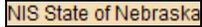
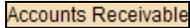
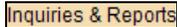
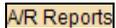
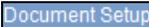


Open A/R Detail with Aging by Fund Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Accounts Receivable link.</p> 
3.	<p>Click the Inquiries & Reports link.</p> 
4.	<p>Click the A/R Reports link.</p> 
5.	<p>Click the Open A/R Detail with Aging by Fund link.</p> 
6.	<p>Click the Data Selection option.</p> <input type="checkbox"/>
7.	<p>Click the Submit button.</p> 
8.	<p>Click the drop down list of the Right Operand column for the Fund row.</p> 
9.	<p>Click the Literal list item.</p> 
10.	<p>Enter the 5 digit fund number into the Literal Value field.</p>
11.	<p>Click the OK button.</p> 
12.	<p>Note: To view the amount a specific customer (vendor) owes by fund complete the following information in the first blank row: (please note: this same information for a single supplier can be found on the Customer Ledger Inquiry)</p> <p>Left Operand = Address Number (F0101) (AN8) [BC] Comparison = is equal to Right Operand = choose Literal from the drop-down arrow and enter the Customer or Facility address book number.</p>

13.	<p>Note: To view the amounts due based on date, complete the following information on the first blank row (use this to run report without current items by entering a date 30 days past):</p> <p>Left Operand = Date - For G/L (and Voucher) - Julian (F03B11) (DGJ) [BC] Comparison = is equal to Right Operand = choose Literal from the drop-down arrow and enter the due date from which to run the report</p>
14.	<p>Click the OK button.</p> 
15.	<p>Enter or verify the following information under the Aging tab:</p> <p>Aging Specification – leave blank (if "1" is entered, all processing options entered will be ignored) Aging Date - leave blank, or enter aging date to age open balances Data Type – enter date type from which to age accounts Aging Method – – Enter "1" to view report by number of days (current, 30-60 days, 60-90 days, etc.) – Enter "2" to view column headings by fiscal periods (1, 2, 3) – Enter "3" to view report by month (January, February, etc.) Aging Category 1 – 30- (negative) Aging Category 3 – 30 Aging Category 4 – 60 Aging Category 5 – 90 Aging Category 6 – 120</p> <p>All others – blank</p>
16.	<p>Click the Date tab.</p> 
17.	<p>Ensure the Date - As Of field is blank.</p>
18.	<p>Leave all other Processing Option tabs as they are.</p> <p>Click the OK button.</p> 
19.	<p>Note: To run the report in CSV click the Document Setup tab.</p> 
20.	<p>Click the CSV(Comma Delimited) option.</p> 
21.	<p>Click the OK button.</p> 

22.	<p>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 work instructions.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>
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