

## Running the Open AR Summary by Fund Report (R55B413)

### 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.

 This report is sequenced by Fund.

### 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

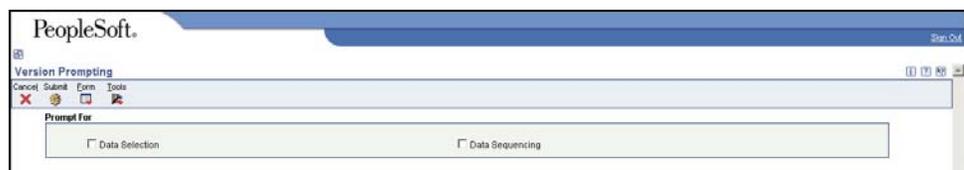
Click Roles, Accounts Receivable.

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

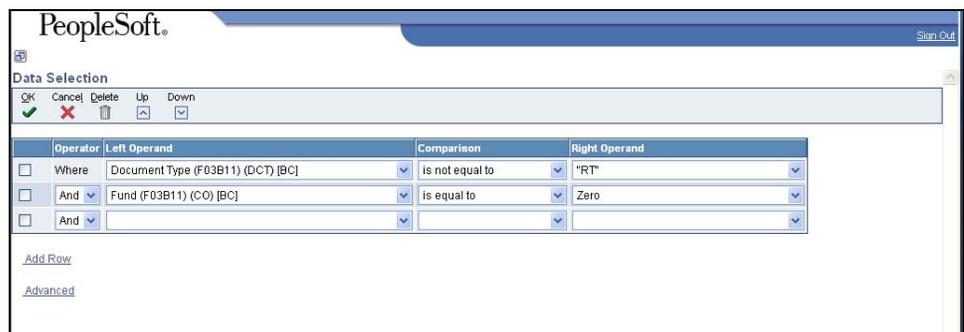
Accounts Receivable > Inquiries & Reports > A/R Reports > Open A/R Summary by Fund

### Steps

Start this instruction from the Version Prompting window.



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



Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document Type (F03B11) (DCT) [BC]	is not equal to	"RT"
<input type="checkbox"/> And	Fund (F03B11) (CO) [BC]	is equal to	Zero
<input type="checkbox"/> And			

3. In the second row (Fund), complete the following information:
  - Right Operand = choose Literal from the drop down arrow, then 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, then enter the Customer or Facility address book number. (click the List of Values tab to enter more than one 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, then enter the due date from which to run the report
4. Click **OK**. The Processing Options window appears.

PeopleSoft® Sign Out

Processing Options OK Cancel

**Aging** | Aging Days | Age Credits | Print Options

1. Enter a 1 to retrieve the aging specifications from the AVR constants. If left blank, the processing options will be used for aging. NOTE: If selected, all other aging processing options will be ignored.

Age From Constants

2. Enter the Aging date to age open balances. If left blank, the current date is used as the default.

Aging Date

3. Specify one of the following dates to age accounts from: D = Due Date (default), I = Invoice Date, G = General Ledger Date, S = Statement Date.

Date to Age Accounts From

4. Specify one of the following methods for aging calculations: 1 = Aging Days (default), 2 = Fiscal Periods, 3 = Calendar.

Aging Method

5. Enter or verify the following information under the **Aging** tab:
  - 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 –
    - 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.)
6. Leave all other Processing Option tabs as they are.
  7. Click **OK**. The Printer Selection window appears.
  8. 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 (R55B413\_...) once the Description is "Done".