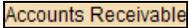
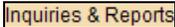
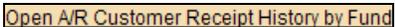


Open A/R Customer Receipt History by Fund Lesson

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 Customer Receipt History 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 five digit fund nubmer into the Literal Value field.</p>
11.	<p>Click the OK button.</p> 

<p>12.</p>	<p>Note: To view the amount a specific customer (vendor) owes by fund complete the following information in the first blank row:</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> <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>
<p>13.</p>	<p>Click the OK button.</p> <p></p>
<p>14.</p>	<p>Enter or verify the following information:</p> <p>Print Receipts - enter 1 to print receipts Include Receipts in Total - enter 1 to include receipts in total Date - As of - enter the date from which to run the report. Currency Code - leave blank</p>
<p>15.</p>	<p>Click the OK button.</p> <p></p>
<p>16.</p>	<p>Click the OK button.</p> <p></p>
<p>17.</p>	<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. End of Procedure.</p>