

Running the Open AR Customer Receipt History by Fund Report (R55B4201A)

Overview

Run this report 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, a remark might be entered 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.

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/>.

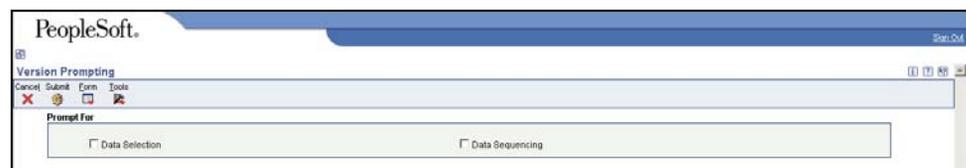
Navigation

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 AR Customer Receipt History 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 first 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:
 - 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.

PeopleSoft. Sign Out

Processing Options Help

OK Cancel

Print

1. Print Receipts

2. Include Receipts in Total

3. Date - As of

4. Currency Code - Restatement

5. Enter or verify the following information:
- Print Receipts - enter 1 to print receipts
 - Include Receipts in Total - enter 1 to include receipts in total
 - Date - As of - enter the date from which to run the report.
 - Currency Code - leave blank
6. Click **OK**. The Printer Selection window appears.
7. 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 (R55B4201A_...) once the Description is "Done".