

## Open IBT Inquiry

### Overview

Use this work instructions to view all open (unpaid) IBT's for your Agency. These amounts shown indicate what your Agency has been billed and are still outstanding to be paid to another Agency.

### NIS Policies

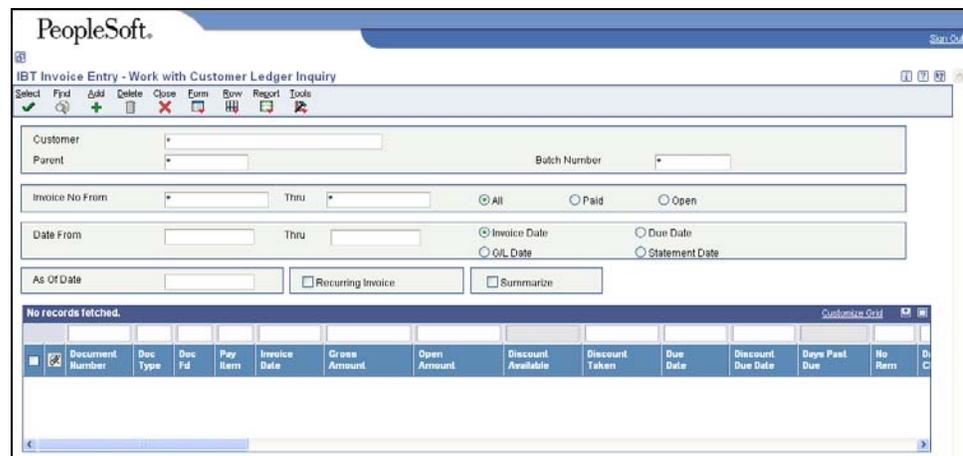
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

### Navigation

Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > IBT Invoice Entry

### Steps

Start this instruction from the Work with Customer Ledger Inquiry window.



The screenshot shows the PeopleSoft interface for 'IBT Invoice Entry - Work with Customer Ledger Inquiry'. The window title is 'PeopleSoft' and 'IBT Invoice Entry - Work with Customer Ledger Inquiry'. Below the title bar is a toolbar with icons for Select, Find, Add, Delete, Close, Form, Row, Report, and Tools. The main form area contains several input fields and radio buttons:

- Customer: [Text Field]
- Parent: [Text Field]
- Batch Number: [Text Field]
- Invoice No From: [Text Field] Thru: [Text Field]  All  Paid  Open
- Date From: [Text Field] Thru: [Text Field]  Invoice Date  Due Date  O/L Date  Statement Date
- AS Of Date: [Text Field]  Recurring Invoice  Summarize

Below the form is a grid area with the message 'No records fetched.' and a table header with columns: Document Number, Doc Type, Doc Id, Pay Item, Invoice Date, Gross Amount, Open Amount, Discount Available, Discount Taken, Due Date, Discount Due Date, Days Past Due, No Rem, and D C.

1. Click the **Open** radio button.
2. In the grid area, scroll to the far right and find the **Agcy Code** column.

3. Enter your 3-digit Agency number in the field and click **Find**.

 DAS will need to use the visual assist to search for the correct code, as DAS is broken down into divisions.

 Agencies billed by the University will need to enter 051 in the Agcy Code field and search for their agency name in the Remark field. (Ex. Enter \*Education\* in the Remark field.)

Document Number	Doc Type	Doc Fd	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date
158619	R6	52510	001	10/31/2006	4,646.00	4,646.00			11/30/2006	11/30/2006
158620	R6	52510	001	10/31/2006	740.00	740.00			11/30/2006	11/30/2006
158621	R6	52510	001	10/31/2006	2,110.00	2,110.00			11/30/2006	11/30/2006
158742	R6	21270	001	10/31/2006	40.00	40.00			11/30/2006	11/30/2006
158753	R6	50900	001	11/01/2006	117.31	117.31			12/01/2006	12/01/2006

4. This will result in all, open (unpaid) IBT's for your Agency. These are the amounts your Agency has been billed and are still outstanding to be paid to another Agency.