

Open A/R Summary by Fund Lesson

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 Reports link. 
5.	Click the Open A/R Summary by Fund link. 
6.	Click the Data Selection option. 
7.	Click the Submit button. 
8.	Click the drop down list of the Right Operand column for the Fund row. 
9.	Click the Literal list item. 
10.	Enter the five digit fund number into the Literal Value field.
11.	Click the OK button. 

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12.	<p>Note: To view the amount a specific customer (vendor) owes by fund, complete the following information in the first blank row: (please note: this same information for a single supplier can be found on the Customer Ledger Inquiry)</p> <p>Left Operand = Address Number (F0101) (AN8) [BC] Comparison = is equal to Right Operand = choose Literal from the drop down arrow, then enter the Customer or Facility address book number. (click the List of Values tab to enter more than one 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, then enter the due date from which to run the report</p>
13.	<p>Click the OK button.</p> 
14.	<p>Enter or verify the following information under the Aging tab:</p> <p>Age From Constants – leave blank (if "1" is entered, all processing options entered will be ignored) Aging Date Date to Age Accounts From Aging Method –</p> <ul style="list-style-type: none"> – Enter "1" to view column headings by number of days (current, 30-60 days, 60-90 days, etc.) – Enter "2" to view column headings by fiscal periods (1, 2, 3) – Enter "3" to view column headings by month (January, February, etc.)
15.	<p>Click the OK button.</p> 
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 work instructions.</p> <p>You have successfully completed this lesson. End of Procedure.</p>