

Open A/R Customer Receipt History by Fund
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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 Customer Receipt History by Fund

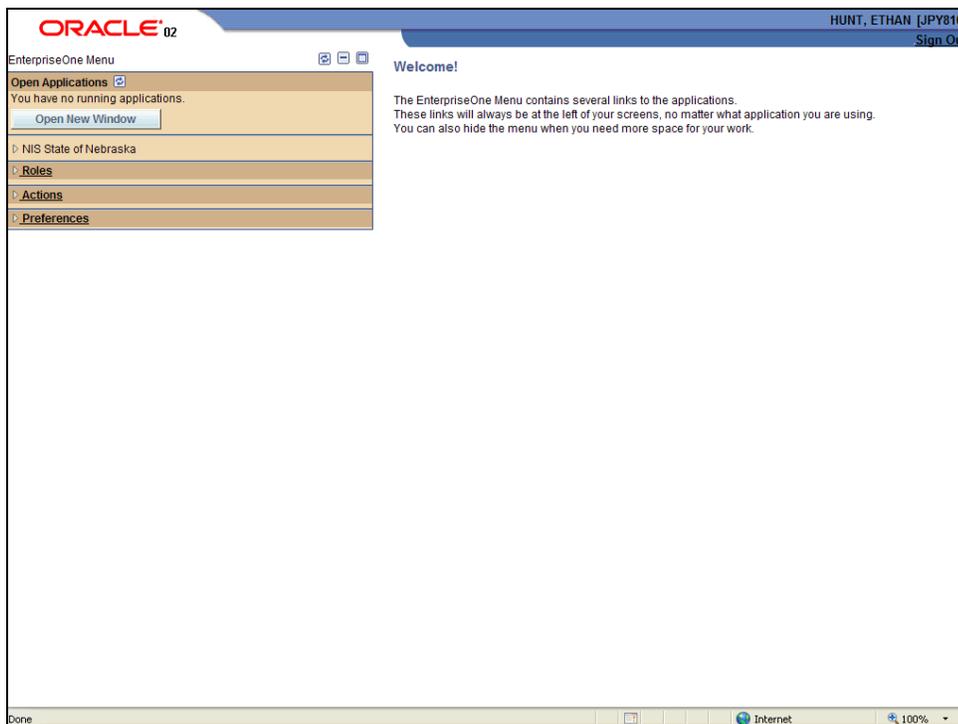
Open A/R Customer Receipt History by Fund Overview

Run this report to review open items (such as invoices, credit memos, and unapplied receipts) for every customer. This report includes the remarks that are associated with each pay item. For example, during invoice entry, a remark might be entered to describe the type of service or product in which the customer is being billed.

Open A/R Customer Receipt History by Fund Lesson

Procedure

In this lesson you will learn how to run the Open A/R Customer Receipt History by Fund Report.

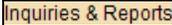
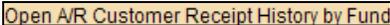


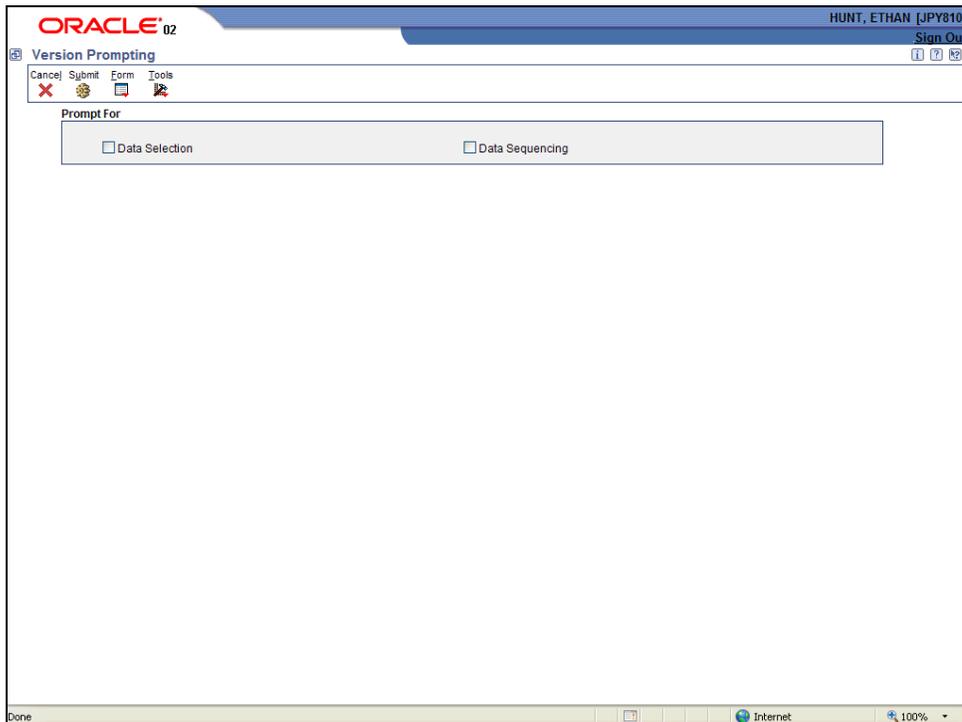
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

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Open A/R Customer Receipt History 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 Customer Receipt History 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	Fund (F03B11) (CO) [BC]	is equal to	Null
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)

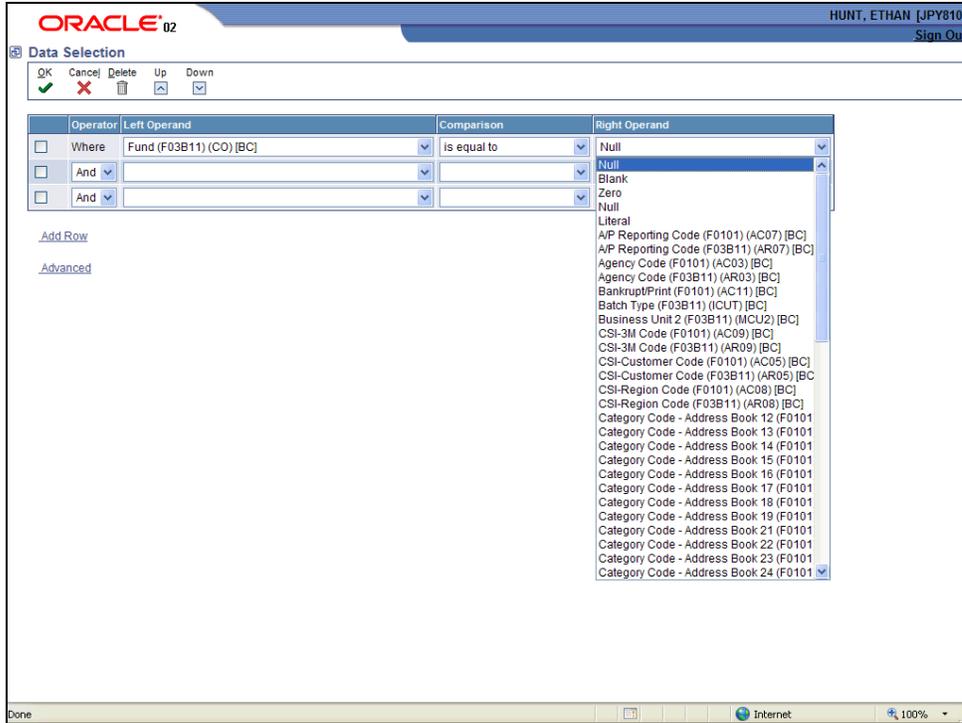
[Advanced](#)

Done Internet 100%

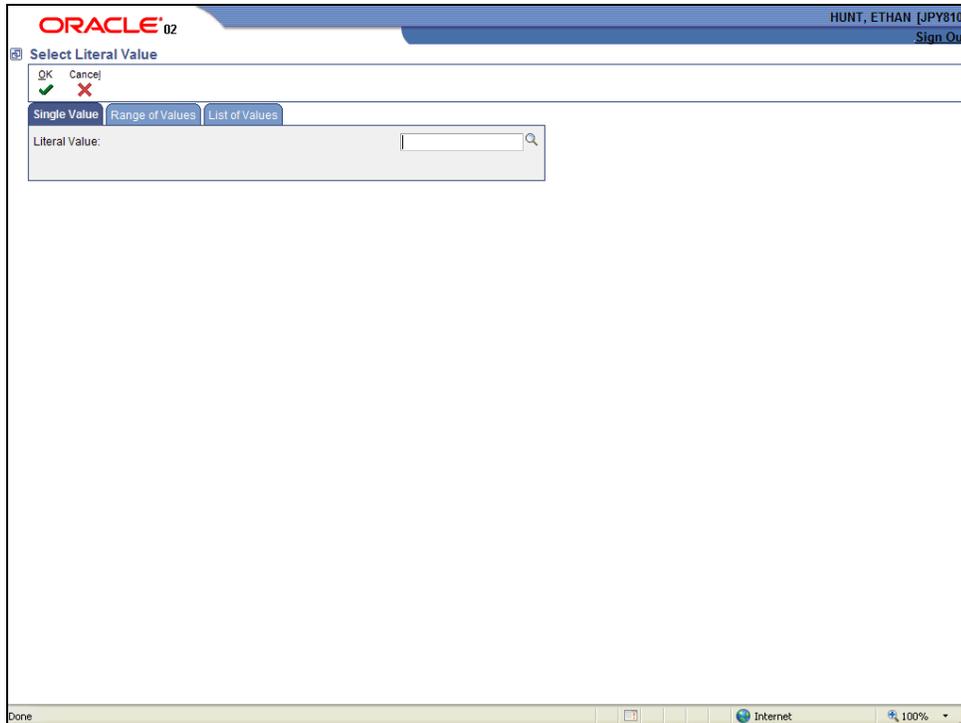
Step	Action
8.	Click the drop down list of the Right Operand column for the Fund row. 

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Open A/R Customer Receipt History by Fund



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

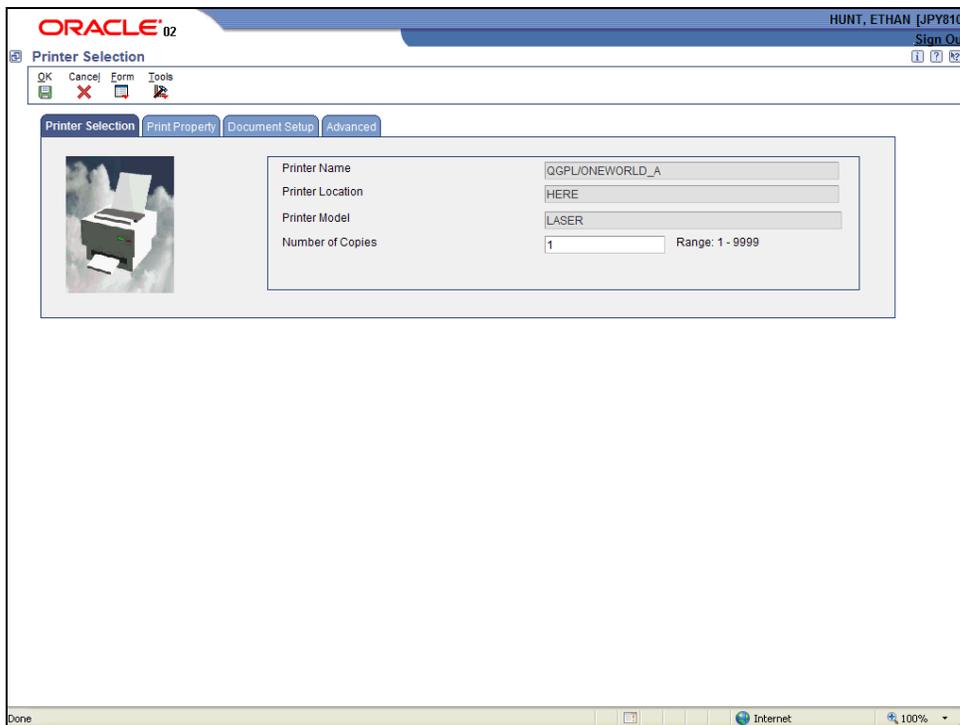


Step	Action
10.	Enter the five digit fund number into the Literal Value field.
11.	Click the OK button. 
12.	<p>Note: To view the amount a specific customer (vendor) owes by fund complete the following information in the first blank row:</p> <p>Left Operand = Address Number (F0101) (AN8) [BC] Comparison = 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>
13.	Click the OK button. 

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Open A/R Customer Receipt History by Fund

Step	Action
14.	<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>
15.	<p>Click the OK button.</p> 



Step	Action
16.	<p>Click the OK button.</p> 
17.	<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 (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html) work instructions.</p> <p>You have successfully completed this lesson. End of Procedure.</p>

