

Quick Reference

Report ID/Name	Data Selection/ Processing Options	Expected Outcome	Navigation	Cover Sheet (Y/N)	Comments
R55B4201B Open A/R Detail with Aging by Fund	Utilize one or more of these Data Selections to narrow report results: 1. Fund = enter fund number (or enter Fund is greater than blank to see all Funds for your agency)	1. View amount each customer owes the 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. Report also differentiates between regular invoices and IBTs.	Accounts Receivable > Inquiries & Reports > A/R Reports	Y	Current = 1-30 days.
	2. Address Number = enter Customer or Facility AB#	2. View amount the customer owes by fund (this same information can be found for a single customer via Customer Ledger Inquiry)			
	3. Date - For G/L (Voucher) = enter due date from which to run report	3. View amounts due based on date entered. Use this to run report without current items(enter date 30 days past).			
R55B413A Open AR Summary by Fund	Utilize one or more of these Data Selections to narrow report results: 1. Fund = enter fund number (or enter Fund is greater than blank to see all Funds for your agency)	1. View summary amount each customer owes the fund by number of days (current, 31-60 days, 61-90 days, up to 120 days, etc.)	Accounts Receivable > Inquiries & Reports > A/R Reports	Y	
	2. Address Number = enter Customer or Facility AB#	2. View amount the customer owes by fund (this same information can be found for a single customer via Customer Ledger Inquiry)			

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	3. Date - For G/L (Voucher) = enter due date from which to run report	3. View amounts due based on date entered. Use this to run report without current items(enter date 30 days past).			
R55B4201A Open A/R Customer Receipt History by Fund	Utilize one or more of these Data Selections to narrow report results: 1. Fund = enter fund number (or enter Fund is greater than blank to see all Funds for your agency) 2. Address Number = enter Customer or Facility AB# 3. Date - For G/L (Voucher) = enter due date from which to run report	Use to review open items, such as invoices, credit memos, and unapplied receipts, for every customer. This report includes the remarks that are associated with each pay item. For example, during invoice entry, you might enter a remark to describe the type of service or product in which the customer is being billed. This report shows totals for each company and a grand total for all companies.	Accounts Receivable > Inquiries & Reports > A/R Reports	Y	
R55B311 Receipt Journal	1. Data Selection: Batch Number = Cash Application batch number	Review detailed transactions including deposits and cash application batches.	Accounts Receivable > Deposit Processing > Receipt Journal	N	

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.

R03 = Canned JDE Report

R55 = Created by State of NE