

Performing A/R inquiries
Created on 1/21/2010 12:11:00 PM

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

Table of Contents

| | |
|---|-----------|
| Performing A/R inquiries..... | 1 |
| Performing A/R inquiries Overview | 1 |
| Perform Customer Ledger Inquiry Lesson | 1 |
| Perform Account Balance Inquiry Lesson..... | 11 |

Performing A/R inquiries

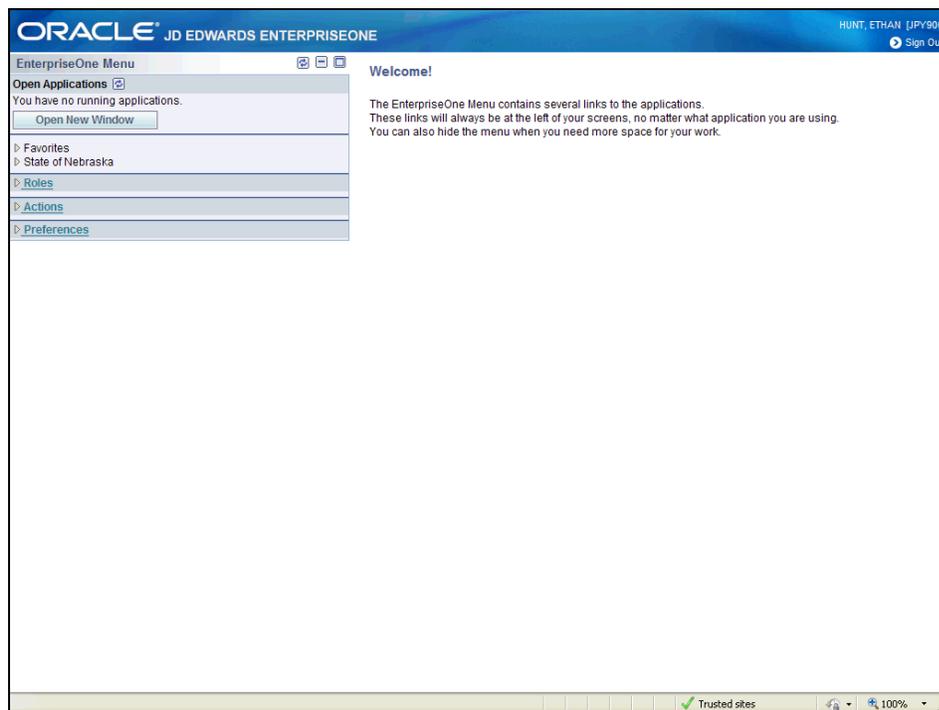
Performing A/R inquiries Overview

You can apply cash received to invoices created earlier and then create a deposit for the State Treasurer's office.

Perform Customer Ledger Inquiry Lesson

Procedure

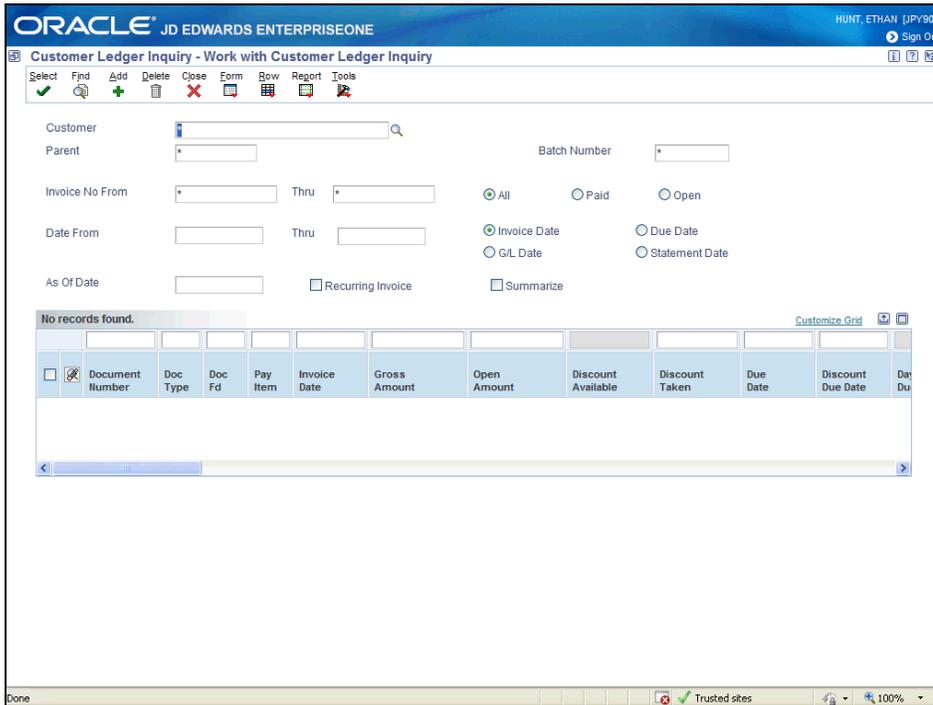
In this lesson you will learn how to perform a customer ledger inquiry.



| Step | Action |
|------|---|
| 1. | Click the State of Nebraska link. State of Nebraska |
| 2. | Click the Accounts Receivable link. Accounts Receivable |
| 3. | Click the Inquiries & Reports link. Inquiries & Reports |
| 4. | Click the A/R Inquiries link. A/R Inquiries |
| 5. | Click the Customer Ledger Inquiry link. Customer Ledger Inquiry |

Training Guide

Performing A/R inquiries



| Step | Action |
|------|--|
| 6. | Enter the customer Address Book number into the Customer field. |
| 7. | Click in the Date From field. <input type="text"/> |
| 8. | Enter the beginning date of inquiry into the Date From field. |
| 9. | Press [Tab] . |
| 10. | Enter the ending date of inquiry the Thru field. |
| 11. | Click in the Doc Type field. <input type="text"/> |
| 12. | Enter " RU " into the Doc Type field. |
| 13. | Click the Find button.  |
| 14. | Choose the Document Number desired by click the check box next to it. <input type="checkbox"/> |
| 15. | Click the Row button.  |
| 16. | Click the Receipt/Draft Dtls menu. <input type="text" value="Receipt/Draft Dtls"/> |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Customer Ledger Inquiry - Work with Receipt Detail

Select Find Close Tools

Payment ID: Document Number: 8405

Receipt Number: * Document Type: RU

Batch Type: * Document Fund: 26530

Batch Number: * Pay Item: 001

G/L Date: *

Records 1 - 1 [Customize Grid](#)

| Payment ID | Line ID | Receipt Number | Document Number | Doc Type | Doc Fd | Pay Item | Address Number | Match Doc Ty | Check/Item Date | G/L Date | P C |
|------------|---------|----------------|-----------------|----------|--------|----------|----------------|--------------|-----------------|------------|-----|
| 1544596 | | 00029604 | 8405 | RU | 26530 | 001 | 1553663 | RU | 03/12/2009 | 03/12/2009 | D |

Done Trusted sites 100%

| Step | Action |
|------|---|
| 17. | <p>Choose the Payment ID desired, may default as chosen.</p> <p>Click the Select button.</p>  |
| 18. | Review the information. |

Training Guide

Performing A/R inquiries



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Customer Ledger Inquiry - Receipt Entry

Fund: 26530 Bank Account: 26530.139902 G/L Date: 03/12/2009
 Payor: 1553663 DOC - SUMNER/EDDYVILLE/MILLER Receipt Date: 03/12/2009
 Customer: 1553663 DOC - SUMNER/EDDYVILLE/MILLER Batch: 1993474
 Receipt Number: 00029604 Previous: _____
 Receipt Amount: 232.10 Remark: _____
 Location Code: _____ Treasurer's Office Use Only: _____

Records 1 - 1 Customize Grid > Basic

| <input type="checkbox"/> | <input type="checkbox"/> | T | Doc | Document | Pay | Payment | Discount | Transaction | Due | Remark | Receipt |
|--------------------------|-------------------------------------|----|------|----------|------|---------|----------|--------------|------------|-------------------------------|---------|
| | | I | Type | Number | Item | Amount | Taken | Gross Amount | Date | | Referen |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 10 | RI | 264742 | 001 | 232.01 | | 232.01 | 02/23/2009 | Network Serv. Charges 02/2009 | |

G/L Receipt
 Amount Applied: 232.01
Amount Pending: _____
Amount Unapplied: .09

Done Trusted sites 100%

| Step | Action |
|------|---------------------------------|
| 19. | Click the Cancel button. |



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Customer Ledger Inquiry - Work with Receipt Detail

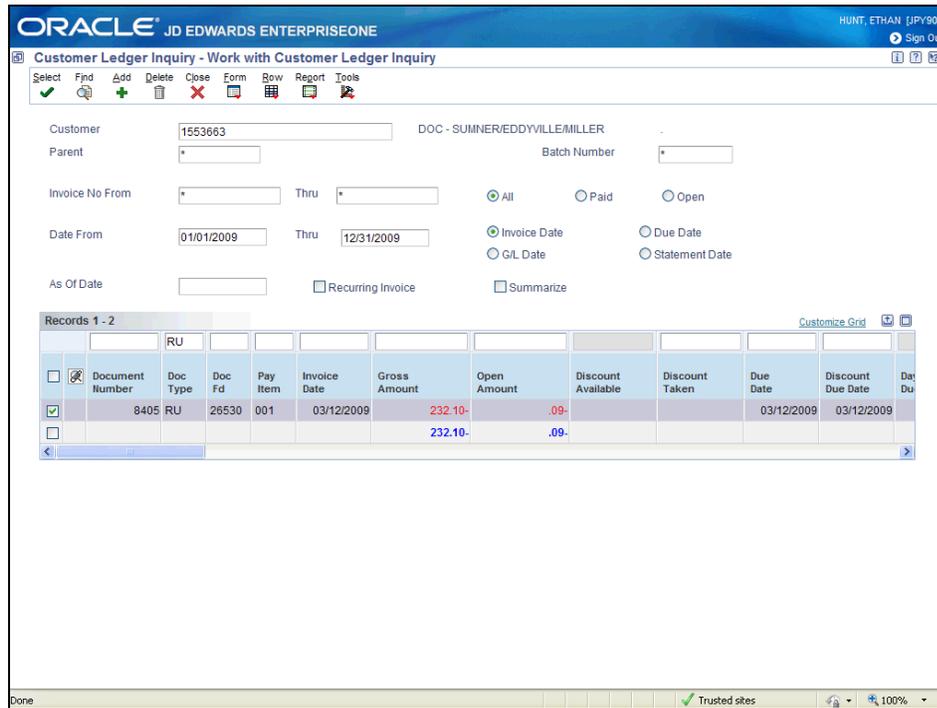
Payment ID: _____ Document Number: 8405
 Receipt Number: * _____ Document Type: RU
 Batch Type: * _____ Document Fund: 26530
 Batch Number: * _____ Pay Item: 001
 G/L Date: * _____

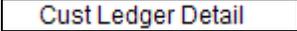
Records 1 - 1 Customize Grid

| <input type="checkbox"/> | <input type="checkbox"/> | Payment ID | Line ID | Receipt Number | Document Number | Doc Type | Doc Fd | Pay Item | Address Number | Match Doc Ty | Check/Item Date | G/L Date | P |
|--------------------------|-------------------------------------|------------|---------|----------------|-----------------|----------|--------|----------|----------------|--------------|-----------------|------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1544596 | | 00029604 | 8405 | RU | 26530 | 001 | 1553663 | RU | 03/12/2009 | 03/12/2009 | D |

Done Trusted sites 100%

| Step | Action |
|------|---|
| 20. | Click the Close button.  |



| Step | Action |
|------|--|
| 21. | Choose the Document Number desired if necessary and then click the Row button.  |
| 22. | Click the Cust Ledger Detail menu.  |
| 23. | Review the information. |

Training Guide

Performing A/R inquiries



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Customer Ledger Inquiry - Customer Ledger Detail

OK Cancel Tools

Address Number 1553663 DOC - SUMNER/EDDYVILLE/MILLER
 Parent Number 1553663 DOC - SUMNER/EDDYVILLE/MILLER
 Fund 26530 TELECOM CASH FD
 Doc No/Type/Fd 8405 RU 26530 Original Doc No 8405
 Pay Item 001 Gross Amount 232.10-
 Due Date 03/12/2009 Open Amount .09-
 Invoice Date 03/12/2009 Discount Due Date 03/12/2009
 G/L Date 03/12/2009 Discount Available
 Batch Number 1783252 Discount Taken
 Batch Date 03/12/2009 Business Unit 1
 Service/Tax Date 03/12/2009
 Cleared/Value Date P.O. Number
 Invoice Number 00029604 # of Payments
 Reference Sales Document

Done Trusted sites 100%

| Step | Action |
|------|--|
| 24. | Click the Cancel button.  |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Customer Ledger Inquiry - Work with Customer Ledger Inquiry

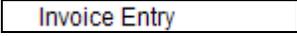
Select Find Add Delete Close Form Row Report Tools

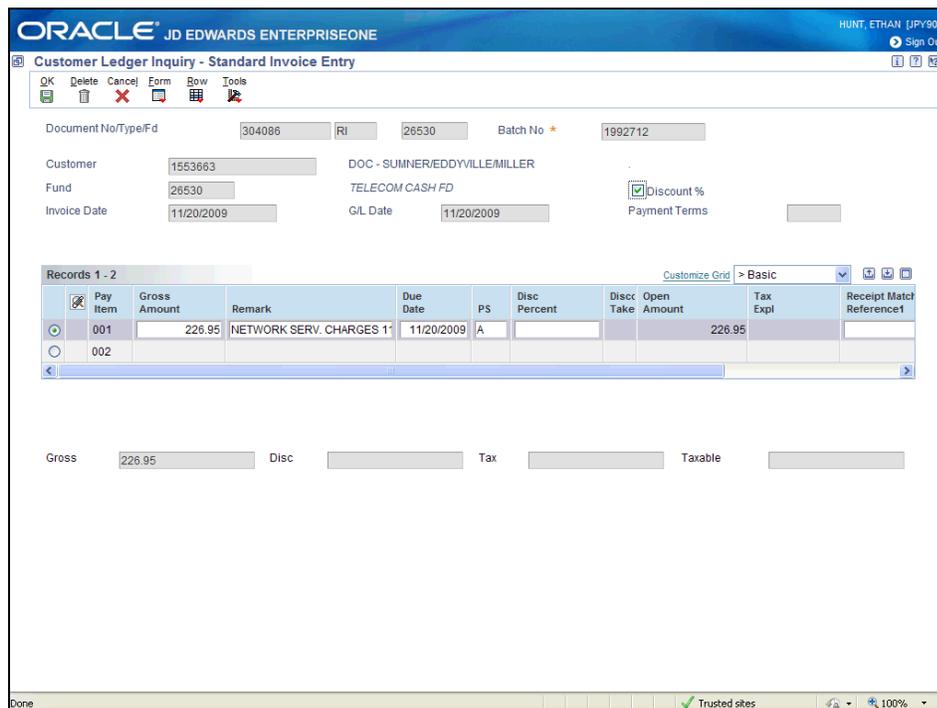
Customer 1553663 DOC - SUMNER/EDDYVILLE/MILLER
 Parent * Batch Number *
 Invoice No From * Thru * All Paid Open
 Date From 01/01/2009 Thru 12/31/2009 Invoice Date Due Date
 G/L Date Statement Date
 As Of Date Recurring Invoice Summarize

Records 1 - 2 Customize Grid

| | Document Number | Doc Type | Doc Fd | Pay Item | Invoice Date | Gross Amount | Open Amount | Discount Available | Discount Taken | Due Date | Discount Due Date | Day |
|-------------------------------------|-----------------|----------|--------|----------|--------------|--------------|-------------|--------------------|----------------|------------|-------------------|-----|
| <input checked="" type="checkbox"/> | 8405 | RU | 26530 | 001 | 03/12/2009 | 232.10- | .09- | | | 03/12/2009 | 03/12/2009 | |
| <input type="checkbox"/> | | | | | | 232.10- | .09- | | | | | |

Done Trusted sites 100%

| Step | Action |
|------|--|
| 25. | Remove Document Number and Doc Type From the QBE line of the Grid.  |
| 26. | Click the Find button.  |
| 27. | Choose any document type which is not RU or RB to continue query demonstration.  |
| 28. | Click the Row button.  |
| 29. | Click the Invoice Entry menu.  |



| Step | Action |
|------|---|
| 30. | Click the Row button.  |
| 31. | Click the Details menu.  |
| 32. | Review the information. |

Training Guide

Performing A/R inquiries



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Customer Ledger Inquiry - Customer Ledger Detail

OK Cancel Tools

Address Number 1553663 DOC - SUMNER/EDDYVILLEMILLER
 Parent Number 1553663 DOC - SUMNER/EDDYVILLEMILLER
 Fund 26530 TELECOM CASH FD
 Doc No/Type/Fd 304086 RI 26530 Original Doc No 304086
 Pay Item 001 Gross Amount 226.95
 Due Date 11/20/2009 Open Amount 226.95
 Invoice Date 11/20/2009 Discount Due Date 11/20/2009
 G/L Date 11/20/2009 Discount Available
 Batch Number 1992712 Discount Taken
 Batch Date 11/04/2009 Business Unit 1
 Service/Tax Date 11/04/2009
 Cleared/Value Date P.O. Number
 Invoice Number # of Payments
 Reference Sales Document

Done Trusted sites 100%

| Step | Action |
|------|--|
| 33. | Click the Cancel button.  |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Customer Ledger Inquiry - Standard Invoice Entry

OK Delete Cancel Form Row Tools

Document No/Type/Fd 304086 RI 26530 Batch No * 1992712
 Customer 1553663 DOC - SUMNER/EDDYVILLEMILLER
 Fund 26530 TELECOM CASH FD Discount %
 Invoice Date 11/20/2009 G/L Date 11/20/2009 Payment Terms

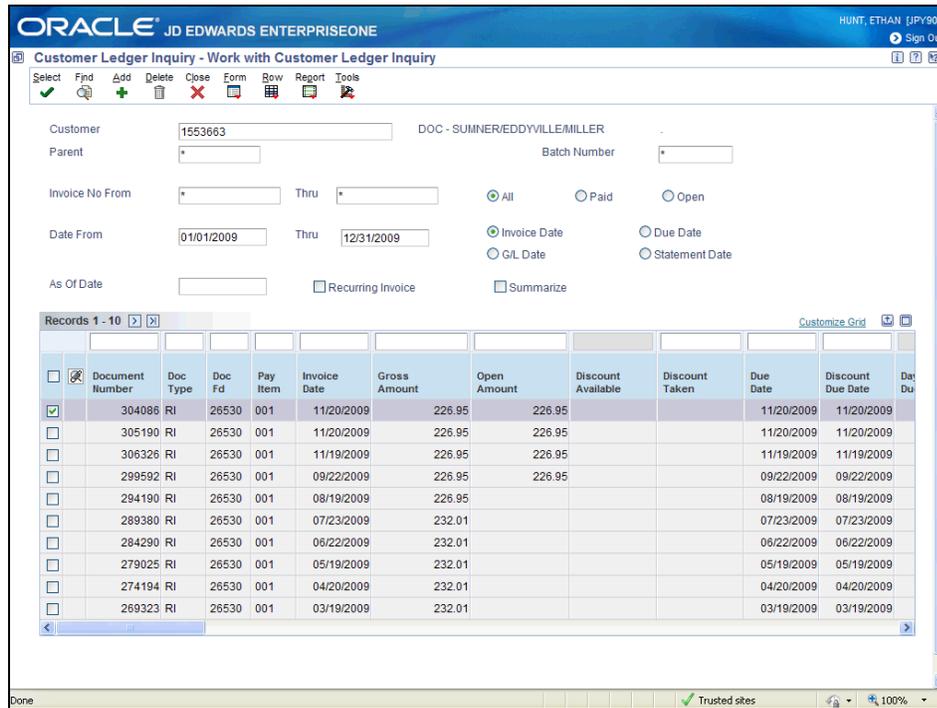
Records 1 - 2 Customize Grid > Basic

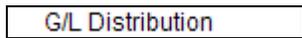
| Pay Item | Gross Amount | Remark | Due Date | PS | Disc Percent | Disc Take | Open Amount | Tax Expl | Receipt Match Reference1 |
|----------|--------------|--------------------------|------------|----|--------------|-----------|-------------|----------|--------------------------|
| 001 | 226.95 | NETWORK SERV. CHARGES 1* | 11/20/2009 | A | | | 226.95 | | |
| 002 | | | | | | | | | |

Gross 226.95 Disc Tax Taxable

Done Trusted sites 100%

| Step | Action |
|------|--|
| 34. | Click the Cancel button.  |



| Step | Action |
|------|--|
| 35. | Click the Row button.  |
| 36. | Click the G/L Distribution menu.  |
| 37. | Review the information. |

Training Guide

Performing A/R inquiries



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Customer Ledger Inquiry - G/L Distribution

Document No/Type/Co: 304086 RI 26530 Batch Number: 1992712

Customer: 1553663 Explanation: Network Serv. Charges 11/2009

G/L Date: 11/20/2009

Records 1 - 2

| Account Number | Account Description | Amount | Explanation -Remark- | Track Taxes | Tax Rate Area | Tx Ex | Tax Item No | Per No |
|-----------------|---------------------|---------|----------------------|-------------|---------------|-------|-------------|--------|
| 65060001.471100 | SALE OF SERVICES | 226.95- | | 0 | | | | 0 |

Amount: 226.95-

Done Trusted sites 100%

| Step | Action |
|------|---------------------------------|
| 38. | Click the Cancel button. |



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Customer Ledger Inquiry - Work with Customer Ledger Inquiry

Customer: 1553663 DOC - SUMNER/EDDYVILLE/MILLER

Parent: * Batch Number: *

Invoice No From: * Thru: * All Paid Open

Date From: 01/01/2009 Thru: 12/31/2009 Invoice Date Due Date G/L Date Statement Date

As Of Date: * Recurring Invoice Summarize

Records 1 - 10

| Document Number | Doc Type | Doc Fd | Pay Item | Invoice Date | Gross Amount | Open Amount | Discount Available | Discount Taken | Due Date | Discount Due Date | Da Du |
|--|----------|--------|----------|--------------|--------------|-------------|--------------------|----------------|------------|-------------------|-------|
| <input checked="" type="checkbox"/> 304086 | RI | 26530 | 001 | 11/20/2009 | 226.95 | 226.95 | | | 11/20/2009 | 11/20/2009 | |
| <input type="checkbox"/> 305190 | RI | 26530 | 001 | 11/20/2009 | 226.95 | 226.95 | | | 11/20/2009 | 11/20/2009 | |
| <input type="checkbox"/> 306326 | RI | 26530 | 001 | 11/19/2009 | 226.95 | 226.95 | | | 11/19/2009 | 11/19/2009 | |
| <input type="checkbox"/> 299592 | RI | 26530 | 001 | 09/22/2009 | 226.95 | 226.95 | | | 09/22/2009 | 09/22/2009 | |
| <input type="checkbox"/> 294190 | RI | 26530 | 001 | 08/19/2009 | 226.95 | | | | 08/19/2009 | 08/19/2009 | |
| <input type="checkbox"/> 289380 | RI | 26530 | 001 | 07/23/2009 | 232.01 | | | | 07/23/2009 | 07/23/2009 | |
| <input type="checkbox"/> 284290 | RI | 26530 | 001 | 06/22/2009 | 232.01 | | | | 06/22/2009 | 06/22/2009 | |
| <input type="checkbox"/> 279025 | RI | 26530 | 001 | 05/19/2009 | 232.01 | | | | 05/19/2009 | 05/19/2009 | |
| <input type="checkbox"/> 274194 | RI | 26530 | 001 | 04/20/2009 | 232.01 | | | | 04/20/2009 | 04/20/2009 | |
| <input type="checkbox"/> 269323 | RI | 26530 | 001 | 03/19/2009 | 232.01 | | | | 03/19/2009 | 03/19/2009 | |

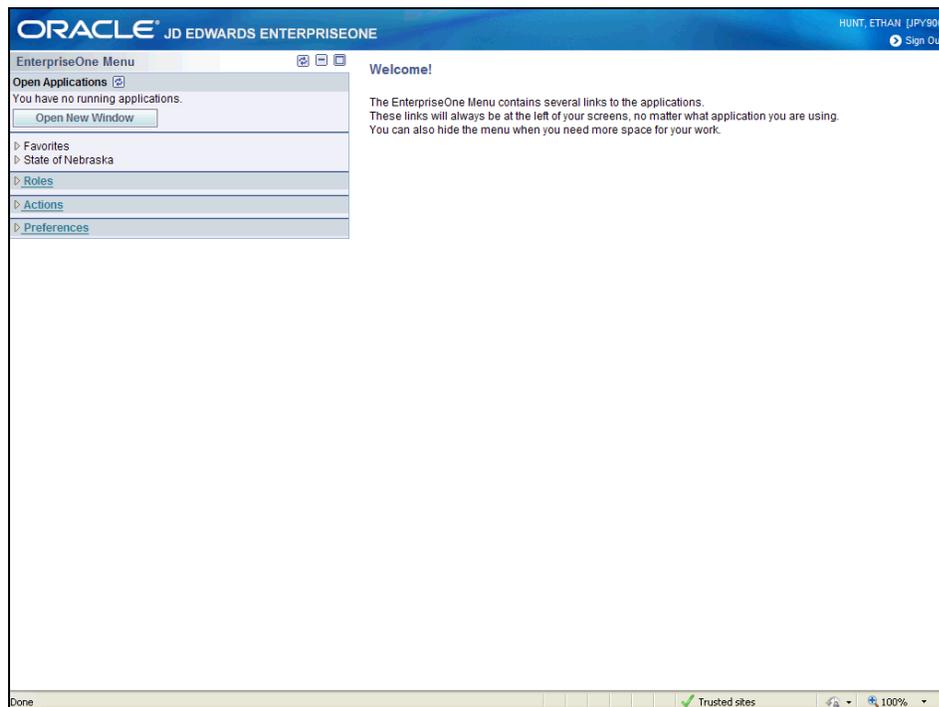
Done Trusted sites 100%

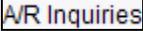
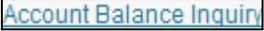
| Step | Action |
|------|---|
| 39. | Click the Close button.  |
| 40. | You have successfully completed this lesson. End of Procedure. |

Perform Account Balance Inquiry Lesson

Procedure

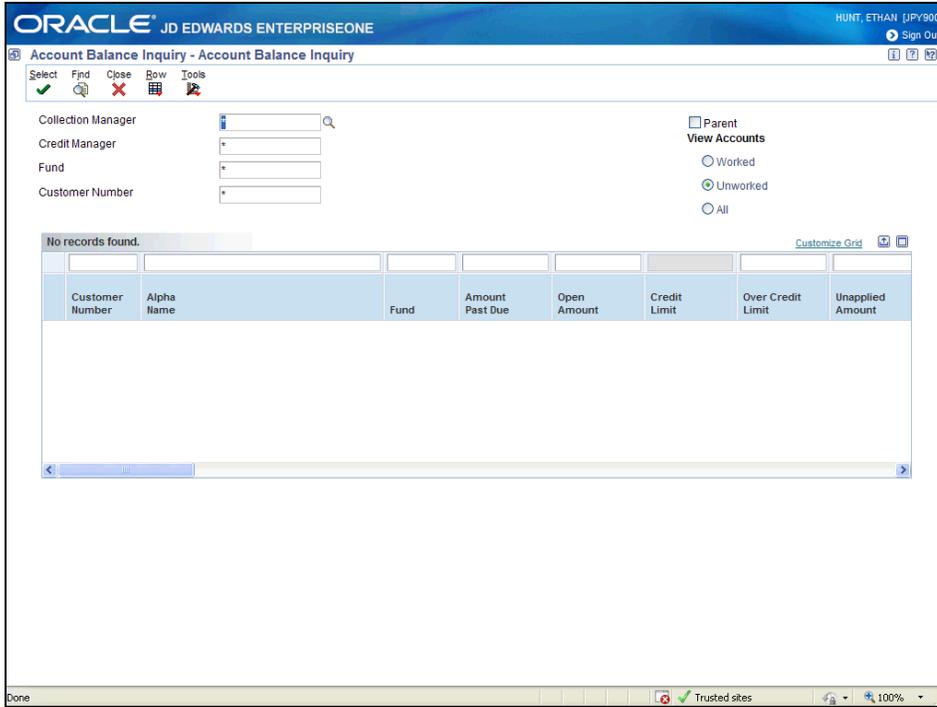
In this lesson you will learn how to perform an account balance inquiry.

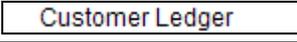


| Step | Action |
|------|---|
| 1. | Click the State of Nebraska link.  |
| 2. | Click the Accounts Receivable link.  |
| 3. | Click the Inquiries & Reports link.  |
| 4. | Click the A/R Inquiries link.  |
| 5. | Click the Account Balance Inquiry link.  |

Training Guide

Performing A/R inquiries



| Step | Action |
|------|--|
| 6. | Click in the Fund field.  |
| 7. | Enter the fund number into the Fund field. |
| 8. | Click the Find button.  |
| 9. | Choose the Customer Number desired by clicking the radio button next to it.  |
| 10. | Click the Row button.  |
| 11. | Click the Customer Ledger menu.  |
| 12. | Review the information |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Account Balance Inquiry - Work with Customer Ledger Inquiry

Customer: 557757 AS - BUILDING DIV - NORFOLK VT
 Parent: 6504 AS - BUILDING DIVISION Batch Number: *
 Invoice No From: * Thru: * All Paid Open
 Date From: Thru: Invoice Date Due Date
 GL Date Statement Date
 As Of Date: Recurring Invoice Summarize

| Document Number | Doc Type | Doc Fd | Pay Item | Invoice Date | Gross Amount | Open Amount | Discount Available | Discount Taken | Due Date | Discount Due Date |
|-----------------|----------|--------|----------|--------------|--------------|-------------|--------------------|----------------|------------|-------------------|
| 253734 | R6 | 22370 | 001 | 12/10/2008 | 546.00 | | | | 01/09/2009 | 01/09/2009 |
| 244622 | R6 | 10000 | 001 | 10/08/2008 | 301.43 | 301.43 | | | 11/07/2008 | 11/07/2008 |
| 238250 | R6 | 10000 | 001 | 09/01/2008 | 99.99 | 99.99 | | | 10/01/2008 | 10/01/2008 |
| 214103 | R6 | 22370 | 001 | 03/12/2008 | 526.00 | | | | 04/11/2008 | 04/11/2008 |
| 175715 | R6 | 21250 | 001 | 04/10/2007 | 150.00 | | | | 05/10/2007 | 05/10/2007 |
| 165357 | R6 | 22370 | 001 | 01/05/2007 | 526.00 | | | | 02/04/2007 | 02/04/2007 |
| 149987 | R6 | 21710 | 001 | 08/01/2006 | 1,059.21 | | | | 08/01/2006 | 08/01/2006 |
| 124321 | R6 | 21250 | 001 | 12/22/2005 | 150.00 | | | | 01/21/2006 | 01/21/2006 |
| 97303 | R6 | 22370 | 001 | 05/24/2005 | 430.00 | | | | 06/23/2005 | 06/23/2005 |
| 66885 | R6 | 22340 | 001 | 08/24/2004 | 150.00 | | | | 09/23/2004 | 09/23/2004 |

| Step | Action |
|------|------------------------------------|
| 13. | Click the Close button. |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Account Balance Inquiry - Account Balance Inquiry

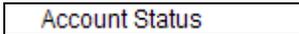
Collection Manager: *
 Credit Manager: *
 Fund: 10000 STATE GENERAL FUND
 Customer Number: *
 Parent View Accounts
 Worked
 Unworked
 All

| Customer Number | Alpha Name | Fund | Amount Past Due | Open Amount | Credit Limit | Over Credit Limit | Unapplied Amount |
|-----------------|---|-------|-----------------|-------------|--------------|-------------------|------------------|
| 558765 | UNMC COLLEGE OF DENTISTRY | 10000 | | 284,757.23 | | | |
| 1205917 | ACH - 35NEBRASKA GOV BEER SPIRITS & ... | 10000 | | 260,472.00 | | | |
| 558473 | MILITARY DEPT, NEMA | 10000 | | 17,371.78 | | | |
| 558489 | MOTOR VEHICLES HWY SAFETY | 10000 | 2,774.00 | 2,774.00 | | | |
| 1725752 | FINANCIAL MANAGEMENT SERVICE | 10000 | | 1,667.18 | | | |
| 611567 | DEPT OF LABOR - C/O FINANCE DEPARTME... | 10000 | 1,603.14 | 1,603.14 | | | |
| 559040 | UNL ATHLETICS | 10000 | 900.00 | 900.00 | | | |
| 558552 | ROADS - LINCOLN CENTRAL COMPLEX | 10000 | 704.10 | 704.10 | | | |
| 558757 | UNMC ACCOUNTS PAYABLE | 10000 | 580.00 | 580.00 | | | |
| 557757 | AS - BUILDING DIV - NORFOLK VTRNS HOME | 10000 | 401.42 | 401.42 | | | |

Training Guide

Performing A/R inquiries

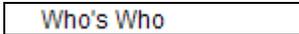


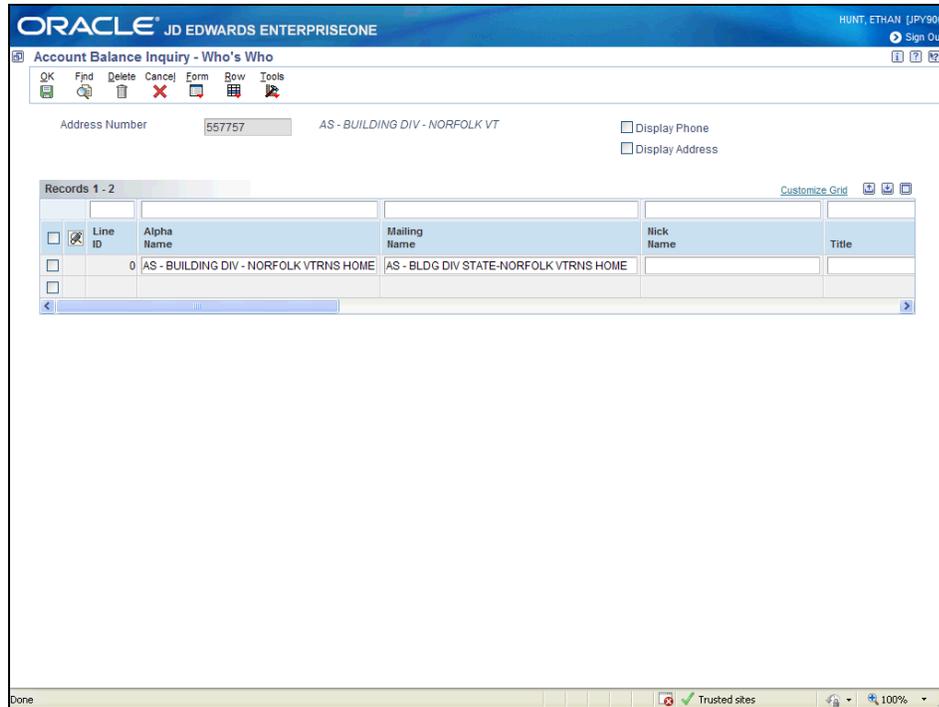
| Step | Action |
|------|---|
| 14. | <p>Choose the Customer Number desired if necessary.</p> <p>Click the Row button.</p>  |
| 15. | <p>Click the Account Status menu.</p>  |

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for an Account Balance Inquiry. The main window is titled "Account Balance Inquiry - Account Status Summary". The interface includes a menu bar with options like "OK", "Cancel", "Form", "Previous", "Next", and "Tools". Below the menu bar, there are several sections of data entry fields:

- Customer Information:** Customer Number (557757), AS - BUILDING DIV - NORFOLK V, Fund General (10000), STATE GENERAL FUND.
- Account Information:** Account Opened (12/02/2002), Last Applied Amount, First Invoice Date, Date Last Paid, Last Invoice Date.
- Contact Information:** Contact, Prefix, Phone Number.
- Statistics:** Weighted Average Days Late, High Balance, Percent of Amt Paid Late (.00), High Balance Date.
- Credit Information:** Credit Limit, Over Credit Limit, Payment Terms, Next Credit Review.
- Messages:** Temporary Credit Message, Last Activity.
- Open Aging Totals:** A table showing aging categories and amounts:

| Open Aging Totals | Amount |
|-------------------|--------|
| Open | 401.42 |
| Past Due | 401.42 |
| Unapplied Aging | |
| Future | |

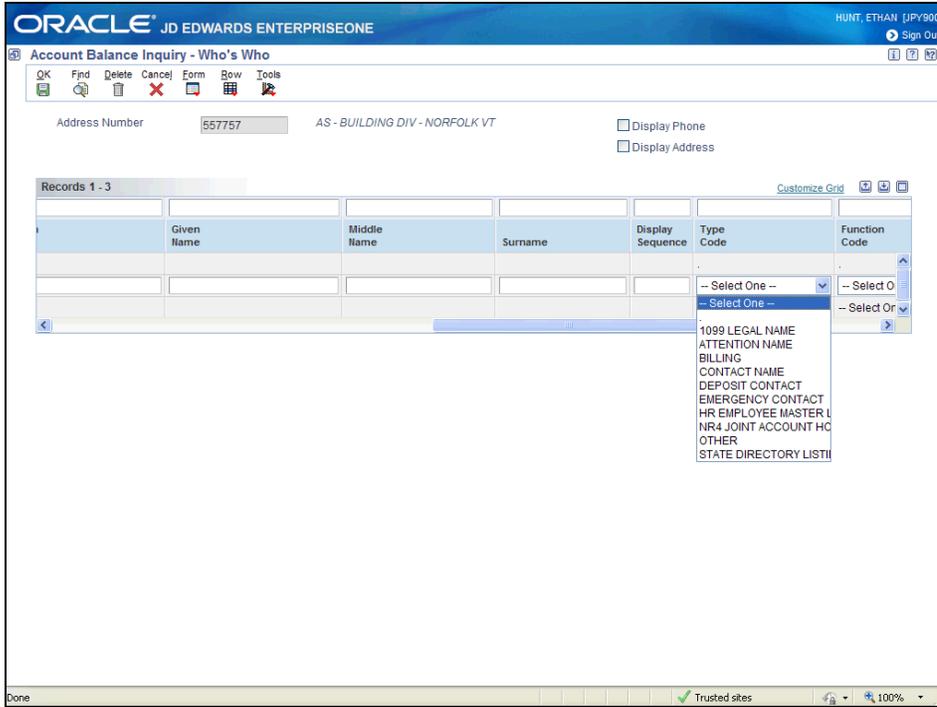
| Step | Action |
|------|--|
| 16. | <p>Click the Form button.</p> <p>Note: You can change or add customer information associated with the account.</p> <p>To do so click the Form button.</p>  |
| 17. | <p>Click the Who's Who menu.</p>  |



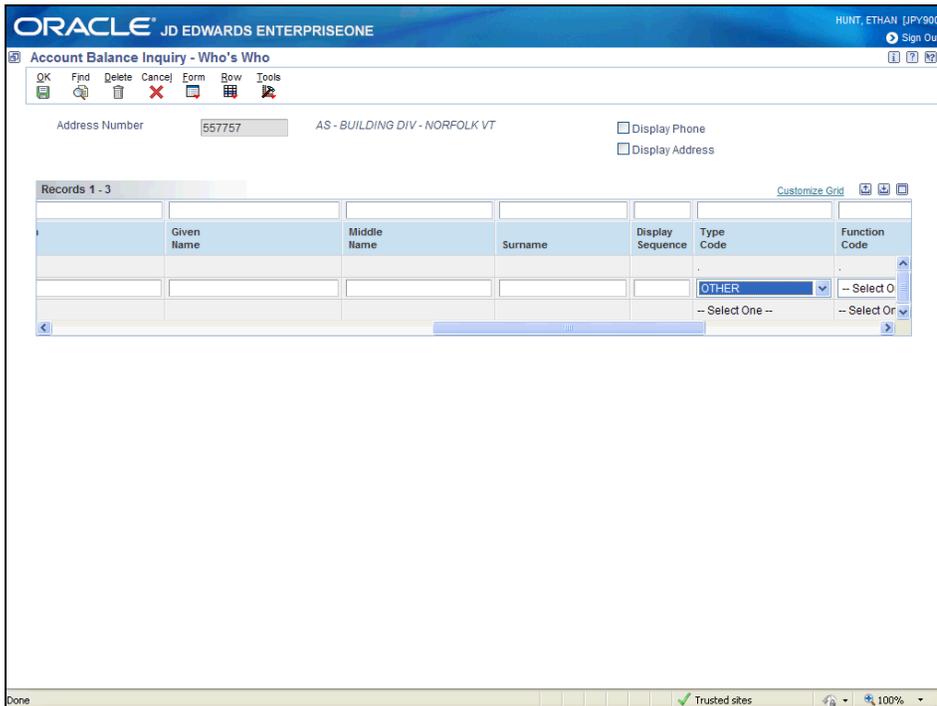
| Step | Action |
|------|---|
| 18. | Click the Mailing Name field of the first blank line. <input type="text"/> |
| 19. | Enter the contact's name into the Mailing Name field. |
| 20. | Click in the Title field. <input type="text"/> |
| 21. | Complete the Title field. |
| 22. | Scroll to the Type Code field. |
| 23. | Click the drop down list of the Type Code field. <input type="text" value="-- Select One --"/> |

Training Guide

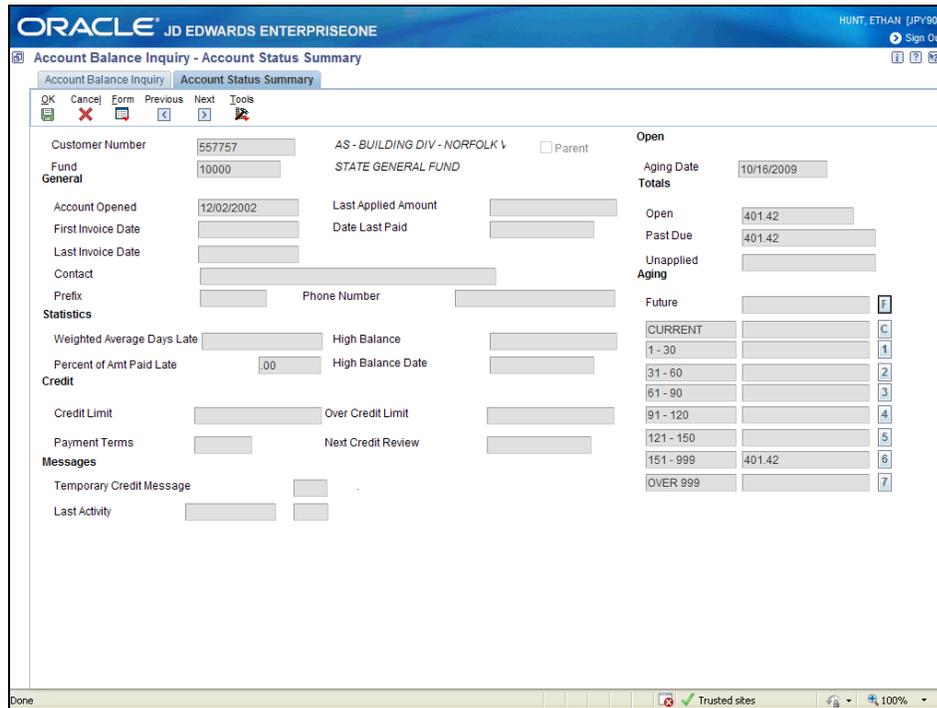
Performing A/R inquiries



| Step | Action |
|------|---|
| 24. | Select the correct Type Code. <input type="text" value="OTHER"/> |



| Step | Action |
|------|--|
| 25. | Click the OK button.  |



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Account Balance Inquiry Account Status Summary

OK Cancel Form Previous Next Tools

Customer Number 557757 AS - BUILDING DIV - NORFOLK v Parent Open

Fund General 10000 STATE GENERAL FUND Aging Date 10/16/2009

Account Opened 12/02/2002 Last Applied Amount [] Open 401.42

First Invoice Date [] Date Last Paid [] Past Due 401.42

Last Invoice Date [] Unapplied []

Contact [] Aging []

Prefix [] Phone Number [] Future []

Statistics

Weighted Average Days Late [] High Balance [] CURRENT []

Percent of Amt Paid Late .00 High Balance Date [] 1 - 30 []

Credit

Credit Limit [] Over Credit Limit [] 31 - 60 []

Payment Terms [] Next Credit Review [] 61 - 90 []

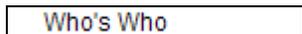
Messages 91 - 120 []

Temporary Credit Message [] 121 - 150 []

Last Activity [] 151 - 999 401.42 []

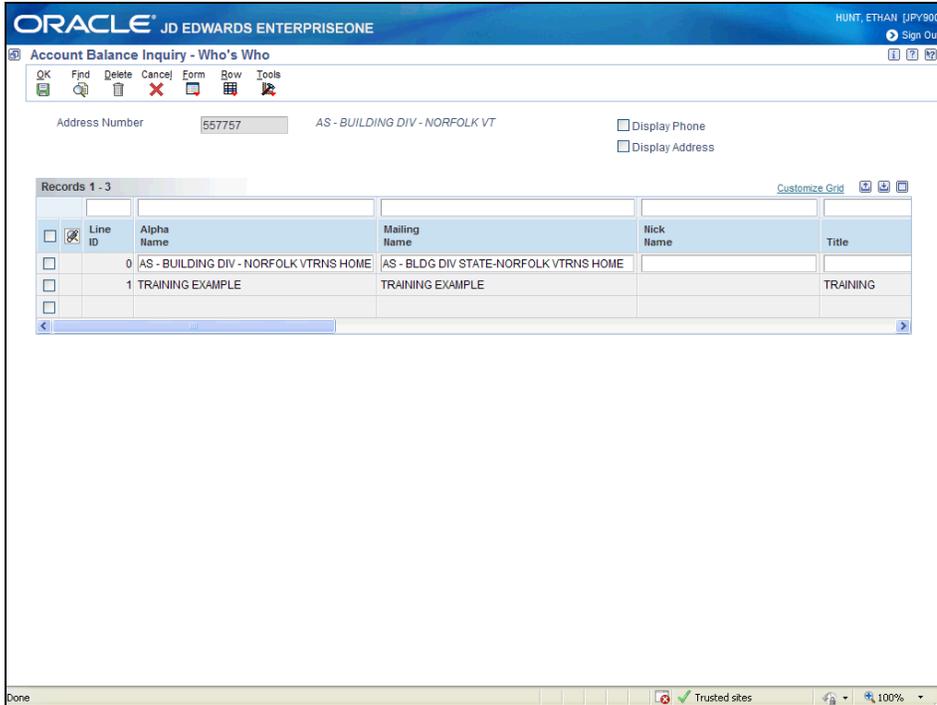
OVER 999 []

Done Trusted sites 100%

| Step | Action |
|------|---|
| 26. | Click the Form button.  |
| 27. | Click the Who's Who menu.  |

Training Guide

Performing A/R inquiries



| Step | Action |
|------|--|
| 28. | Click your new entry.  |
| 29. | Click the Row button.  |
| 30. | Click on any of the following to make changes: Detail Phones Contact Information Email / Internet Attachments If you make changes click OK to return to this screen. |
| 31. | Click the Cancel button.  |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Account Balance Inquiry - Account Status Summary

Account Balance Inquiry | Account Status Summary

OK Cancel Form Previous Next Tools

Customer Number: 557757 AS - BUILDING DIV - NORFOLK v Parent
Fund General: 10000 STATE GENERAL FUND

Open Aging Date: 10/16/2009

Account Opened: 12/02/2002 Last Applied Amount:
First Invoice Date: Date Last Paid:
Last Invoice Date:
Contact:
Prefix: Phone Number:

Statistics

Weighted Average Days Late: High Balance:
Percent of Amt Paid Late: .00 High Balance Date:

Credit

Credit Limit: Over Credit Limit:
Payment Terms: Next Credit Review:

Messages

Temporary Credit Message:
Last Activity:

Open Totals: 401.42
Past Due: 401.42
Unapplied Aging:
Future:

Agings

| Agings | Amount | Count |
|-----------|--------|-------|
| CURRENT | | C |
| 1 - 30 | | 1 |
| 31 - 60 | | 2 |
| 61 - 90 | | 3 |
| 91 - 120 | | 4 |
| 121 - 150 | | 5 |
| 151 - 999 | 401.42 | 6 |
| OVER 999 | | 7 |

Done Trusted sites 100%

| Step | Action |
|------|-------------------------------------|
| 32. | Click the Cancel button. |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Account Balance Inquiry - Account Balance Inquiry

Select Find Close Row Tools

Collection Manager: *
Credit Manager: *
Fund: 10000 STATE GENERAL FUND
Customer Number: *

Parent
View Accounts
 Worked
 Unworked
 All

Records 1 - 10 Customize Grid

| Customer Number | Alpha Name | Fund | Amount Past Due | Open Amount | Credit Limit | Over Credit Limit | Unapplied Amount |
|-----------------|---|-------|-----------------|-------------|--------------|-------------------|------------------|
| 558755 | UNMC COLLEGE OF DENTISTRY | 10000 | | 284,757.23 | | | |
| 1205917 | ACH - 35NEBRASKA GOV BEER SPIRITS & ... | 10000 | | 260,472.00 | | | |
| 558473 | MILITARY DEPT, NEMA | 10000 | | 17,371.78 | | | |
| 558489 | MOTOR VEHICLES HWY SAFETY | 10000 | 2,774.00 | 2,774.00 | | | |
| 1725752 | FINANCIAL MANAGEMENT SERVICE | 10000 | | 1,667.18 | | | |
| 611567 | DEPT OF LABOR - C/O FINANCE DEPARTME... | 10000 | 1,603.14 | 1,603.14 | | | |
| 559040 | UNL ATHLETICS | 10000 | 900.00 | 900.00 | | | |
| 558552 | ROADS - LINCOLN CENTRAL COMPLEX | 10000 | 704.10 | 704.10 | | | |
| 558757 | UNMC ACCOUNTS PAYABLE | 10000 | 580.00 | 580.00 | | | |
| 557757 | AS - BUILDING DIV - NORFOLK VTRNS HOME | 10000 | 401.42 | 401.42 | | | |

Done Trusted sites 100%

Training Guide

Performing A/R inquiries



| Step | Action |
|------|---|
| 33. | Click the Close button.  |
| 34. | You have successfully completed this lesson. End of Procedure. |