

A/P Details with Remarks
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NIS Policies

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/>.

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A/P Details with Remarks

A/P Details with Remarks Overview

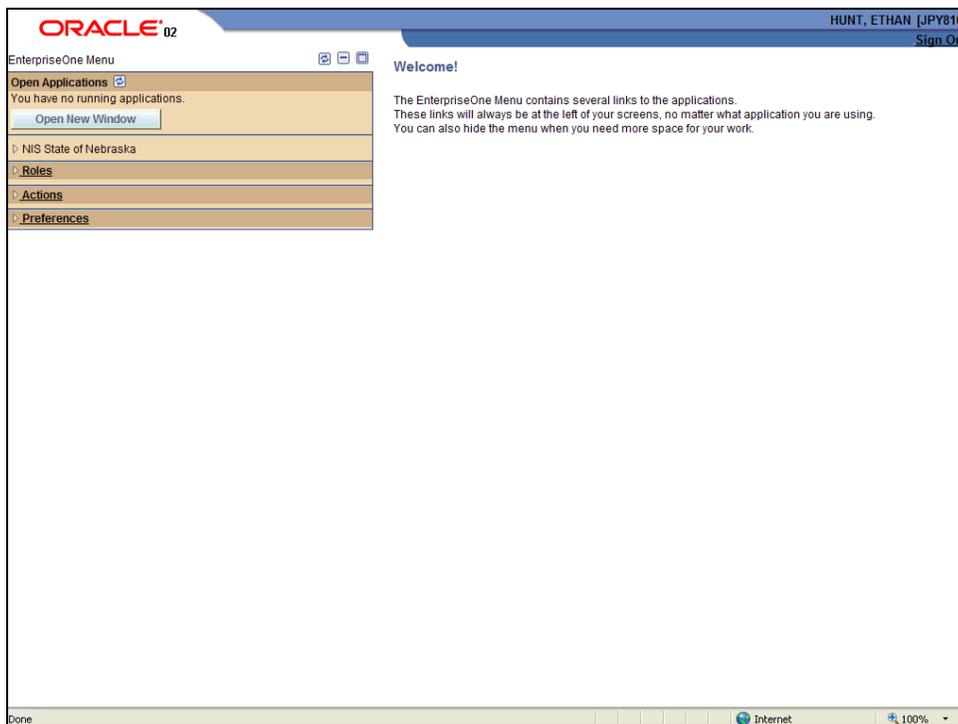
This report will give you accounts payable details to help in managing cash flow.

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

A/P Details with Remarks Lesson

Procedure

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

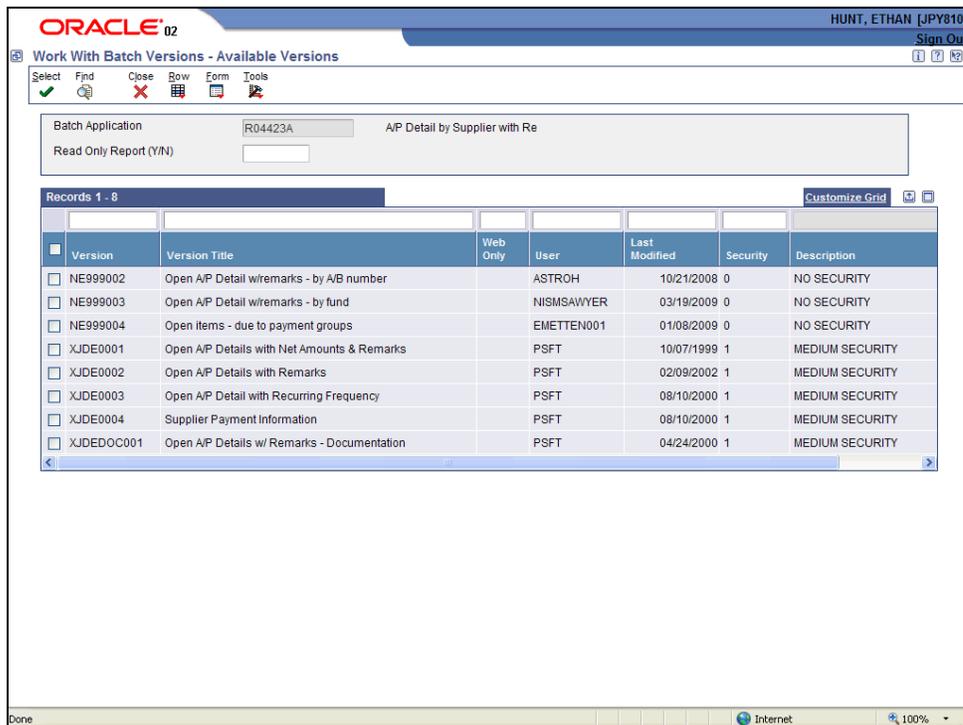


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

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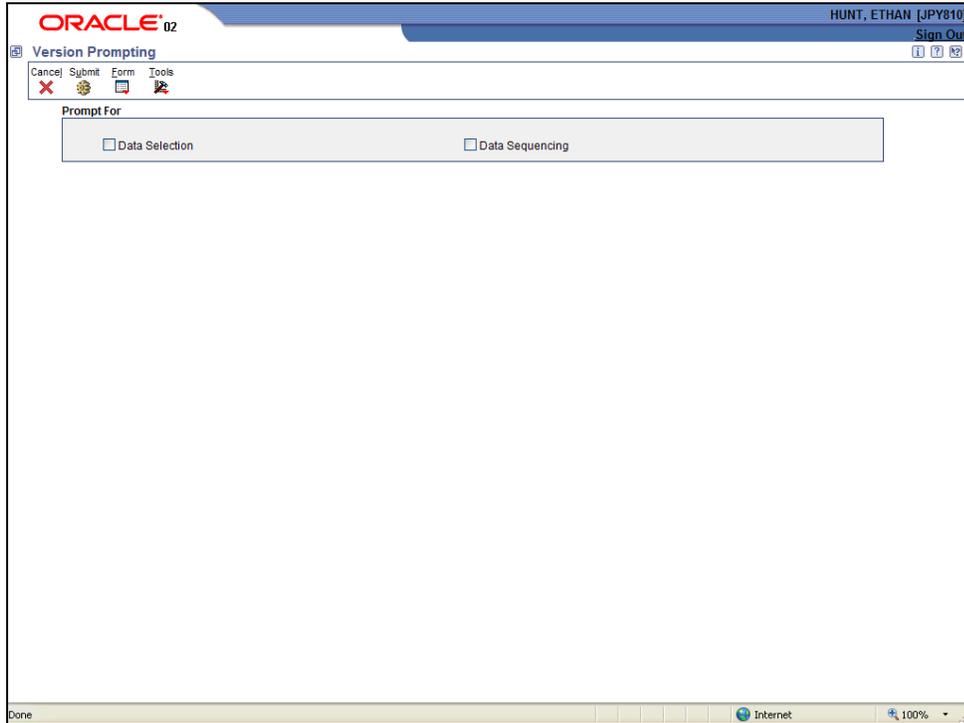
A/P Details with Remarks

Step	Action
2.	Click the Accounts Payable link.
3.	Click the Inquiries & Reports link.
4.	Click the Accounts Payable Reports link.
5.	Click the A/P Detail Reports link.
6.	Click the A/P Detail - with Remarks link.



Step	Action
7.	Click the check box of Version NE999003.

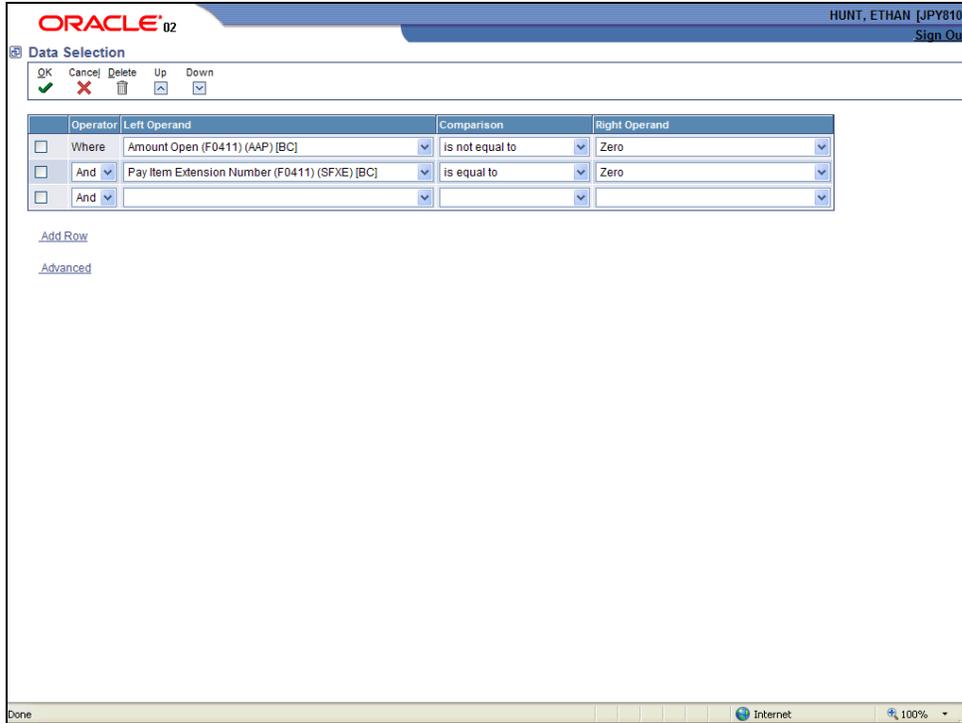
Step	Action
8.	Click the Select button. <input checked="" type="checkbox"/>



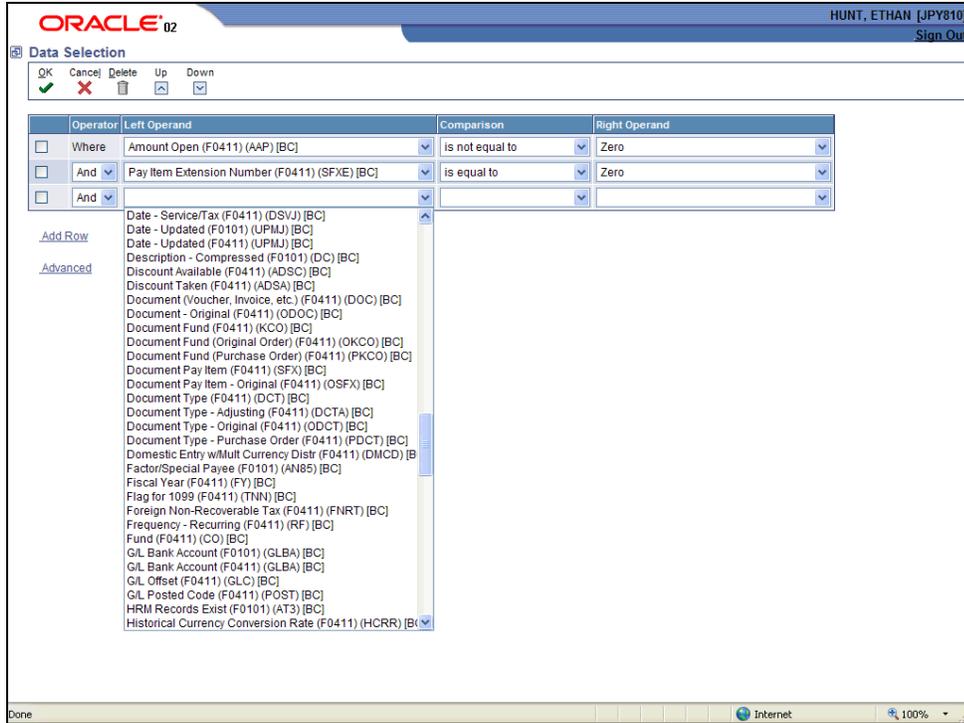
Step	Action
9.	Click the Data Selection option. <input type="checkbox"/>
10.	Click the Data Sequencing option. <input type="checkbox"/>
11.	Click the Submit button. <input type="button" value="Submit"/>

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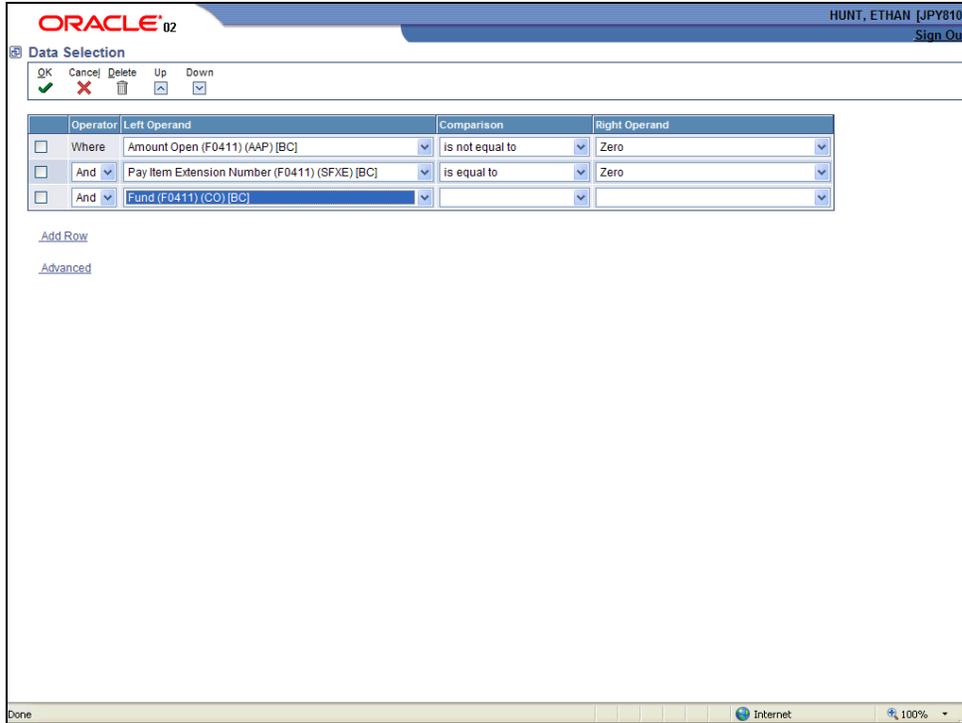
Step	Action
12.	Click the drop down list of the Right Operand column for the Amount Open row. 
13.	To restrict the report to certain funds, on the first blank row, click the drop down list of the Left Operand column.



Step	Action
14.	<p>Click the Fund (F0411) (CO) [BC] list item.</p> <p><input type="text" value="Fund (F0411) (CO) [BC]"/></p>

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Step	Action
15.	Click the drop down list of the Comparison column. 

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Amount Open (F0411) (AAP) [BC]	is not equal to	Zero
And	Pay Item Extension Number (F0411) (SFXE) [BC]	is equal to	Zero
And	Fund (F0411) (CO) [BC]		

Add Row

Advanced

is equal to
is not equal to
is less than
is less than or equal to
is greater than
is greater than or equal to

Done Internet 100%

Step	Action
16.	Click the is equal to list item. is equal to

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A/P Details with Remarks

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	

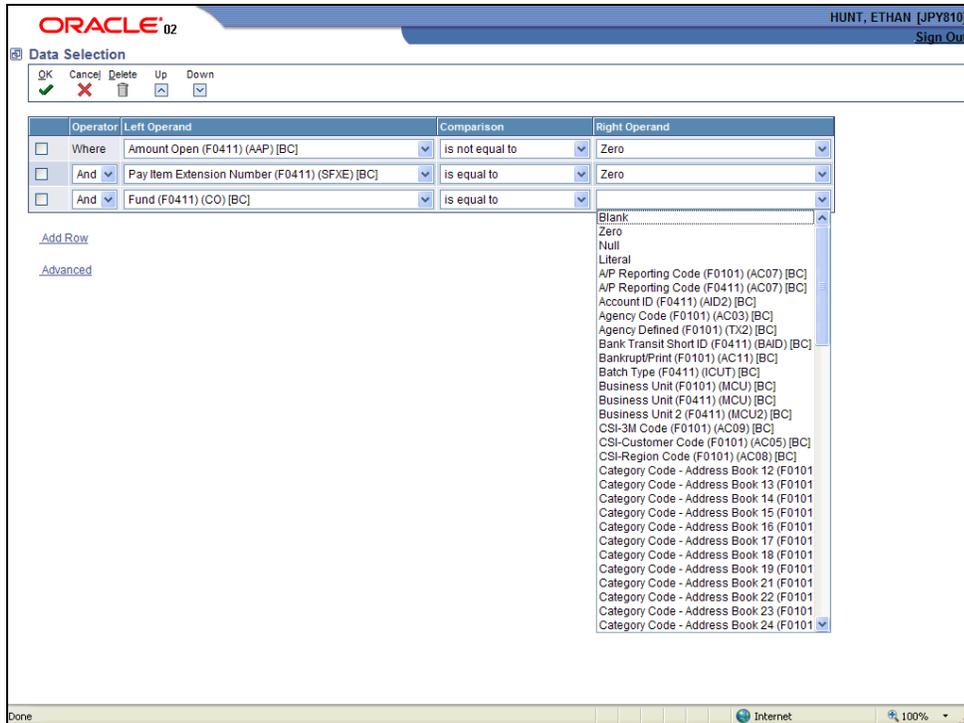
Add Row

Advanced

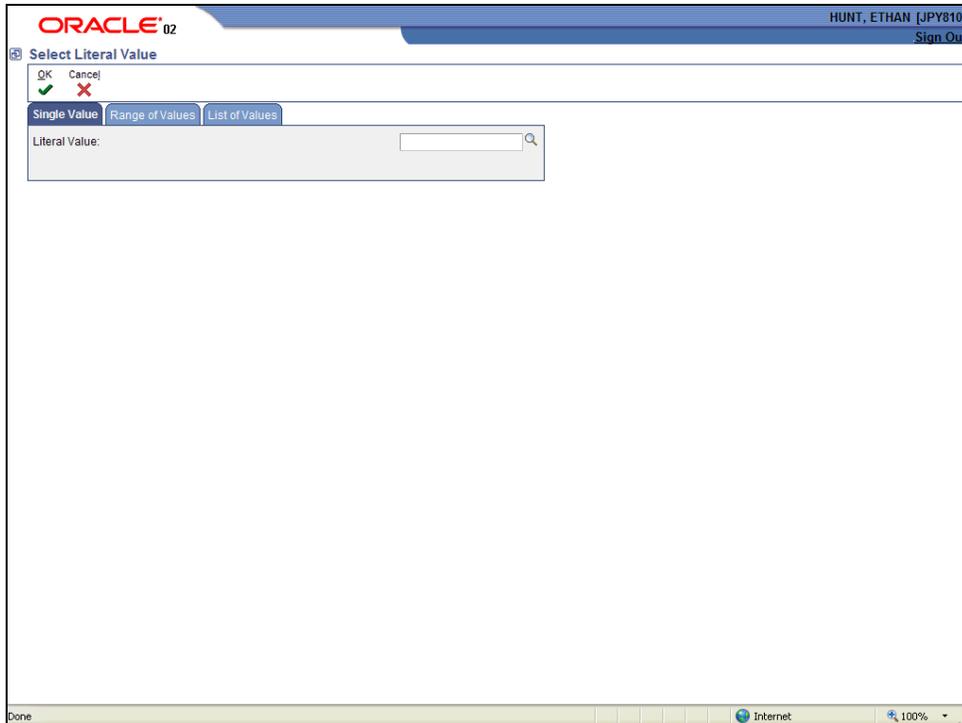
Done Internet 100%

Step	Action
17.	Click the drop down list of the Right Operand column.



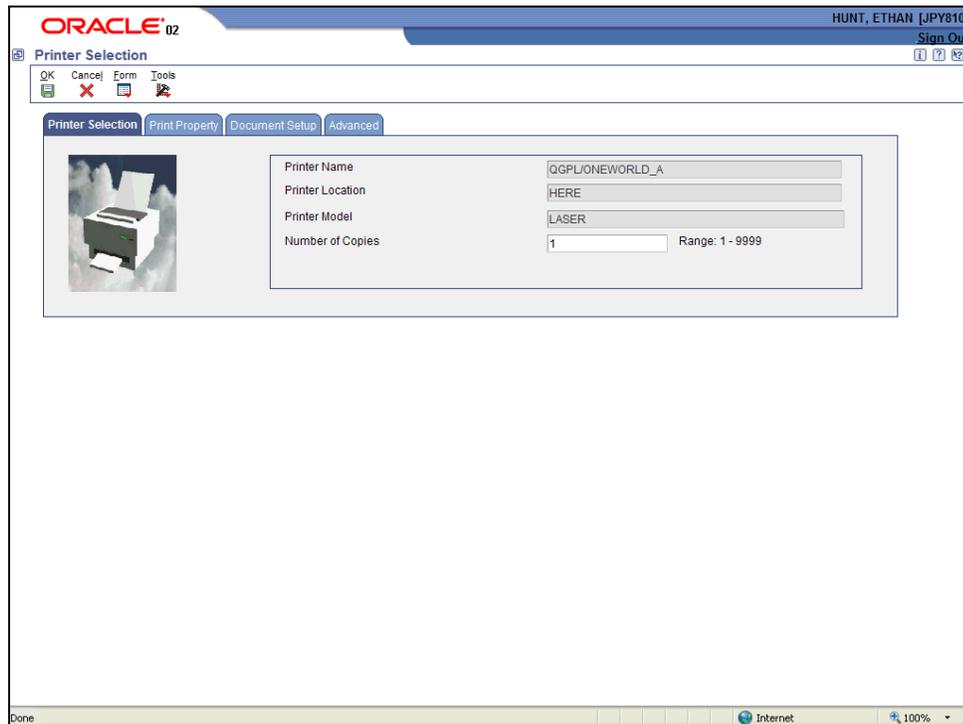


Step	Action
18.	<p>Click the Literal list item.</p> <p><input type="text" value="Literal"/></p>



Step	Action
19.	Enter the fund number into the Literal Value field.
20.	Click the OK button. <input checked="" type="checkbox"/>
21.	<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>
22.	Click the OK button. <input checked="" type="checkbox"/>
23.	Click the Show Available Columns. link. <input type="text" value="Show Available Columns"/>

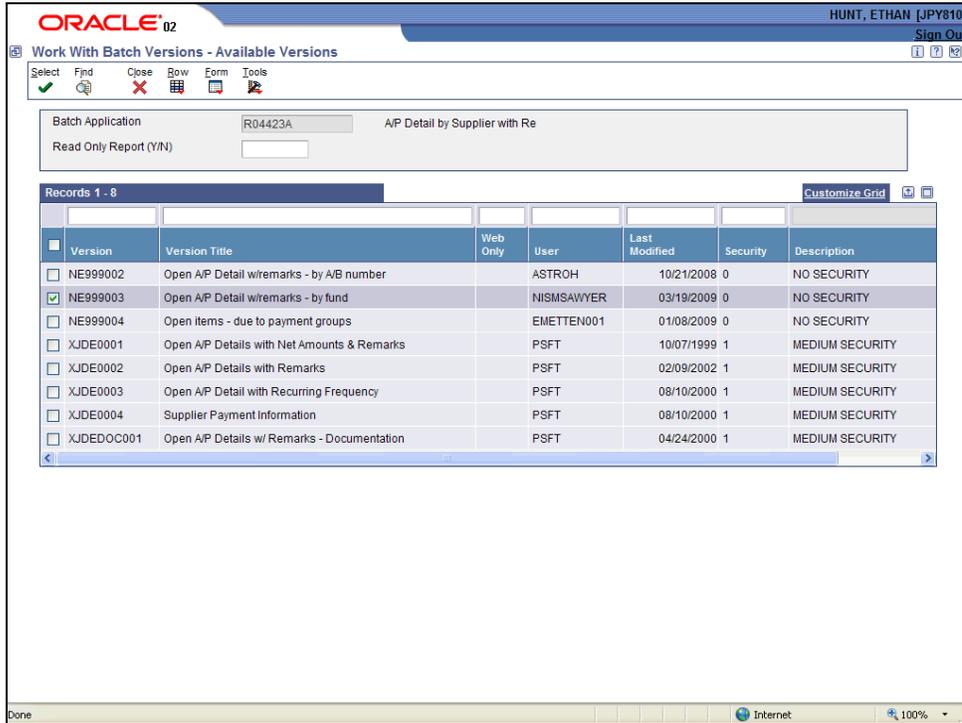
Step	Action
24.	Click the Discount Due Date check box. <input type="checkbox"/>
25.	Click the Add button. <input data-bbox="461 415 496 449" type="button" value="+"/>
26.	Click the Discount Due Date check box. <input type="checkbox"/>
27.	Click the Up button (on the toolbar) until it is at the top of the list.. <input data-bbox="461 579 496 613" type="button" value="▲"/>
28.	Click the OK button. <input checked="" type="checkbox"/>
29.	Do not make any changes to the processing options. Click the OK button. <input checked="" type="checkbox"/>



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Step	Action
30.	Click the OK button. 



Step	Action
31.	Click the Close button. 
32.	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.