

**Quick Reference**

Report ID/Name	Data Selection/ Processing Options	Expected Outcome	Navigation	Cover Sheet (Y/N)	Comments
R04423B A/P Detail - with Aging	Utilize one or more of these Data Selections to narrow report results: 1. Leave row one and two as is, enter Fund in row three. Data Sequencing: move Discount Due Date up to see A/P by date	1. Provides open accounts payable with aging (including due date, fund, and supplier address book number) sorted by due date.	Payables > Accounts Payable Inquiries & Reports > Accounts Payable Reports > AP Detail Reports	N	Discount Due Date is actually the Due Date. The Due Date that prints on report is the (DDJ) Discount Due Date. Work instructions indicate which field to use when running report to reflect the Due Date on the printed report.  This report was presented at 8/24/06 BUG meeting
	2. Same as option 1, enter Address book (F0101) number in row four. Data Sequencing: if running on more than one AB#, move AB# to top.	2. Provides open accounts payable with aging( including due date, fund, and supplier address book number) sorted by AB#.			
	3. Same as option 1, add row for Discount due Date.	3. Provides open accounts payable ( including due date, fund, and supplier address book number) for a Due Date or range of Due Dates.			

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R04423A A/P Detail - with Remarks	<p>1. Choose NE999003 to run report by fund. Data Selection: Leave row one and two as is, enter fund in row three. Data Sequencing: move Discount Due Date up to see A/P by date</p>	<p>1. Provides open Accounts Payable with remarks (including due date, fund, and supplier address book number) sorted by due date.</p>	Payables > Accounts Payable Inquiries & Reports > Accounts Payable Reports > AP Detail Reports	N	Discount Due Date is actually the Due Date. The Due Date that prints on report is the (DDJ) Discount Due Date. Work instructions indicate which field to use when running report to reflect the Due Date on the printed report.
	<p>2. Choose NE999002 to run report by AB# Data Selection: Same as option 1, enter Address book (F0101) number in row four. Data Sequencing: if running on more than one AB#, move AB# to top.</p>	<p>2. Provides open accounts payable ( including due date, fund, and supplier address book number) sorted by AB#.</p>			
	<p>3. Data Selection: Same as option 1, add row for Discount due Date.</p>	<p>3. Provides open accounts payable ( including due date, fund, and supplier address book number) for a Due Date or range of Due Dates.</p>			

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R5509140 Detailed Payment Register	Utilize one or more of these Data Selections to narrow report results: 1. Leave as is to run for all agency's business units, funds, and payments.  Processing options: Enter 3 digit Agency Number, Century (20), Fiscal Year, and Period Number- General Ledger 2. Add row for Business unit (F0006). 3. Add row for Fund (F0911).	For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summarized instead of detailed. This register also lists multi-stub payments and payments that were voided due to a reset.	Payables > Accounts Payable Inquiries & Reports > Accounts Payable Reports > Payment Register/Detail Reports	N	This report can be run for all of an agency's business units, funds, and payments or you can limit the report by business unit and/or fund. The report subtotals by document, business unit and division. It lists the payments by document number, does not show the account coding for the document but does show the account description and the remark noted in NIS by the agency. This report has a little less information than the G/L Detail Report, but does include document #, payee #, and BU.
R04424 AP Payment History Detail	Utilize one or more of these Data Selections to narrow report results: 1. Add row to narrow by Payee Address Number (Vendor)	Run this report to review payment information for vendor(s). You will only see detail information for payments made by your agency. The header information in the report lists vendor address book number, payment number, payment date, and payment	Payables > Accounts Payable Inquiries & Reports > Accounts Payable Reports > Payment Register/Detail Reports	N	

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	2. Add row to narrow by Date Range (Date - Batch)	amount. The detail information lists the invoice number & date, document type & number, payment amount, supplier number, and description. This report can be run by vendor, payment date(s), and/or a range of dates.			
R5514001 G/L Post Budget Failure Report	Batch Number = enter the batch number to print on report  Batch Type = enter the batch type	Run this report to obtain details about a batch that failed to post.	Payables > Accounts Payable Inquiries & Reports > Accounts Payable Reports	N	Exists on many menus. Instructions in the Budget Failure Manual.  This report was presented at 8/21/06 BUG meeting.
R04305 Print Voucher Journal	Batch Number = enter the batch number to print on report	Review vouchers before posting, or can be used if Voucher Pre-audit report is lost.	Payables > Accounts Payable Inquiries & Reports > Accounts Payable Reports	N	This report was presented at the 8/24/06 BUG meeting.

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R5509314N Voucher Pre-Audit Report	Batch Number = enter the batch number to print on report	Run report to facilitate the pre-audit process. Shows specific voucher data including alternate payee and handling code; will also print warnings of possible problems with the individual vouchers.	Payables > Accounts Payable Inquiries & Reports > Accounts Payable Reports	N	
R55434 Purchase Card Journal Report		View what has been purchased with the P-Card	Payables > Accounts Payable Inquiries & Reports > Accounts Payable Reports	N	Setup by agency (each agency has their own version), only used by agencies who use the Purchasing card.
R5509699 Received Not Vouchered Report	A date range will be entered in Processing Options.  Utilize one or more of these Data Selections to narrow report results:  1. Enter your 3-digit agency number. Enter a Fund number. Leave all other data selection as is.	View Purchase Orders that have been received, but not yet vouchered.	Payables > Accounts Payable Inquiries & Reports > Accounts Payable Reports	N	

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	2. Same as option 1, change Purchase Order = enter a specific PO number, if desired.				
R5743960A Received/Vouch ered Status Report	Utilize one or more of these Data Selections to narrow report results: 1. Enter 3-digit agency number. Leave all other data selection as is. 2. Same as option 1; add row for Business unit 3. Same as option 1; add row for Fund	Provides detailed information about purchase orders	Payables > Accounts Payable Inquiries & Reports > Accounts Payable Reports > Received/Vouchered Status Report	N	This report was presented at the 8/24/06 BUG meeting, and again at the 10/31 SPUG and 11/29 BUG meetings with corrections.

PO in the Right Operand stands for Processing Options. This screen appears after the data selection screen. Please do not enter your info for this on data selection but rather in processing options.

R04 = Canned JDE Report

R55, R58, R57, R59 = Created by State of NE