Running the Open AR Detail with Aging – by Fund Report (R55B4201B)

Overview

Run this report to view 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.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: http://www.das.ne.gov/.

Navigation

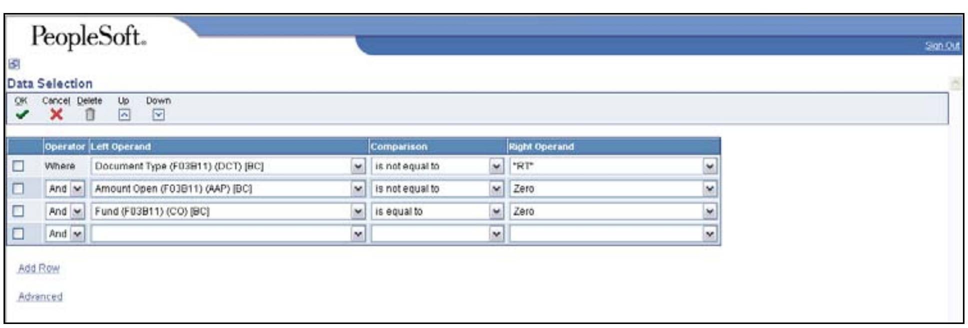
Click Roles, Accounts Receivable.
(Citrix users – right click on the menu, choose Apply Roles, choose Accounts Receivable.)

Accounts Receivable > Inquiries & Reports > A/R Reports > Open A/R Detail with Aging – By Fund

Steps

Start this instruction from the Version Prompting window.

1. Choose **Data Selection**.
2. Click **Submit**. The Data Selection window appears.



3. In the third row (Fund), complete the following information:

- Right Operand = choose Literal from the drop-down arrow and enter 5-digit fund number (ex. 56650)

To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

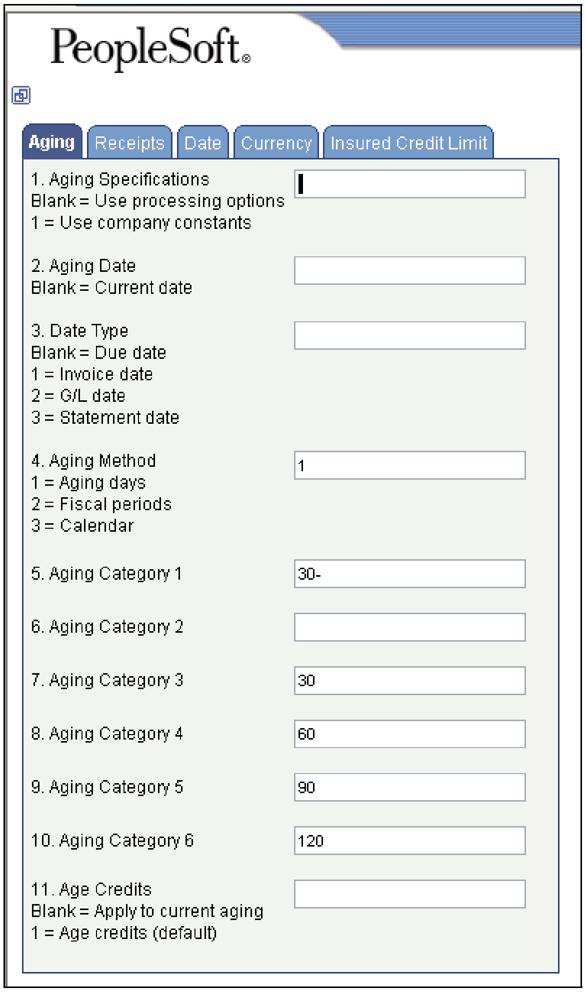
To view the amount a **specific customer** (vendor) owes by fund complete the following information in the first blank row: (please note: this same information for a single supplier can be found on the Customer Ledger Inquiry)

- Left Operand = Address Number (F0101) (AN8) [BC]
- Comparison = is equal to
- Right Operand = choose Literal from the drop-down arrow and enter the Customer or Facility address book number.

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):

- 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 and enter the due date from which to run the report

4. Click **OK**. The Processing Options window appears.



5. Enter or verify the following information under the **Aging** tab:
   - Aging Specification – leave blank (if "1" is entered, all processing options entered will be ignored)
   - Aging Date - leave blank, or enter aging date to age open balances
   - Data Type – enter date type from which to age accounts
   - Aging Method –
     - Enter "1" to view report 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 report by month (January, February, etc.)
   - Aging Category 1 – 30- (negative)
   - Aging Category 3 – 30
   - Aging Category 4 – 60
   - Aging Category 5 – 90
   - Aging Category 6 – 120
   - All others – blank
6. Click the Date Tab and ensure the date field is blank.
7. Leave all other Processing Option tabs as they are.

8. Click **OK**. The Printer Selection window appears.

To run report in CSV, check the CSV box in the Document Setup tab.

9. Click **OK** to return to the main menu.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R55B4201B_…) once the Description is "Done". For information on viewing reports in CSV, refer to the Review a Report in CSV Work instructions.