

Open A/R Detail with Aging by Fund
Created on Tuesday, October 13, 2009

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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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Open A/R Detail with Aging by Fund

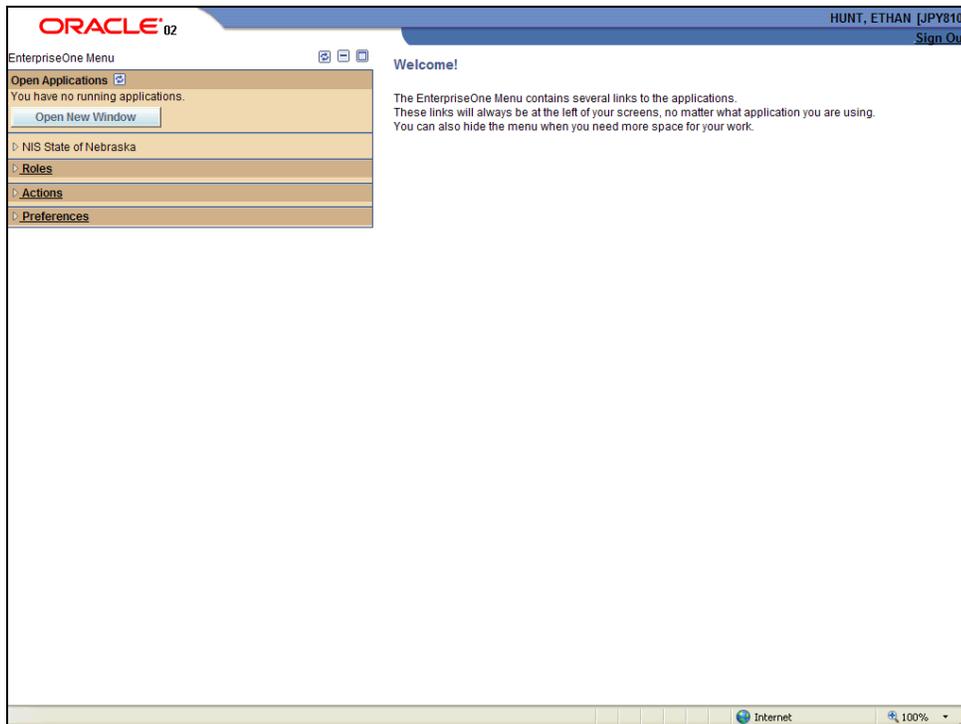
Open A/R Detail with Aging by Fund Overview

Run this report to view the amount a customer owes a particular fund by number of days (current, 31-60 days, 61-90 days, up to 120 days, etc.) including detail such as invoice number, invoice date, due date, customer phone number. This report will also differentiate between regular invoices and IBTs.

Open A/R Detail with Aging by Fund Lesson

Procedure

In this lesson you will learn how to run the A/R Detail with Aging by Fund report.

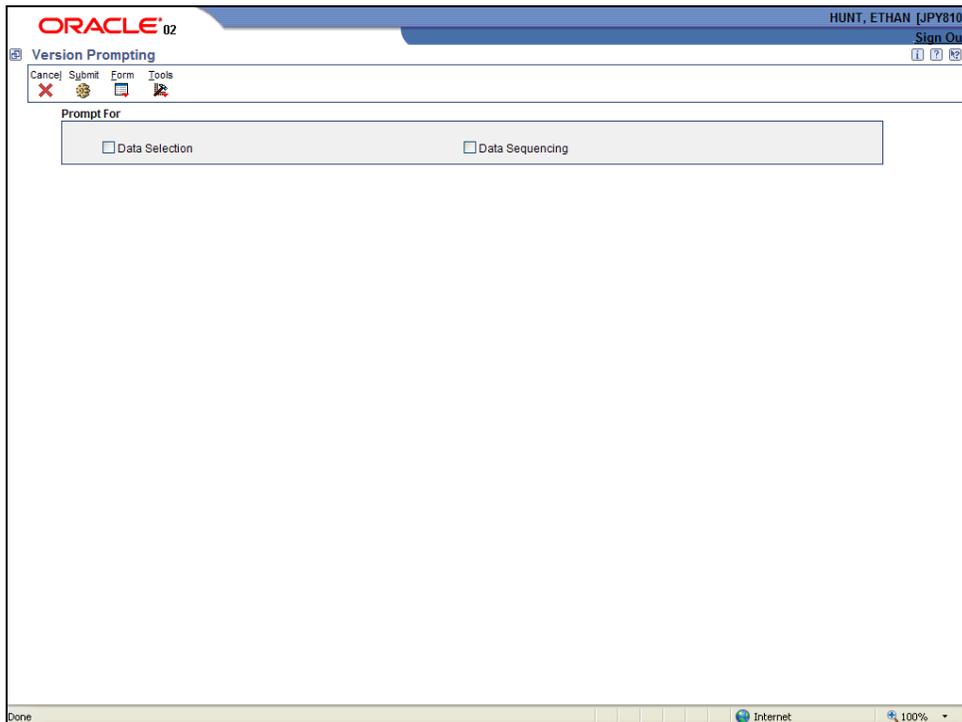


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

Training Guide

Open A/R Detail with Aging by Fund

Step	Action
2.	Click the Accounts Receivable link.
3.	Click the Inquiries & Reports link.
4.	Click the A/R Reports link.
5.	Click the Open A/R Detail with Aging by Fund link.



Step	Action
6.	Click the Data Selection option.
7.	Click the Submit button.

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document Type (F03B11) (DCT) [BC]	is not equal to	"RT"
<input type="checkbox"/> And	Amount Open (F03B11) (AAP) [BC]	is not equal to	Zero
<input type="checkbox"/> And	Fund (F03B11) (CO) [BC]	is equal to	Null
<input type="checkbox"/> And			

[Add Row](#)

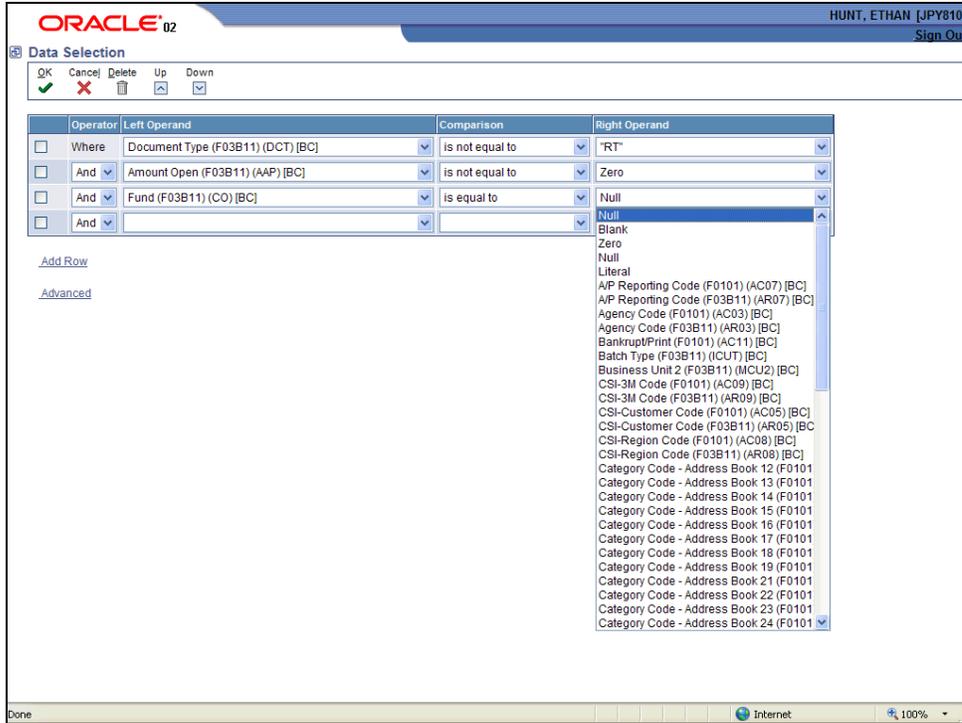
[Advanced](#)

Done Internet 100%

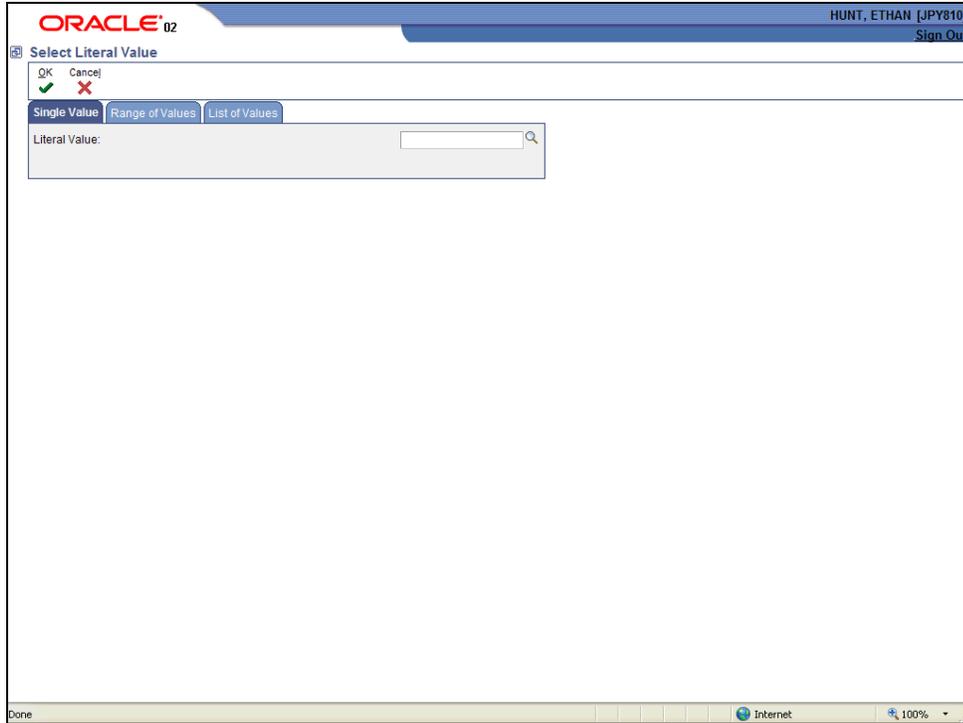
Step	Action
8.	Click the drop down list of the Right Operand column for the Fund row. <input type="text" value="Null"/>

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Open A/R Detail with Aging by Fund



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



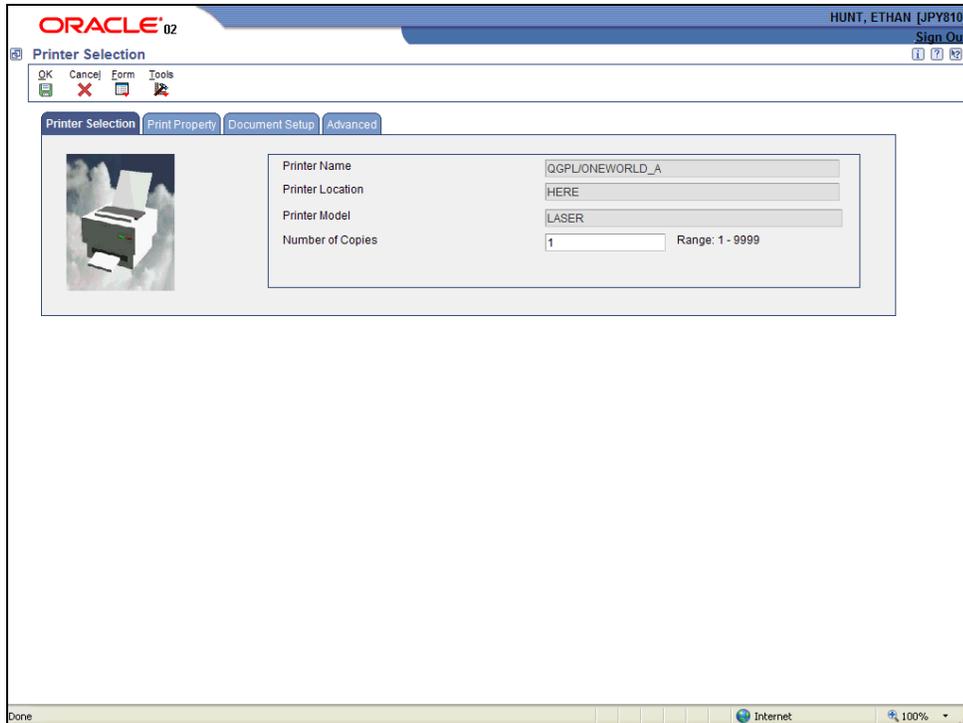
Step	Action
10.	Enter the 5 digit fund number into the Literal Value field.
11.	Click the OK button. <input checked="" type="checkbox"/>
12.	<p>Note: To view the amount a specific customer (vendor) owes by fund complete the following information in the first blank row: (please note: this same information 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.	Click the OK button. <input checked="" type="checkbox"/>

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Open A/R Detail with Aging by Fund



Step	Action
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)</p> <p>Aging Date - leave blank, or enter aging date to age open balances</p> <p>Data Type – enter date type from which to age accounts</p> <p>Aging Method –</p> <ul style="list-style-type: none"> – 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.) <p>Aging Category 1 – 30- (negative)</p> <p>Aging Category 3 – 30</p> <p>Aging Category 4 – 60</p> <p>Aging Category 5 – 90</p> <p>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> 



Step	Action
19.	Note: To run the report in CSV click the Document Setup tab. 
20.	Click the CSV(Comma Delimited) option. <input type="checkbox"/>
21.	Click the OK button. 
22.	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.