

Open IBT Inquiry
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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 IBT Inquiry

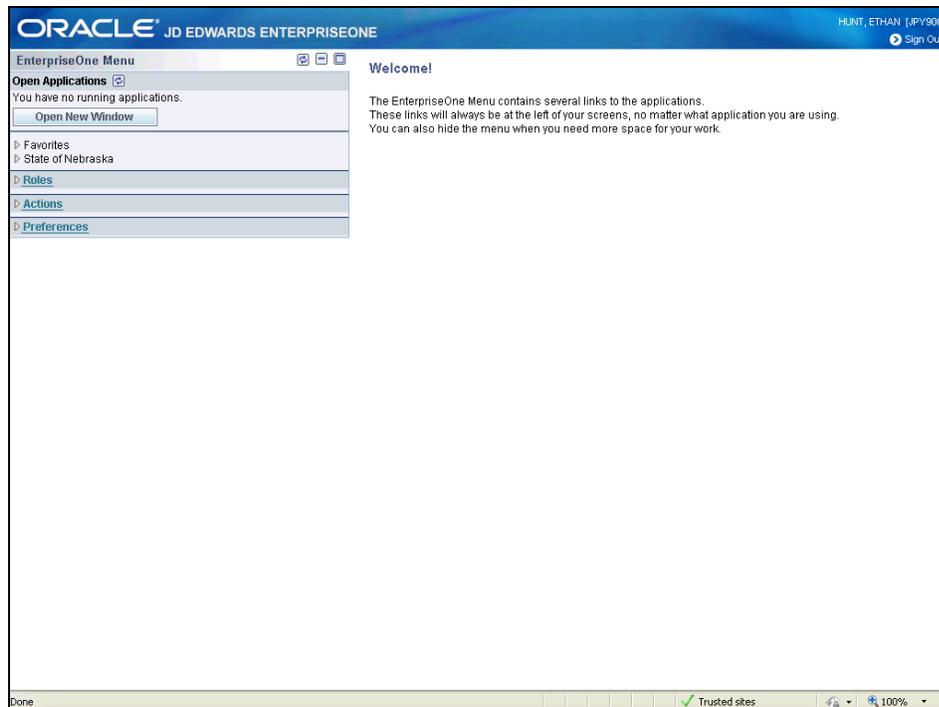
Open IBT Inquiry Overview

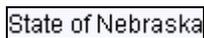
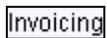
Use this work instructions to view all open (unpaid) IBT's for your Agency. These amounts shown indicate what your Agency has been billed and are still outstanding to be paid to another Agency.

Open IBT Inquiry Lesson

Procedure

In this lesson you will learn how to run an open IBT Inquiry.

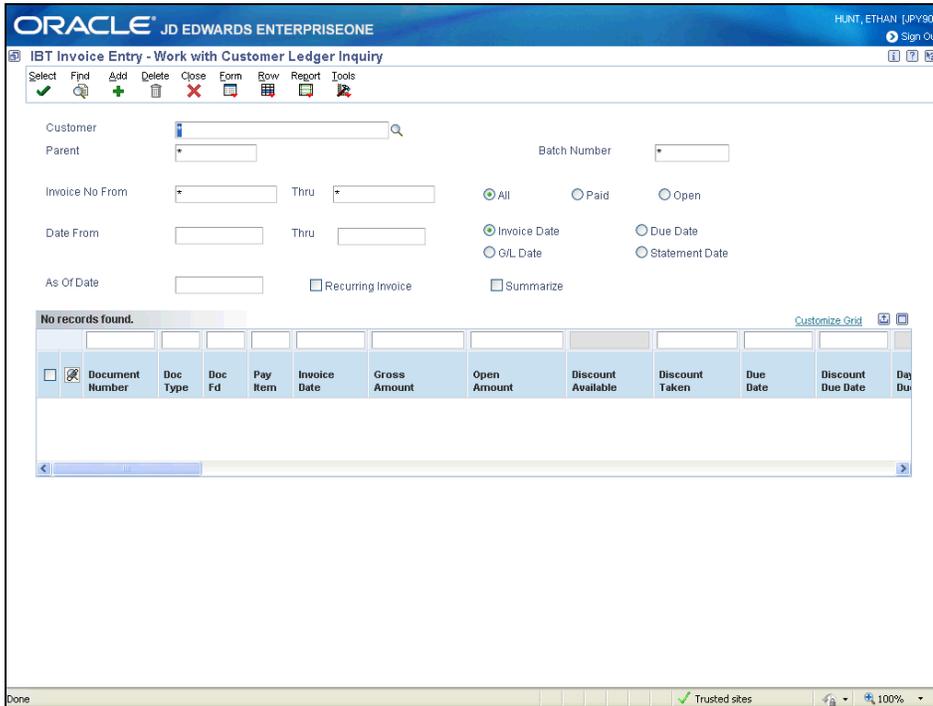


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Receivable link. 
3.	Click the Accounts Receivable Processing link. 
4.	Click the Invoicing link. 

Training Guide

Open IBT Inquiry

Step	Action
5.	Click the Enter & Print Invoice link.
6.	Click the IBT Invoice Entry link.



Step	Action
7.	Click the Open radio button.
8.	In the grid area, scroll to the far right and find the Agcy column.
9.	Click in the Agcy field.
10.	Enter your 3-digit Agency number. Note: AS will need to use the visual assist to search for the correct code, as DAS is broken down into divisions. Note: Agencies billed by the University will need to enter 051 in the Agcy Code field and search for their agency name in the Remark field. (Ex. Enter *Education* in the Remark field.)
11.	Click the Find button.

Step	Action
12.	This will result in all, open (unpaid) IBT's for your Agency. These are the amounts your Agency has been billed and are still outstanding to be paid to another Agency.
13.	Click the Close button. 
14.	You have successfully completed this lesson. End of Procedure.