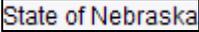
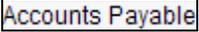
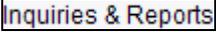
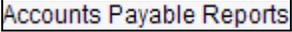
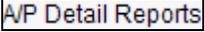
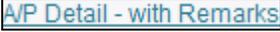
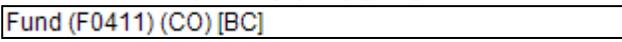
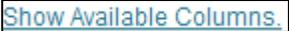


## A/P Details with Remarks Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounts Payable</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Accounts Payable Reports</b> link. 
5.	Click the <b>A/P Detail Reports</b> link. 
6.	Click the <b>A/P Detail - with Remarks</b> link. 
7.	Click the <b>check box</b> of Version NE999003. 
8.	Click the <b>Select</b> button. 
9.	Click the <b>Data Selection</b> option. 
10.	Click the <b>Data Sequencing</b> option. 
11.	Click the <b>Submit</b> button. 
12.	To restrict the report to certain funds, on the first blank row, click the <b>drop down</b> list of the Left Operand column.
13.	Click the <b>Fund (F0411) (CO) [BC]</b> list item. 
14.	Click the <b>drop down</b> list of the Comparison column. 
15.	Click the <b>is equal to</b> list item. 
16.	Click the <b>drop down</b> list of the Right Operand column. 

Step	Action
17.	Click the <b>Literal</b> list item. 
18.	Enter the fund number into the <b>Literal Value</b> field.
19.	Click the <b>OK</b> button. 
20.	<p><b>Note:</b> To run this report for a specific supplier, complete the following information in the first blank row:  <b>Left Operand</b> - Address Number (F0101) (AN8)[BC]  <b>Comparison</b> - is equal to  <b>Right Operand</b> - enter the supplier address book number.</p> <p><b>Note:</b> To run this report for a specific due date, complete the following information in the first blank row:  <b>Left Operand</b> - Date - Discount Due - Julian (F0411)(DDNJ)[BC]  <b>Comparison</b> - is equal to  <b>Right Operand</b> - enter the due date for which you wish to run report (or enter a range of due dates on the range of values tab.)</p>
21.	Click the <b>OK</b> button. 
22.	Click the <b>Show Available Columns.</b> link. 
23.	Click the <b>Discount Due Date</b> check box. 
24.	Click the <b>Add</b> button. 
25.	Click the <b>Discount Due Date</b> check box. 
26.	Click the <b>Up</b> button (on the toolbar) until it is at the top of the list.. 
27.	Click the <b>OK</b> button. 
28.	Do not make any changes to the processing options.  Click the <b>OK</b> button. 
29.	Click the <b>OK</b> button. 
30.	Click the <b>Close</b> button. 

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Step	Action
31.	<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 work instructions.</p> <p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>