

**Open A/R Summary by Fund**  
**Created on Tuesday, October 13, 2009**

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## Open A/R Summary by Fund

### Open A/R Summary by Fund Overview

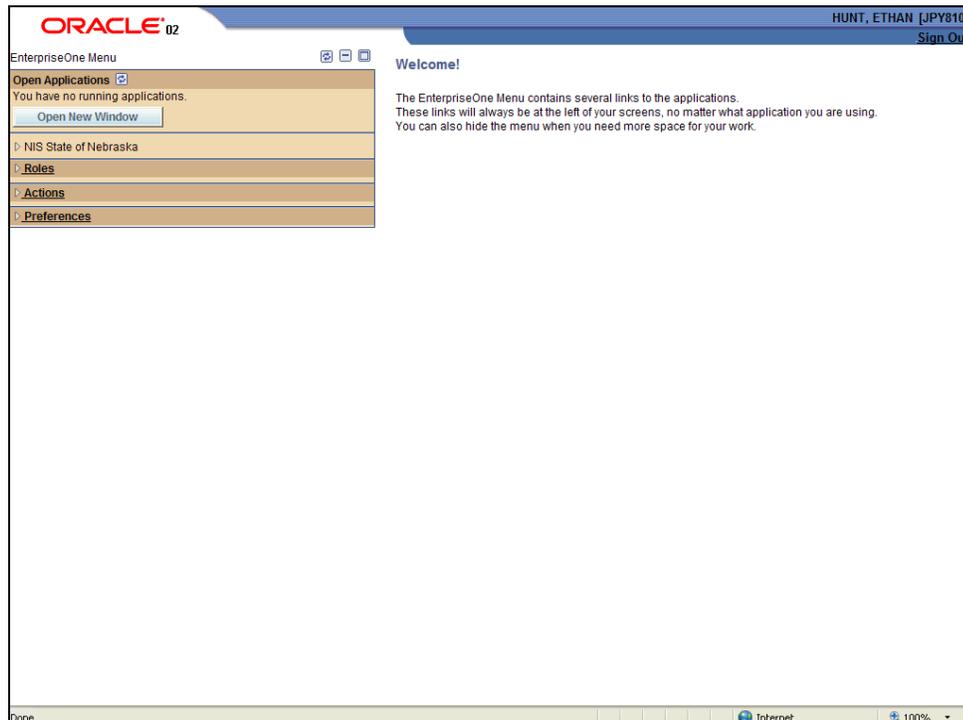
Run this report to view a summary of the amount a customer owes a particular fund by number of days (current, 31-60 days, 61-90 days, up to 120 days, etc.) including detail such as invoice number, invoice date, due date, customer phone number. This report will also differentiate between regular invoices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

**Note:** This report is sequenced by Fund.

### Open A/R Summary by Fund Lesson

#### Procedure

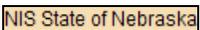
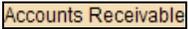
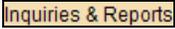
In this lesson you will learn how to run the Open A/R Summary by Fund report.

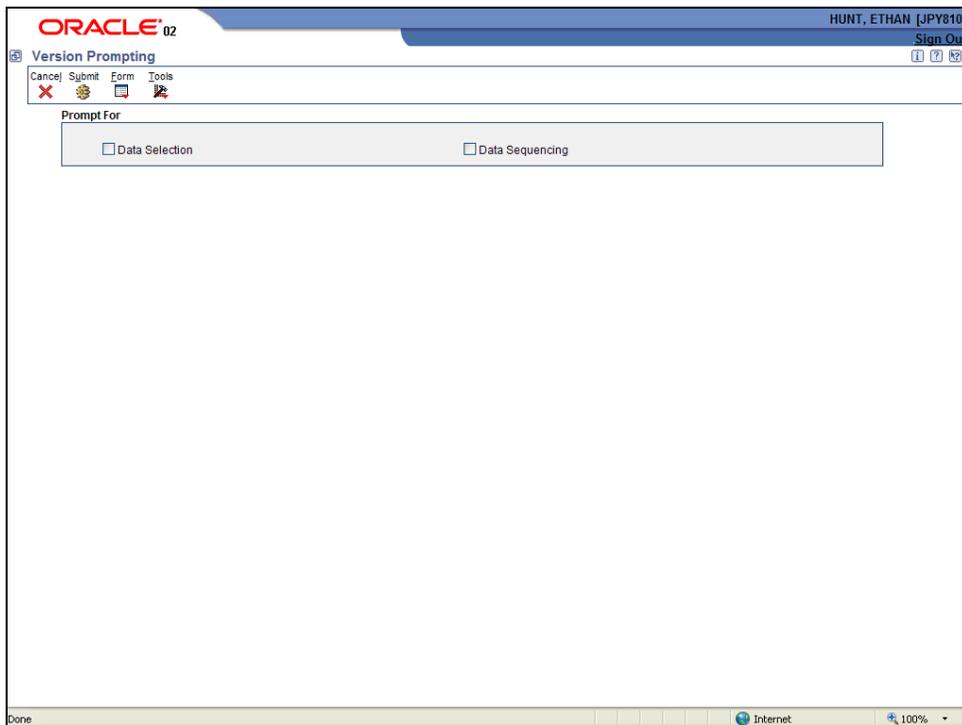


# Training Guide

## Open A/R Summary by Fund

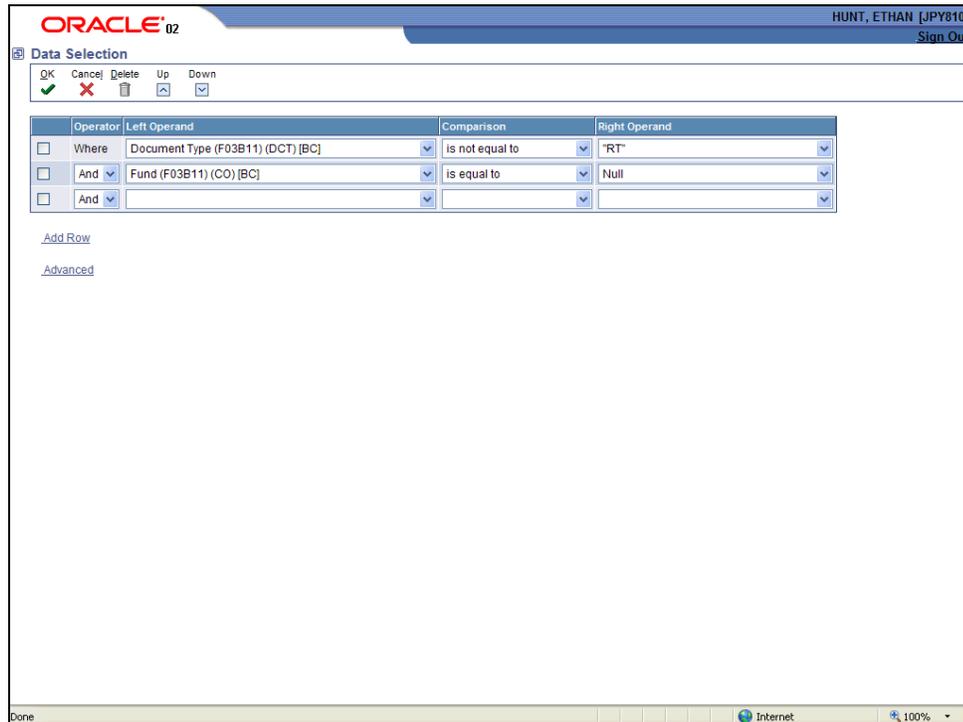


| Step | Action   |
|------|--|
| 1.   | Click the <b>NIS State of Nebraska</b> link.<br>    |
| 2.   | Click the <b>Accounts Receivable</b> link.<br>      |
| 3.   | Click the <b>Inquiries &amp; Reports</b> link.<br>  |
| 4.   | Click the <b>A/R Reports</b> link.<br>              |
| 5.   | Click the <b>Open A/R Summary by Fund</b> link.<br> |



| Step | Action   |
|------|--|
| 6.   | Click the <b>Data Selection</b> option.<br> |

| Step | Action   |
|------|--|
| 7.   | Click the <b>Submit</b> button.<br> |



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   | Fund (F03B11) (CO) [BC]           | is equal to     | Null          |
| <input type="checkbox"/> And   |                                   |                 |               |

[Add Row](#)

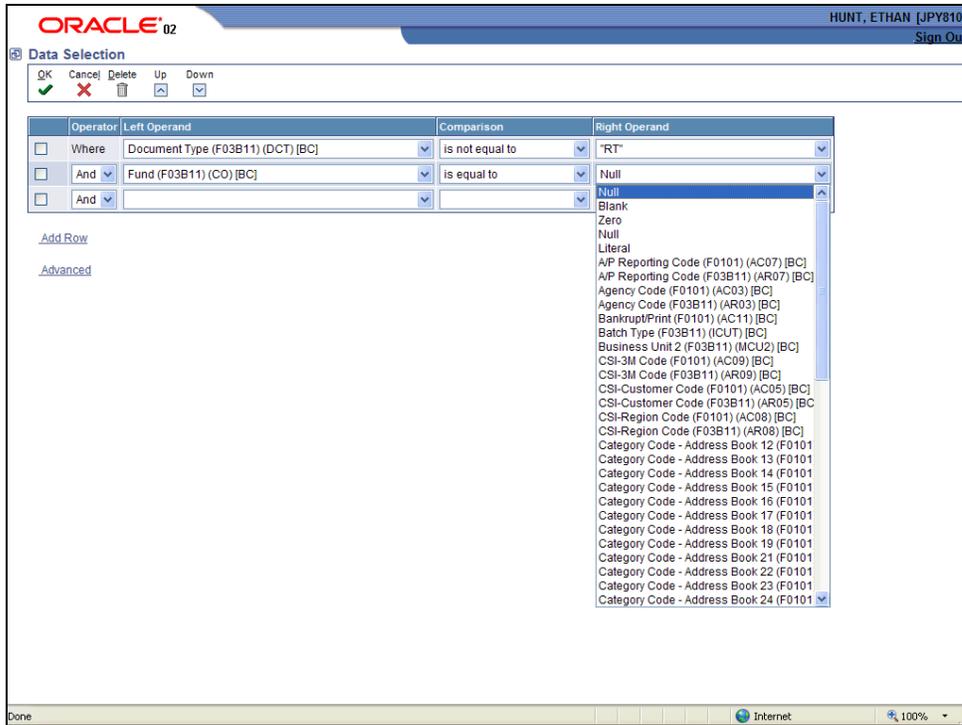
[Advanced](#)

Done Internet 100%

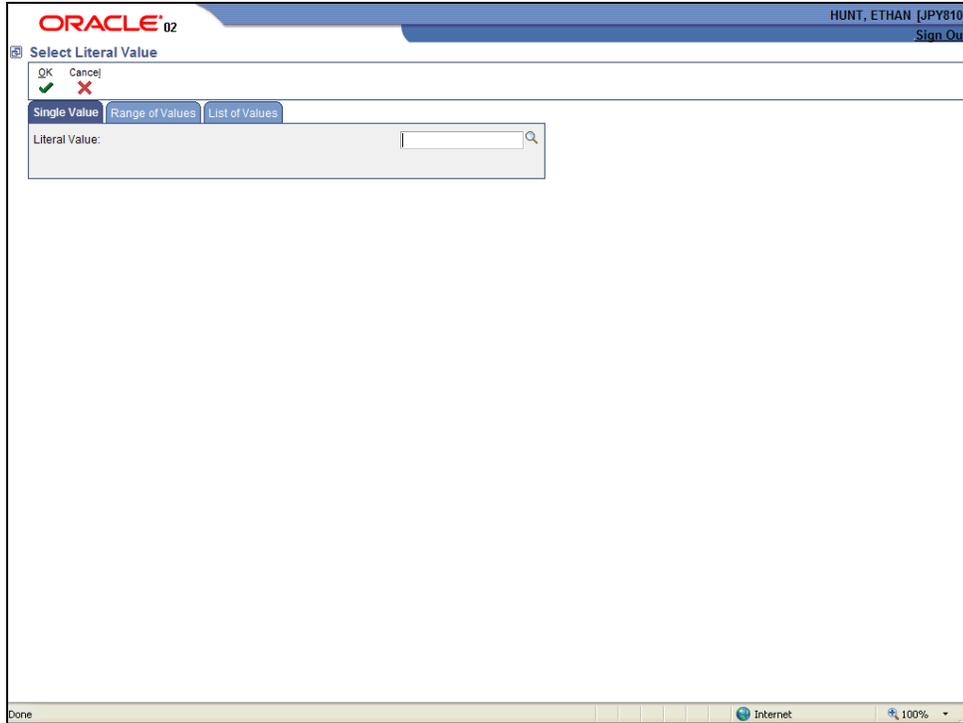
| Step | Action   |
|------|--|
| 8.   | Click the <b>drop down</b> list of the Right Operand column for the Fund row.<br> |

# Training Guide

## Open A/R Summary by Fund



| Step | Action  |
|------|---|
| 9.   | Click the <b>Literal</b> list item.<br><input data-bbox="365 1129 737 1161" type="text" value="Literal"/> |



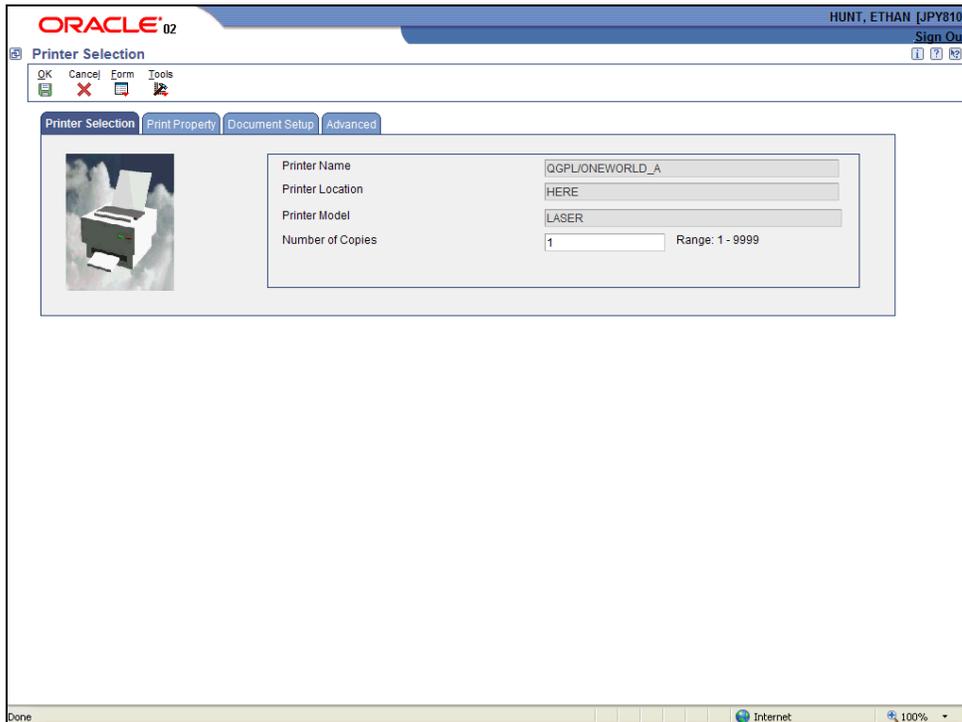
| Step | Action   |
|------|--|
| 10.  | Enter the five digit fund number into the <b>Literal Value</b> field.  |
| 11.  | Click the <b>OK</b> button.<br>   |
| 12.  | <p><b>Note:</b> To view the amount a specific customer (vendor) owes by fund, complete the following information in the first blank row: (please note: this same information for a single supplier can be found on the Customer Ledger Inquiry)</p> <p><b>Left Operand</b> = Address Number (F0101) (AN8) [BC]<br/> <b>Comparison</b> = is equal to<br/> <b>Right Operand</b> = 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)</p> <p><b>Note:</b> 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><b>Left Operand</b> = Date - For G/L (and Voucher) - Julian (F03B11) (DGJ) [BC]<br/> <b>Comparison</b> = is equal to<br/> <b>Right Operand</b> = choose Literal from the drop down arrow, then enter the due date from which to run the report</p> |

# Training Guide

## Open A/R Summary by Fund



| Step | Action   |
|------|--|
| 13.  | Click the <b>OK</b> button.<br><input checked="" type="checkbox"/>   |
| 14.  | Enter or verify the following information under the <b>Aging</b> tab:<br><br><b>Age From Constants</b> – leave blank (if "1" is entered, all processing options entered will be ignored)<br><b>Aging Date</b><br><b>Date to Age Accounts From</b><br><b>Aging Method</b> –<br>– Enter "1" to view column headings by number of days (current, 30-60 days, 60-90 days, etc.)<br>– Enter "2" to view column headings by fiscal periods (1, 2, 3)<br>– Enter "3" to view column headings by month (January, February, etc.) |
| 15.  | Click the <b>OK</b> button.<br><input checked="" type="checkbox"/>   |



| Step | Action  |
|------|---|
| 16.  | <p>Click the <b>OK</b> button.</p>   |
| 17.  | <p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics (<a href="http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html">http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html</a>) work instructions.</p> <p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p> |