Open A/R Summary by Fund Lesson

1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Accounts Receivable** link. Accounts Receivable
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **A/R Reports** link. A/R Reports
5.	Click the **Open A/R Summary by Fund** link. Open A/R Summary by Fund
6.	Click the **Data Selection** option.
7.	Click the **Submit** button.
8.	Click the **drop down** list of the Right Operand column for the Fund row. Null
9.	Click the **Literal** list item. Literal
10.	Enter the five digit fund number into the **Literal Value** field.
11.	Click the **OK** button.

12.	**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) **Left Operand** = Address Number (F0101) (AN8) [BC] **Comparison** = is equal to **Right Operand** = choose Literal from the drop down arrow, then enter the Customer or Facility address book number. (click the List of Values tab to enter more than one address book number) **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): **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, then enter the due date from which to run the report
13.	Click the **OK** button.
14.	Enter or verify the following information under the **Aging** tab: **Age From Constants** – leave blank (if "1" is entered, all processing options entered will be ignored) **Aging Date** **Date to Age Accounts From** **Aging Method** – − Enter "1" to view column headings 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 column headings by month (January, February, etc.)
15.	Click the **OK** button.
16.	Click the **OK** button.
17.	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. You have successfully completed this lesson. **End of Procedure.**