

Open A/R Summary by Fund
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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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Open A/R Summary by Fund

Open A/R Summary by Fund Overview

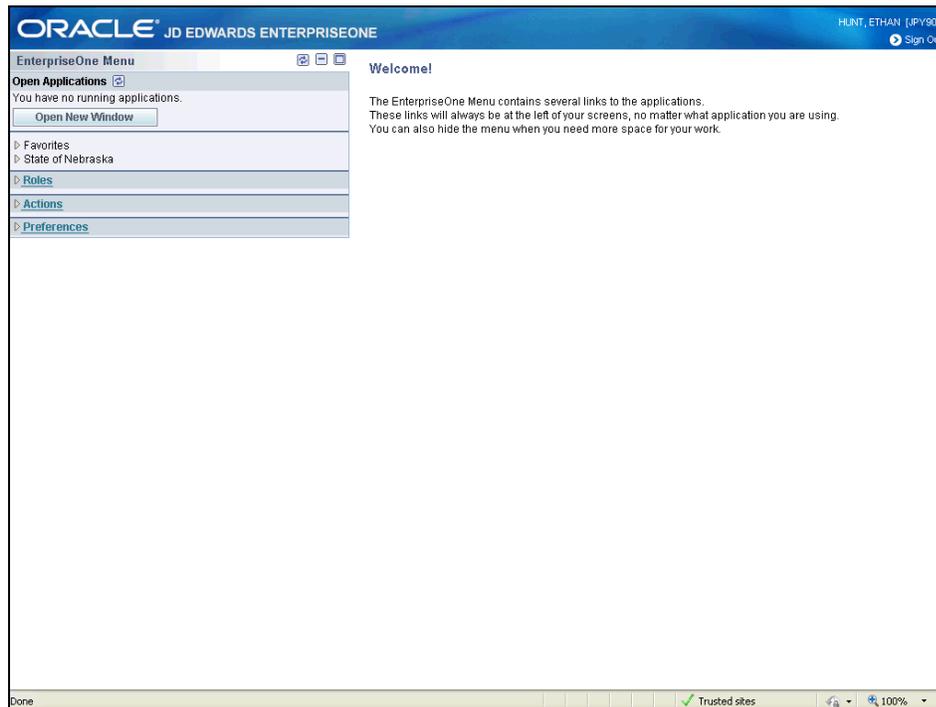
Run this report to view a summary of the amount a customer owes a particular fund by number of days (current, 31-60 days, 61-90 days, up to 120 days, etc.) including detail such as invoice number, invoice date, due date, customer phone number. This report will also differentiate between regular invoices and IBTs.

Note: This report is sequenced by Fund.

Open A/R Summary by Fund Lesson

Procedure

In this lesson you will learn how to run the Open A/R Summary by Fund report.

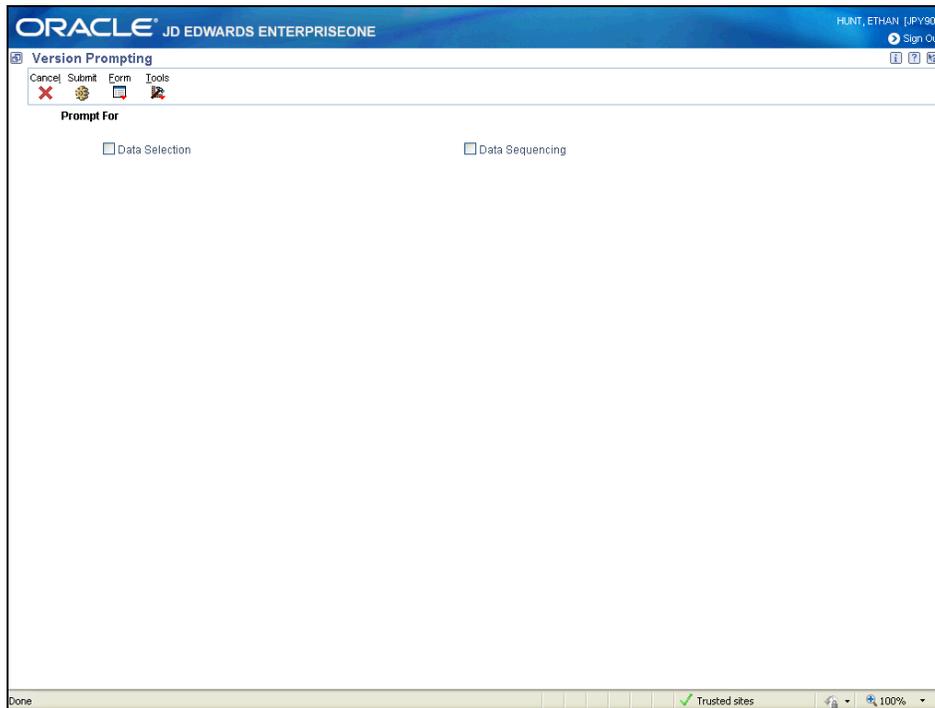


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Receivable link. 
3.	Click the Inquiries & Reports link. 

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Open A/R Summary by Fund

Step	Action
4.	Click the A/R Reports link. 
5.	Click the Open A/R Summary by Fund link. 



Step	Action
6.	Click the Data Selection option. 
7.	Click the Submit button. 

Operator	Left Operand	Comparison	Right Operand
Where	Document Type (F03B11) (DCT) [BC]	is not equal to	"RT"
And	Fund (F03B11) (CO) [BC]	is equal to	Null
And			

Buttons: Add Row, Advanced

Step	Action
8.	Click the drop down list of the Right Operand column for the Fund row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Null ▾</div>

Operator	Left Operand	Comparison	Right Operand
Where	Document Type (F03B11) (DCT) [BC]	is not equal to	"RT"
And	Fund (F03B11) (CO) [BC]	is equal to	Null
And			

Buttons: Add Row, Advanced

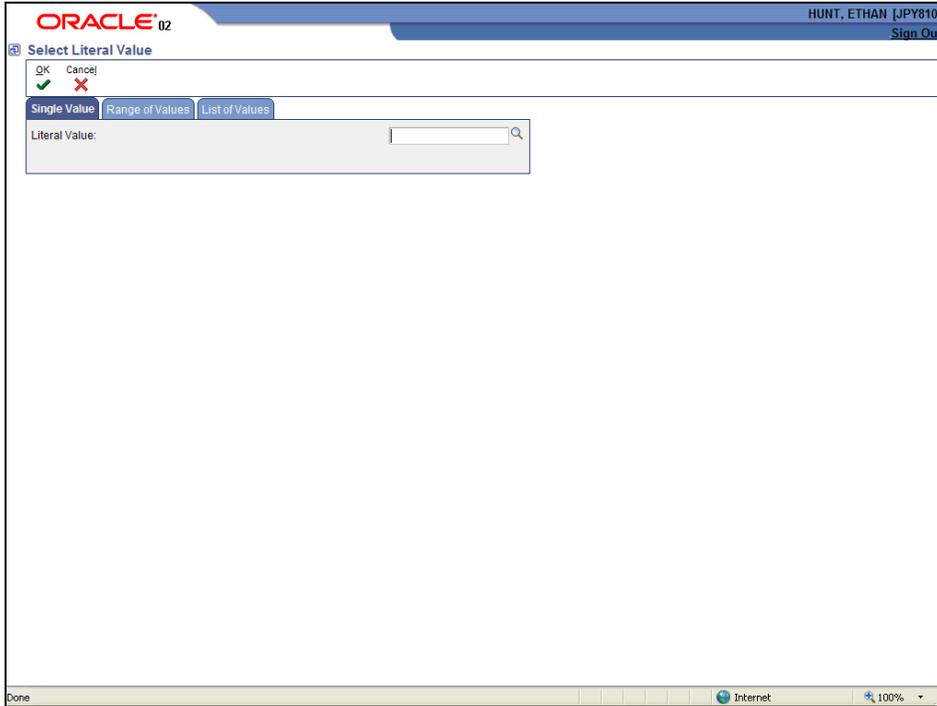
Right Operand List:

- Null
- Blank
- Zero
- Literal
- A/P Reporting Code (F0101) (AC07) [BC]
- A/P Reporting Code (F03B11) (AR07) [BC]
- Agency Code (F0101) (AC03) [BC]
- Agency Code (F03B11) (AR03) [BC]
- Bankrupt/Print (F0101) (AC11) [BC]
- Batch Type (F03B11) (ICUT) [BC]
- Business Unit 2 (F03B11) (MCU2) [BC]
- CSI-3M Code (F0101) (AC09) [BC]
- CSI-3M Code (F03B11) (AR09) [BC]
- CSI-Customer Code (F0101) (AC05) [BC]
- CSI-Customer Code (F03B11) (AR05) [BC]
- CSI-Region Code (F0101) (AC08) [BC]
- CSI-Region Code (F03B11) (AR08) [BC]
- Category Code - Address Book 12 (F0101)
- Category Code - Address Book 13 (F0101)
- Category Code - Address Book 14 (F0101)
- Category Code - Address Book 15 (F0101)
- Category Code - Address Book 16 (F0101)
- Category Code - Address Book 17 (F0101)
- Category Code - Address Book 18 (F0101)
- Category Code - Address Book 19 (F0101)
- Category Code - Address Book 21 (F0101)
- Category Code - Address Book 22 (F0101)
- Category Code - Address Book 23 (F0101)
- Category Code - Address Book 24 (F0101)

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

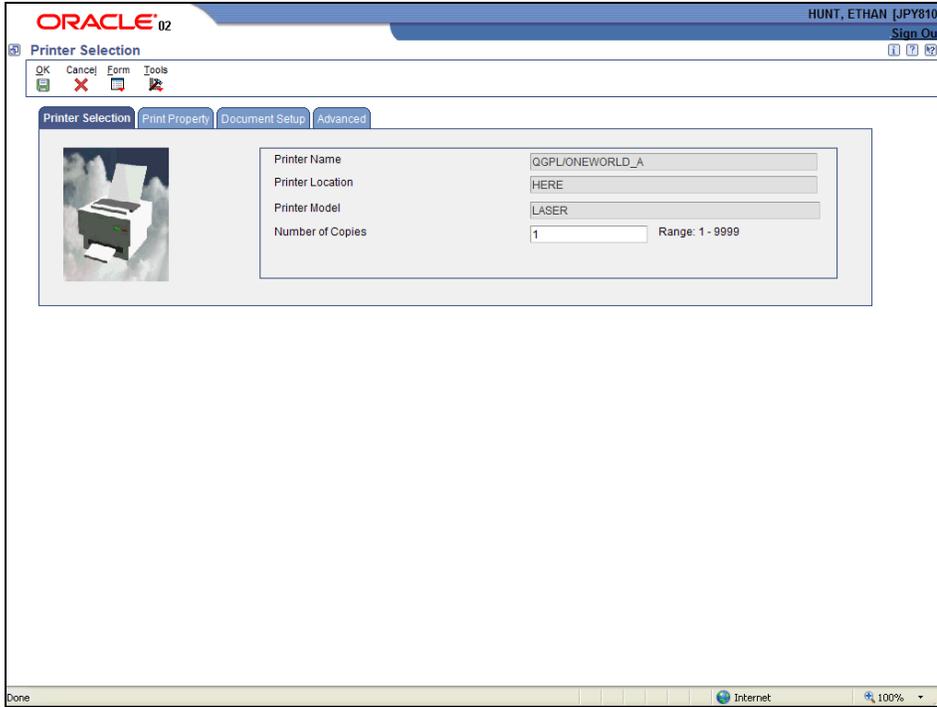


Step	Action
10.	Enter the five digit fund number into the Literal Value field.
11.	Click the OK button. <div style="display: inline-block; border: 1px solid black; padding: 2px;">✔</div>

Step	Action
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> 

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Step	Action
16.	Click the OK button. 
17.	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. You have successfully completed this lesson. End of Procedure.