

Performing Accounts Receivable Inquiries

Overview

In NIS, you can view the customer ledger information such as receipt and draft details, ledger details, invoice entry information, and general ledger distribution information. You can also view the account balance information for a customer.

This work instruction shows the process to:

[Perform Customer Ledger Inquiry](#)

[Perform Account Balance Inquiry](#)

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.)

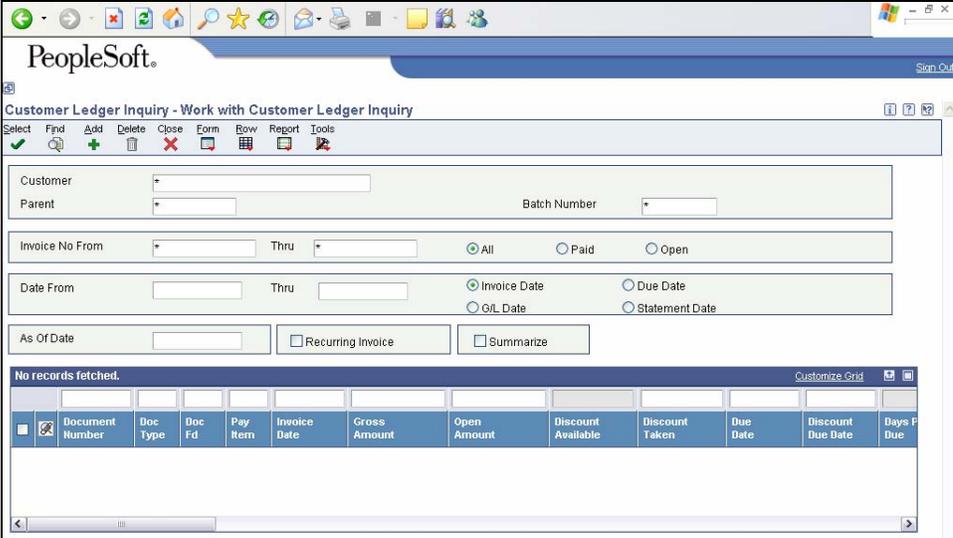
Receivables > Inquiries & Reports > A/R Inquiries:
 > Customer Ledger Inquiry, or
 > Account Balance Inquiry

Steps

Perform Customer Ledger Inquiry

Navigation: Receivables > Inquiries & Reports > A/R Inquiries > Customer Ledger Inquiry

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



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Customer Ledger Inquiry - Work with Customer Ledger Inquiry

Select Find Add Delete Close Form Row Report Tools

Customer [] Parent [] Batch Number []

Invoice No From [] Thru [] All Paid Open

Date From [] Thru [] Invoice Date Due Date
 O/L Date Statement Date

As Of Date [] Recurring Invoice Summarize

No records fetched. Customize Grid

Document Number	Doc Type	Doc Id	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Days P Due
No records fetched.											

1. Enter the following information in the header:
 - Customer – customer Address Book number
 - Date From – beginning date of inquiry
 - Thru – ending date of inquiry
2. Enter **RU** in the QBE field above Doc Type.
3. Click **Find**.
4. Choose the Document Number desired.
5. Click **Row, Receipt/Draft Dtls**.
6. Choose the Payment ID desired, may default as chosen.
7. Click **Select**. The Customer Ledger Inquiry - Receipt Entry window appears.
8. Review the information.
9. Click **Cancel**.
10. Click **Close**.
11. Choose the Document Number desired.
12. Click **Row, Cust Ledger Detail**.
13. Review the information.
14. Click **Cancel**.
15. Choose the Document Number desired.
16. Remove Document Number and Doc Type From the QBE line of the Grid.
17. Click **Find**.
18. Choose any document type which is not RU or RB to continue query demonstration.
19. Click **Row, Invoice Entry**.
20. Click **Row, Details**. The Customer Leger Inquiry - Customer Ledger Detail window appears.
21. Review the information.

22. Click **Cancel**.
20. Click **Cancel**.
21. Choose the Document Number desired.
22. Click **Row, G/L Distribution**.
23. Review the information, Click **Cancel**.
24. Click **Close**.

Perform Account Balance Inquiry

Navigation: Receivables > Inquiries & Reports > A/R/ Inquiries > Account Balance Inquiry

Start this instruction from the Account Balance Inquiry – Account Balance Inquiry window.

1. Enter the following information in the header:
 - Fund
2. Click **Find**.
3. Choose the Customer Number desired.
4. Click **Row, Customer Ledger**.
5. Review the information.
6. Click **Close**.
7. Choose the Customer Number desired.
8. Click **Row, Account Status**.

You can change or add customer information associated with the account. Some of the common changes are listed below:

To add another customer contact:

9. Click **Form, Who's Who**.

10. Uncheck any box that is checked.
 11. Click on the first empty item to enter a new customer contact.
 12. Click in the grid and enter the following information:
 - Mailing Name – contact's name
 - Title
 - Type Code – define the user
 13. Click OK, to create the contact entry.
 14. Click **Form, Who's Who**.
 15. Chose your new entry.
- To change other information:
16. Click **Row**, then any of the following:
 - **Detail**
 - **Phones**
 - **Contact Information**
 - **Email / Internet**
 - **Attachments**
 17. Click **OK** when complete.
 18. Click **Cancel**.
 19. Click **Cancel**. The Account Balance Inquiry - Account Balance Inquiry window appears.
 20. Click **Close**.