

**Creating A/R Statements**  
**Created on 1/20/2010 3:24:00 PM**

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## 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.

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## Creating A/R Statements

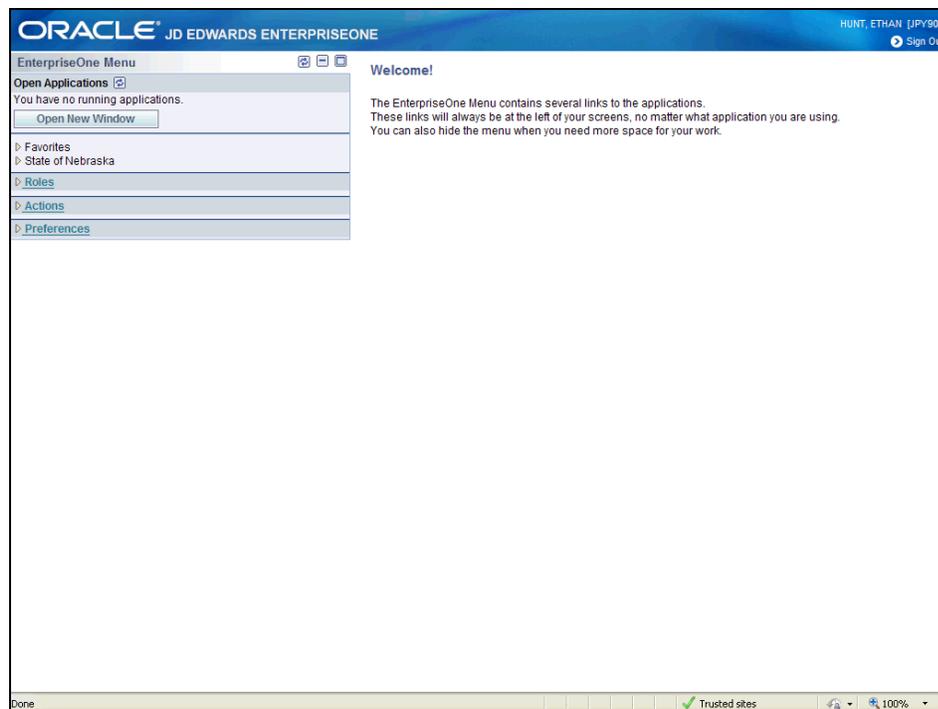
### Creating A/R Statements Overview

You can produce an online or printable version of a Statement of Account for a customer or number of customers. You will have these statements available on the system after they are created so they can be viewed and/or printed later.

### Statement Notification Refresh Lesson

#### Procedure

In this lesson you will learn how to run the statement notification refresh.

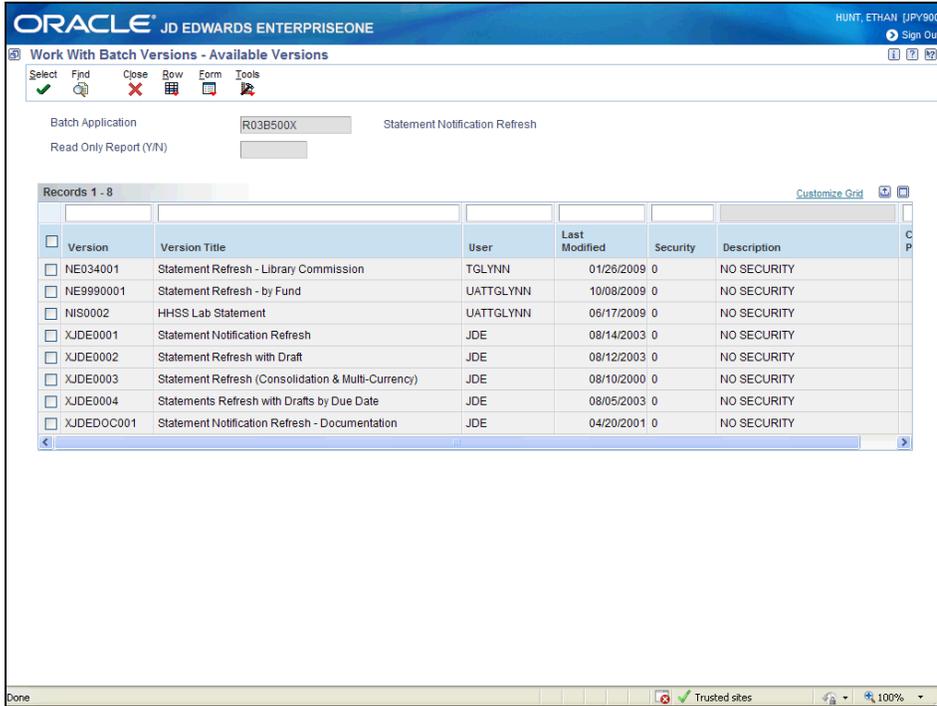


Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounts Receivable</b> link. <a href="#">Accounts Receivable</a>
3.	Click the <b>Accounts Receivable Processing</b> link. <a href="#">Accounts Receivable Processing</a>
4.	Click the <b>Statement Processing</b> link. <a href="#">Statement Processing</a>

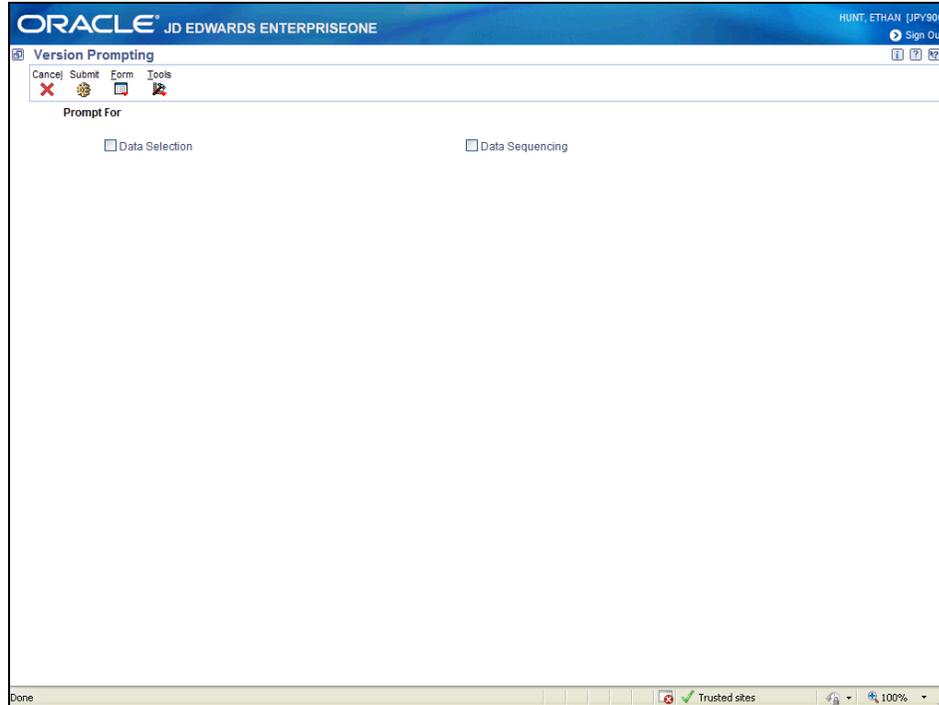
# Training Guide

## Creating A/R Statements

Step	Action
5.	Click the <b>Statement Notification Refresh</b> link. 



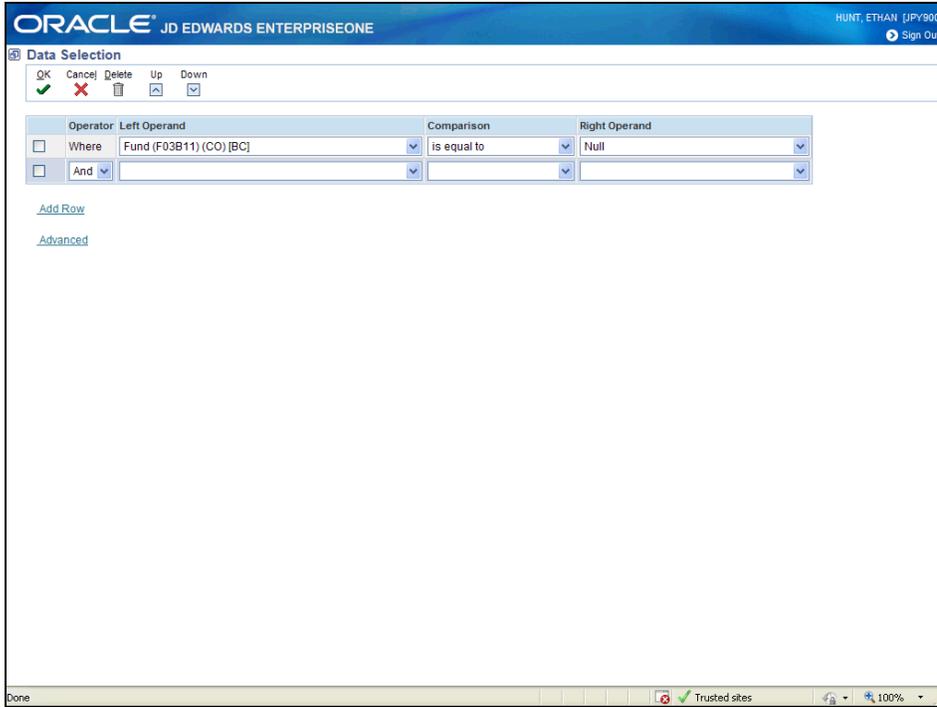
Step	Action
6.	Click the <b>Statement Refresh - by Fund</b> option. 
7.	Click the <b>Select</b> button. 



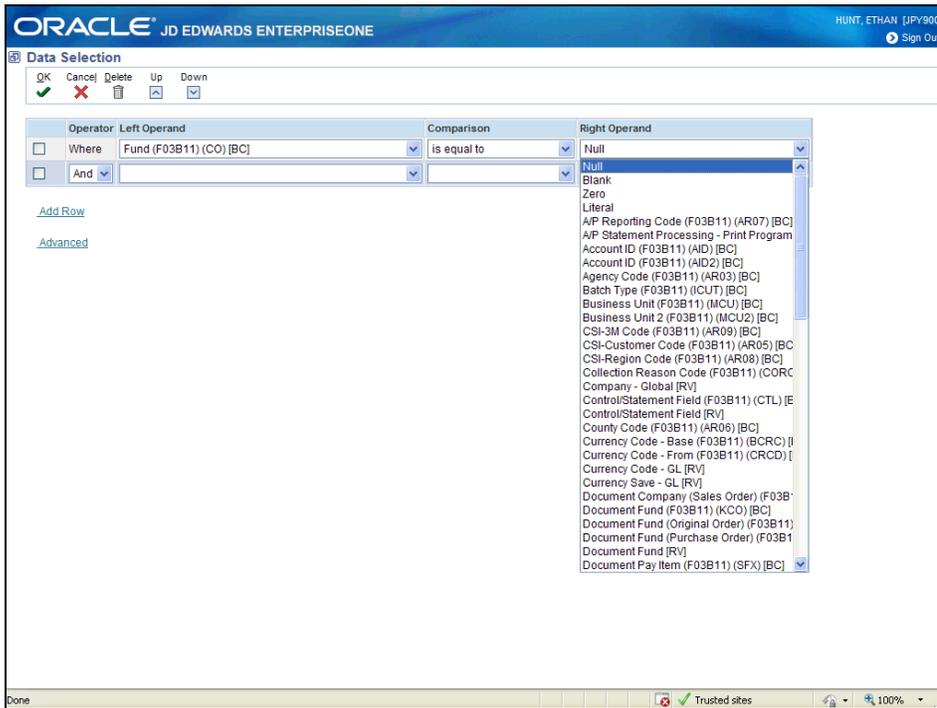
Step	Action
8.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
9.	Click the <b>Submit</b> button. 

# Training Guide

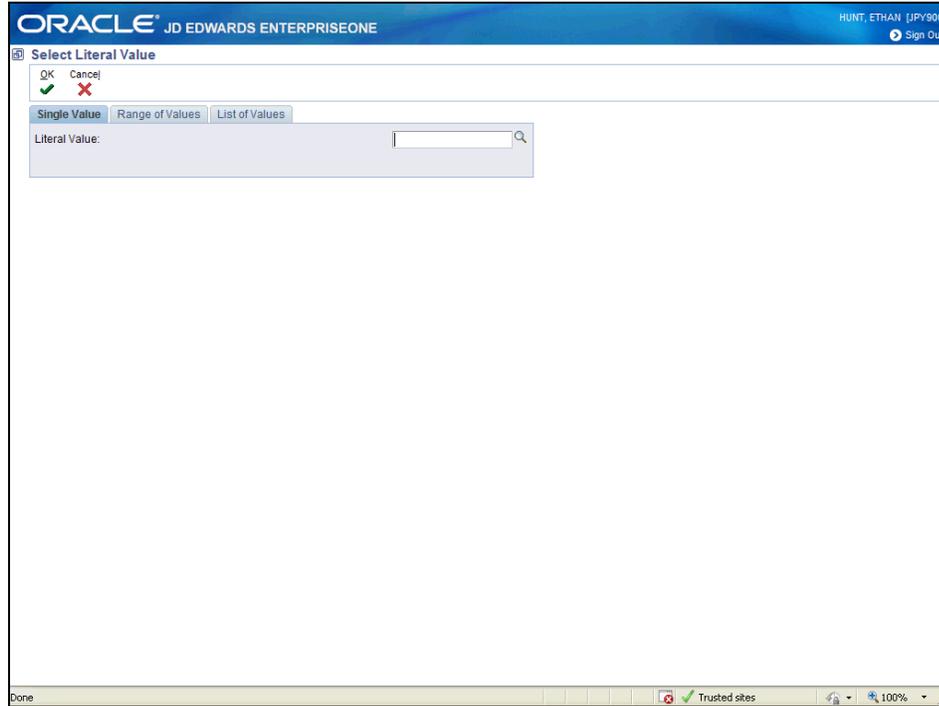
## Creating A/R Statements



Step	Action
10.	Click the <b>Right Operand</b> list of the first row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Null</div>



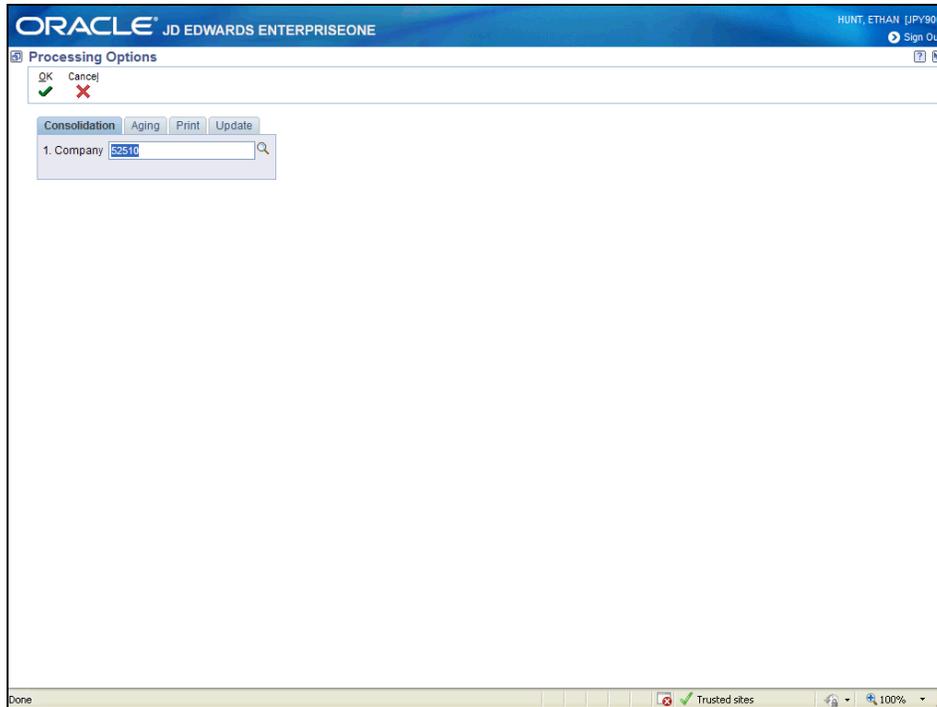
Step	Action
11.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Literal</div>



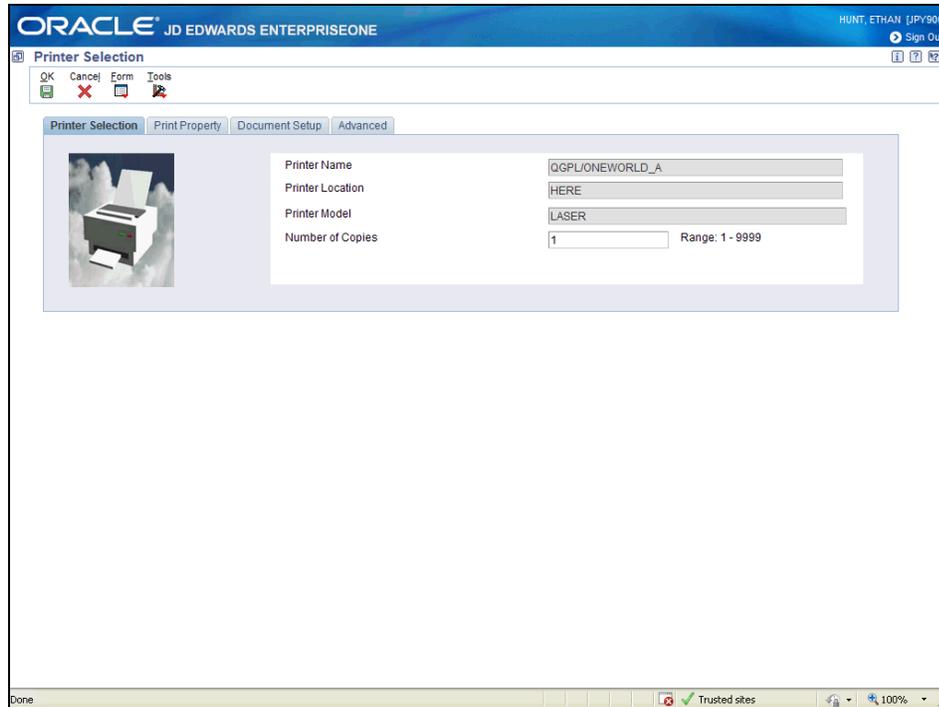
Step	Action
12.	Enter the fund number into the <b>Literal Value:</b> field.
13.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
14.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>

# Training Guide

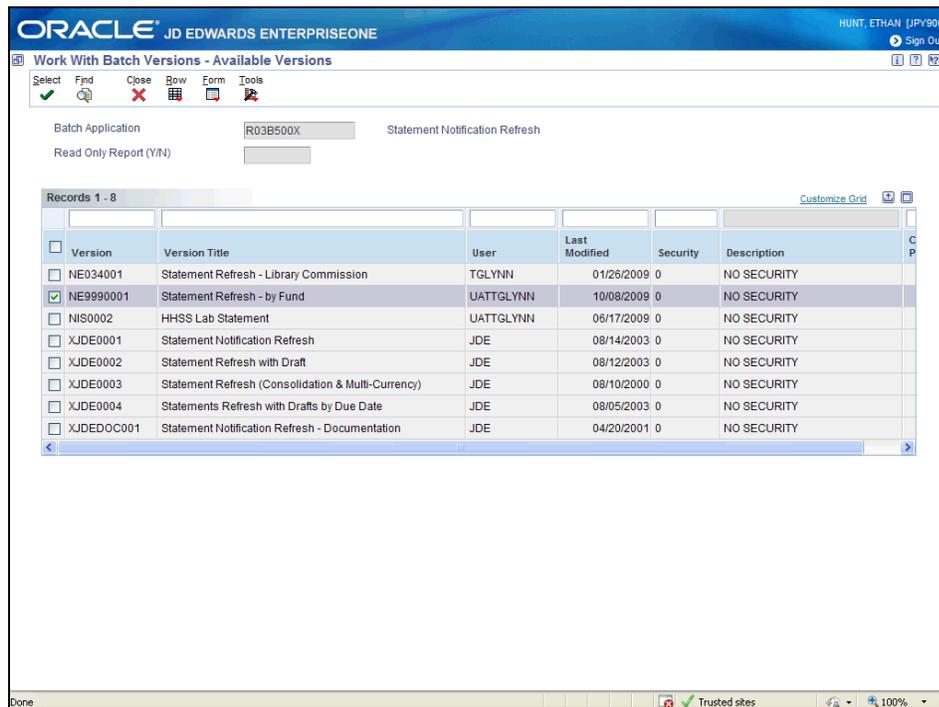
## Creating A/R Statements



Step	Action
15.	Click the <b>Aging</b> tab. 
16.	In the <b>Statement Date</b> field enter the date to print on the Statement.
17.	Click the <b>Update</b> tab. 
18.	In the <b>Date-As Of</b> field enter the as of date of aging.
19.	Click the <b>OK</b> button. 



Step	Action
20.	Click the <b>OK</b> button. 



# Training Guide

## Creating A/R Statements

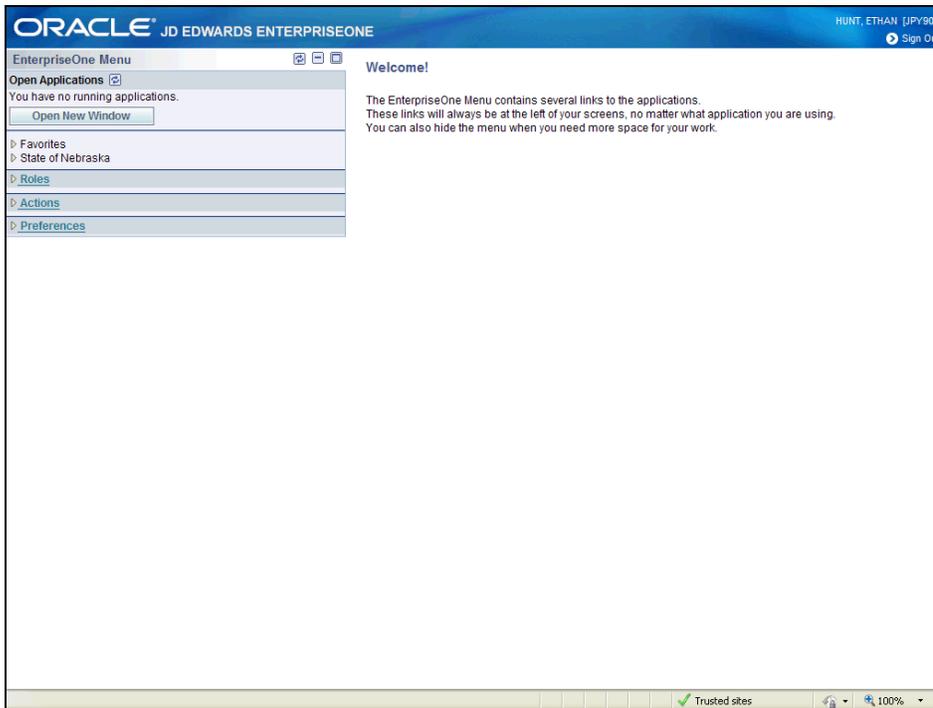


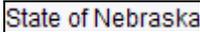
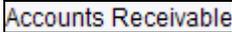
Step	Action
21.	Click the <b>Close</b> button. 
22.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics work instructions.  <b>Warning:</b> Three jobs will be generated. R03B500X_NE9990001, which will appear as a blank report if viewed. R03B5005_ZJDE0001, which will give a ude error if viewed. R03B5001_NE999001, which is the report. <b>End of Procedure.</b>

## Review Statements Lesson

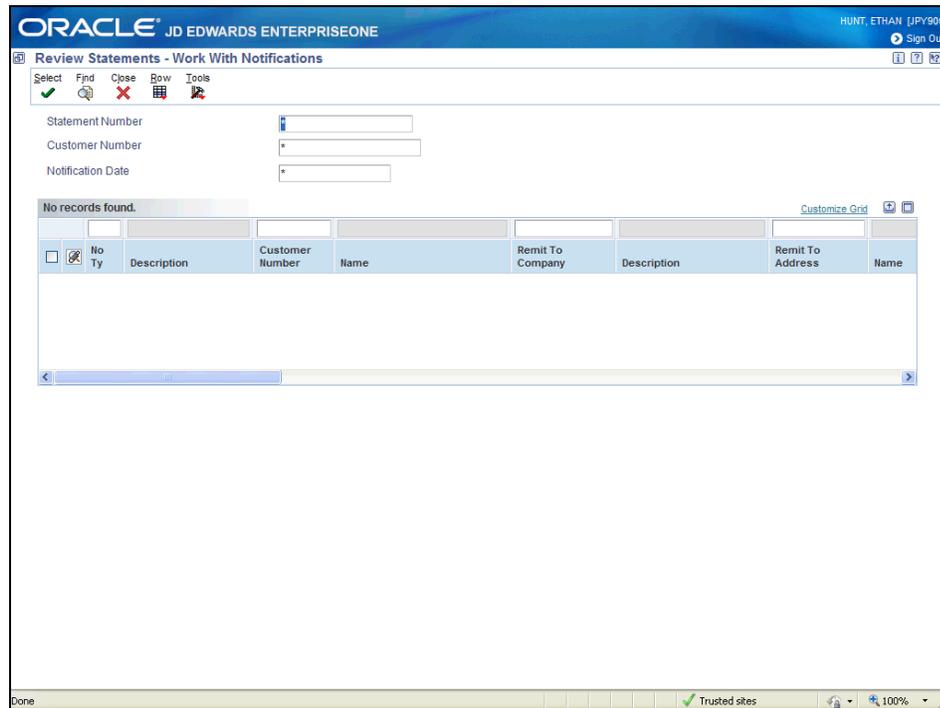
### Procedure

In this lesson you will learn how to review statements.



Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounts Receivable</b> link. 
3.	Click the <b>Accounts Receivable Processing</b> link. 

Step	Action
4.	Click the <b>Statement Processing</b> link. 
5.	Click the <b>Review Statements</b> link. 



Step	Action
6.	Enter any or all of the following information in the header: <b>Statement Number</b> <b>Customer Number</b> <b>Notification Date</b>
7.	Click the <b>Find</b> button. 
8.	Choose the desired Statement by clicking the check box next to it. 
9.	Click the <b>Select</b> button. 
10.	Review the information.

# Training Guide

## Creating A/R Statements



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**Review Statements - Statement Review**

Select Find Close Form Row Tools

Statement Number: 308659 Remit To Address: 52510 CORNHUSKER STATE INDUSTRIES  
 Statement Date: 10/08/2009 Billing Address: 250015 AS - TRANSPORTATION SERVICES B  
 Invoice Summary Payment Terms: Net 30 Days from Invoice Date

New Invoices: 458.16 Revisions/Write Offs: 27.11-  
 Discount Taken: Receipt Adjustment:  
 Payments Received: 387.19- Previous Balance:  
 Outstanding Amt Due: 43.86

Transaction Currency Code: Transaction Payments Received:  
 Transaction Discount Taken: Transaction Receipt Adjustment:

Records 1 - 11

Address Number	Name	Do Ty	Description	Document Number	Fund	Pay Item	Invoice Date	Due Date	Remark
557779	AS - TSB	R6	IBT	204016	52510	001	12/12/2007	12/12/2...	GAS FOR TSB LICENSE
557779	AS - TSB	R6	IBT	204264	52510	001	12/14/2007	12/14/2...	GAS REIMBURSEMET
557779	AS - TSB	R6	IBT	204264	52510	002	12/14/2007	12/14/2...	GAS REIMBURSEMET
557779	AS - TSB	R6	IBT	209155	52510	001	01/28/2008	01/28/2...	GAS FOR TSB LICENSE
557779	AS - TSB	R6	IBT	211255	52510	001	01/04/2008	01/04/2...	TIRE REPAIR REIMBURS
557779	AS - TSB	R6	IBT	234334	52510	001	07/30/2008	07/30/2...	GAS REIMBURSEMENT
557779	AS - TSB	R6	IBT	234552	52510	001	08/01/2008	08/01/2...	GAS REIMBURSEMENT
557779	AS - TSB	R6	IBT	236355	52510	001	08/13/2008	08/13/2...	GAS REIMBURSEMENT
557779	AS - TSB	R6	IBT	249122	52510	001	11/07/2008	11/07/2...	GAS REIMBURSEMENT

Done Trusted sites 100%

Step	Action
11.	Click the <b>Close</b> button. 

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

**Review Statements - Work With Notifications**

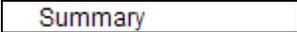
Select Find Close Row Tools

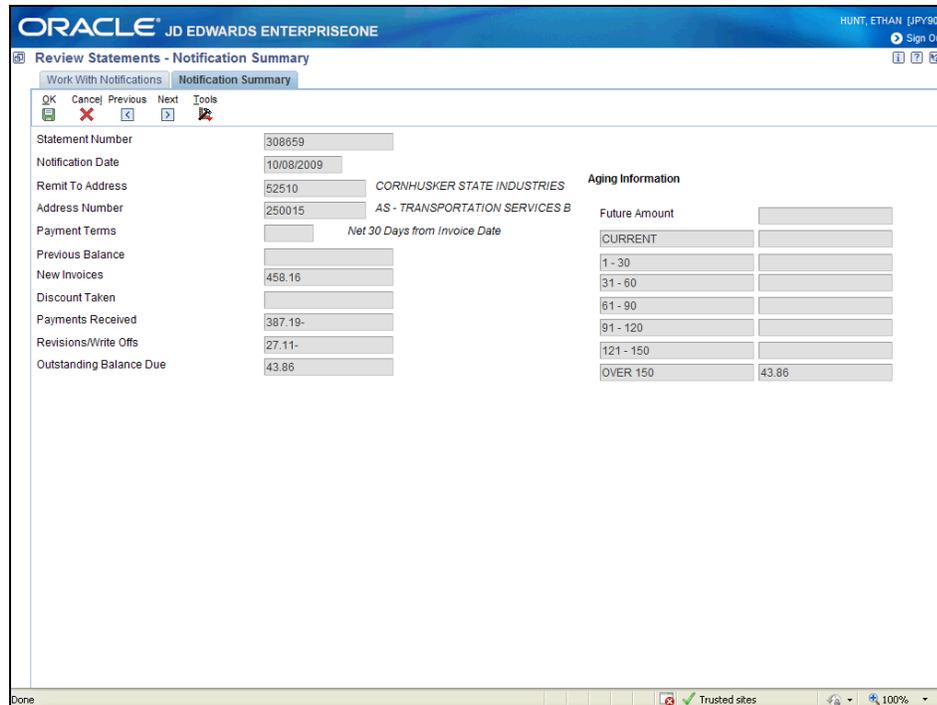
Statement Number: 308659  
 Customer Number: \*  
 Notification Date: \*

Records 1 - 1

No Ty	Description	Customer Number	Name	Remit To Company	Description	Remit To Address	Name
<input checked="" type="checkbox"/>	STATEMENT	250015	AS - TRANSPORTATION SER...	52510	CORRECTIONAL INDUSTR...	52510	CORNH...

Done Trusted sites 100%

Step	Action
12.	Click the <b>Row</b> button. 
13.	Click the <b>Summary</b> menu. 
14.	Review the information.

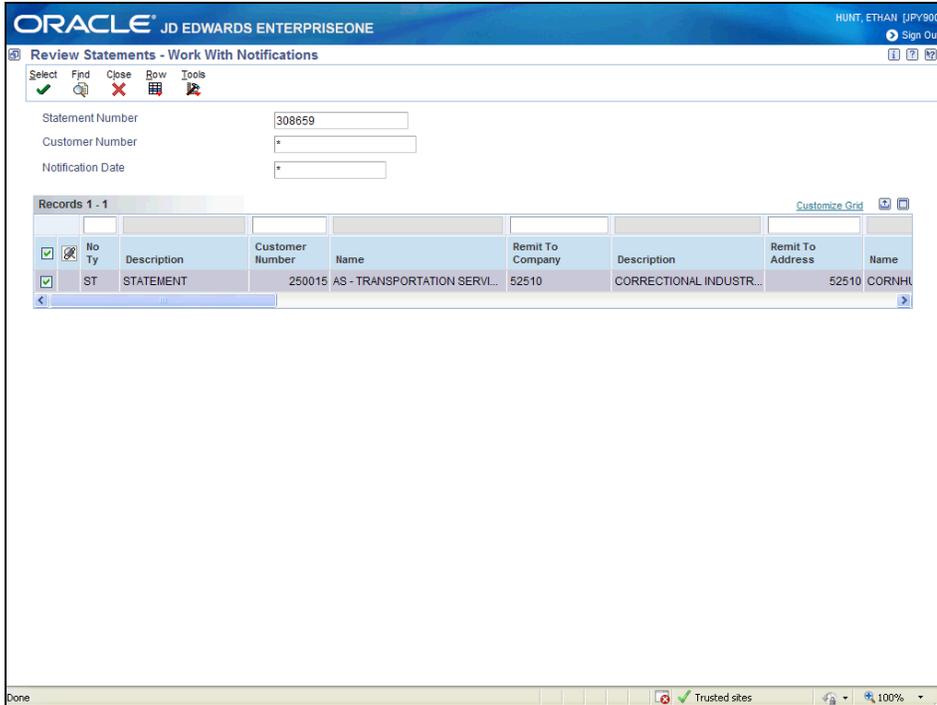


Statement Information		Aging Information	
Statement Number	308659	Future Amount	
Notification Date	10/08/2009	CURRENT	
Remit To Address	52510 CORNHUSKER STATE INDUSTRIES	1 - 30	
Address Number	250015 AS - TRANSPORTATION SERVICES B	31 - 60	
Payment Terms	Net 30 Days from Invoice Date	61 - 90	
Previous Balance		91 - 120	
New Invoices	458.16	121 - 150	
Discount Taken		OVER 150	43.86
Payments Received	387.19		
Revisions/Write Offs	27.11		
Outstanding Balance Due	43.86		

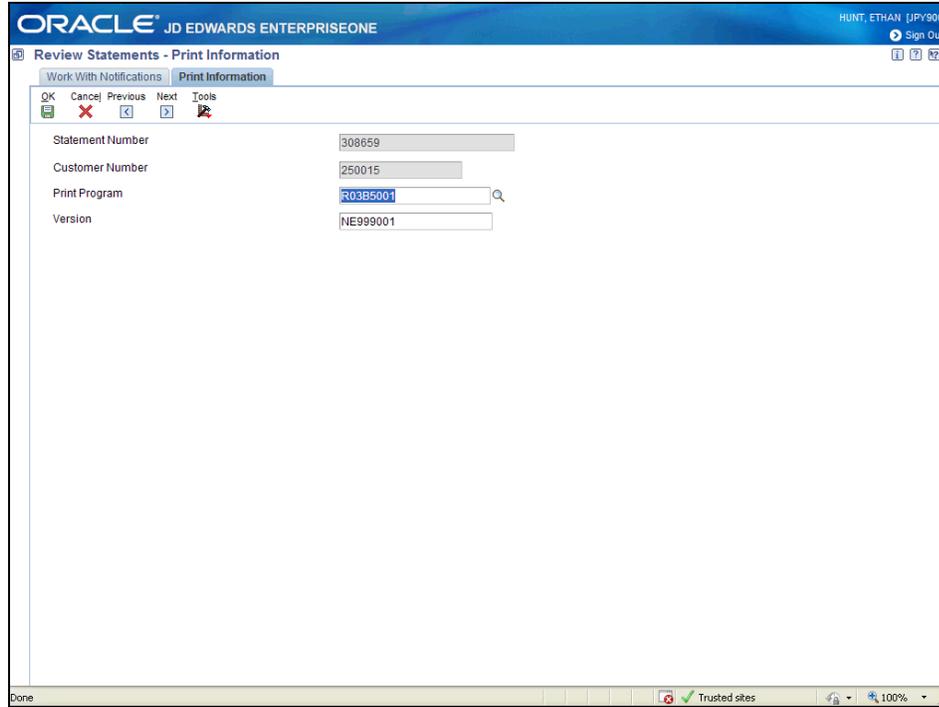
Step	Action
15.	Click the <b>Cancel</b> button. 

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## Creating A/R Statements



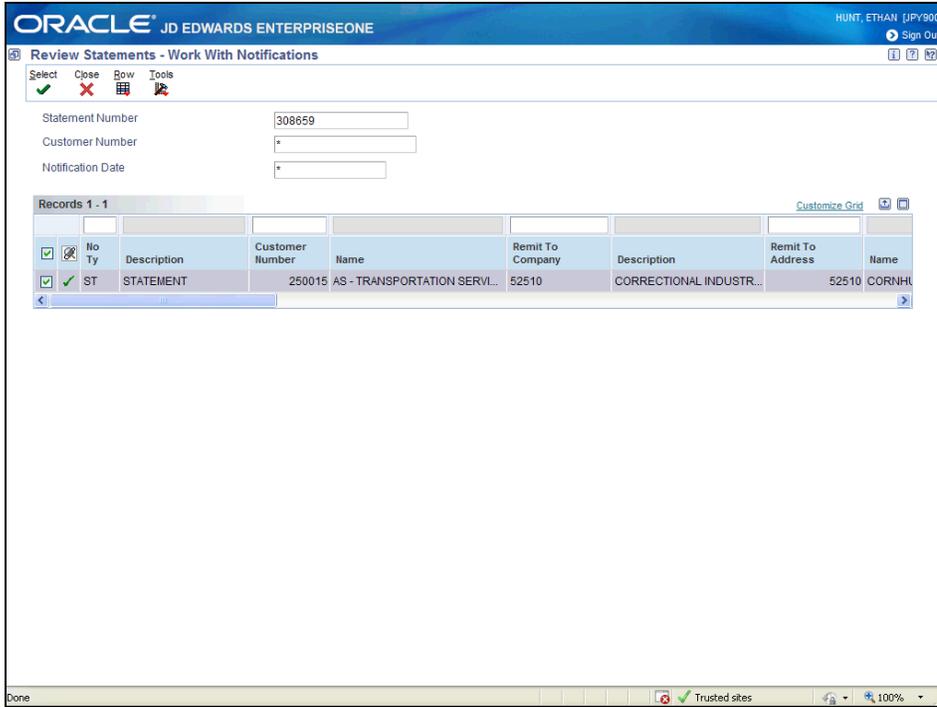
Step	Action
16.	Click the <b>Row</b> button. 
17.	Click the <b>Reprint</b> menu. 
18.	Notice the green check mark(s) next to rows flagged for reprint.
19.	Click the <b>Row</b> button. 
20.	Click the <b>Print Information</b> menu. 



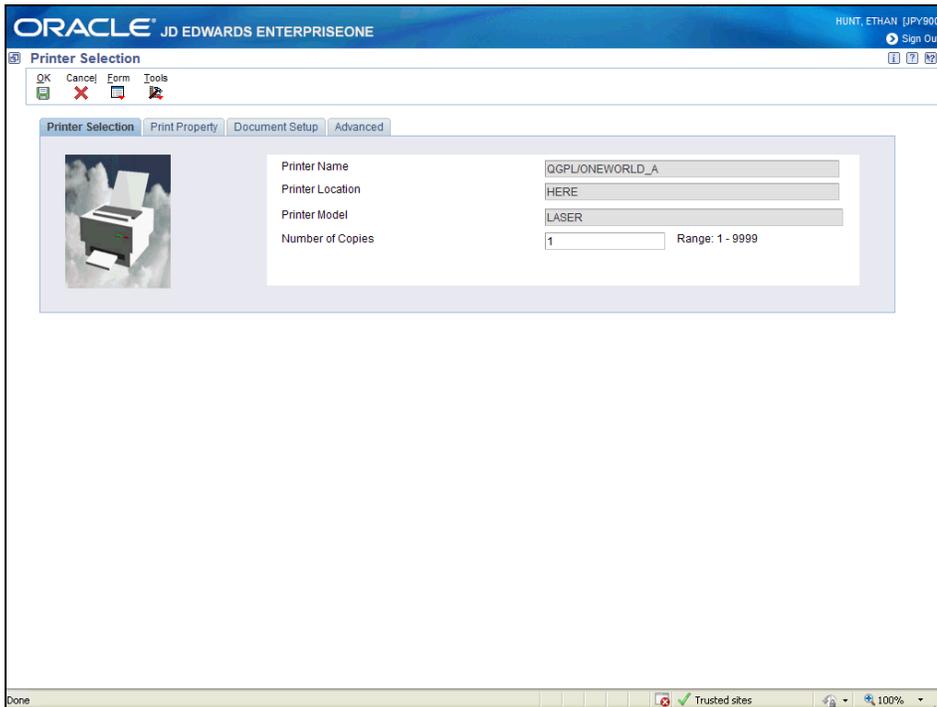
Step	Action
21.	Click the <b>OK</b> button. 
22.	Click the <b>Cancel</b> button. 

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## Creating A/R Statements



Step	Action
23.	Click the <b>Close</b> button. 



Step	Action
24.	Click the <b>OK</b> button. 
25.	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.  You have successfully completed this lesson. <b>End of Procedure.</b>