
- Business Unit (F0411) (MCU) [BC]
- Business Unit 2 (F0411) (MCU2) [BC]
- CSI-3M Code (F0101) (AC09) [BC]
- CSI-Customer Code (F0101) (AC05) [BC]
- CSI-Region Code (F0101) (AC08) [BC]
- Category Code - Address Book 12 (F0101)
- Category Code - Address Book 13 (F0101)
- Category Code - Address Book 14 (F0101)
- Category Code - Address Book 15 (F0101)
- Category Code - Address Book 16 (F0101)
- Category Code - Address Book 17 (F0101)
- Category Code - Address Book 18 (F0101)
- Category Code - Address Book 19 (F0101)
- Category Code - Address Book 21 (F0101)
- Category Code - Address Book 22 (F0101)
- Category Code - Address Book 23 (F0101)

Done Internet 100%

Step	Action
11.	Click the Literal list item. <input type="text" value="Literal"/>

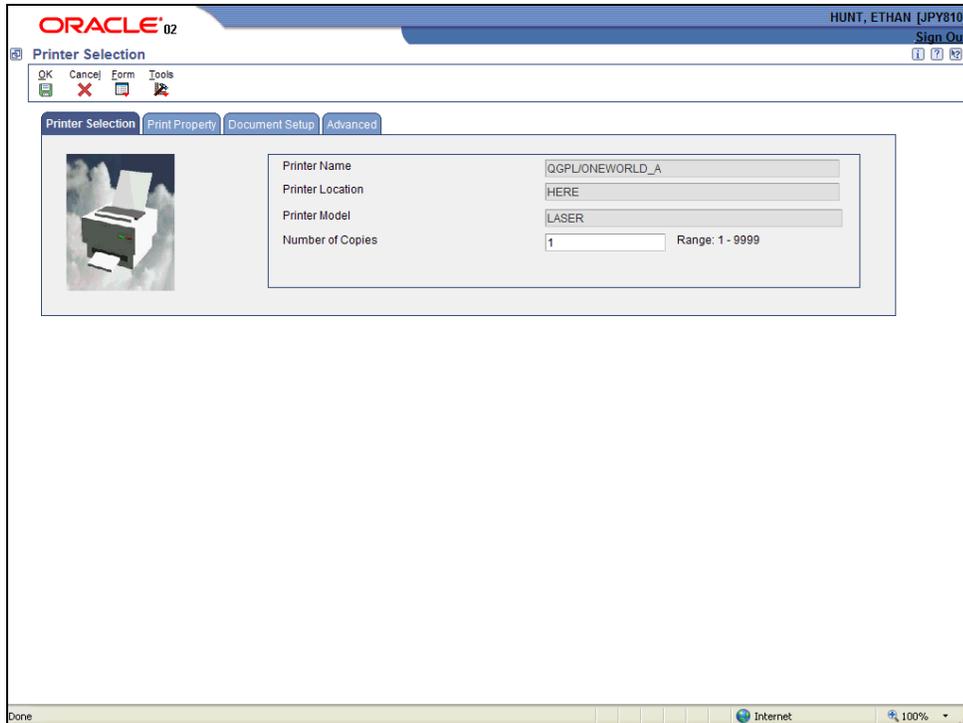


Step	Action
12.	Enter the fund number into the Literal Value field.
13.	Click the OK button. <input checked="" type="checkbox"/>
14.	<p>Note: To run this report for a specific supplier, complete the following information in the first blank row: Left Operand - Address Number (F0101) (AN8)[BC] Comparison - is equal to Right Operand - enter the supplier address book number.</p> <p>Note: To run this report for a specific due date, complete the following information in the first blank row: Left Operand - Date - Discount Due - Julian (F0411)(DDNJ)[BC] Comparison - is equal to Right Operand - enter the due date for which you wish to run report (or enter a range of due dates on the range of values tab.)</p>
15.	Click the OK button. <input checked="" type="checkbox"/>
16.	Click the Show Available Columns. link. Show Available Columns.

Training Guide

A/P Details with Aging

Step	Action
17.	Click the Discount Due Date option. <input type="checkbox"/>
18.	Click the Add button. <input type="checkbox"/>
19.	Click the Discount Due Date option. <input type="checkbox"/>
20.	Click the Up button until Discount Due Date is at the top of the list. <input type="checkbox"/>
21.	Click the OK button. <input checked="" type="checkbox"/>
22.	Verify the following: Aging Date = blank Note: When left blank the Aging Date will automatically populate as the current date. Date Type = I
23.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
24.	Click the OK button. 
25.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html) work instructions. You have successfully completed this lesson. End of Procedure.