

Processing Accounts Receivable Reports

Overview

In NIS, you can create a number of reports for analysis and informational purposes.

The following reports are available and can be viewed online or printed:

- ◆ Open A/R Detail with Aging
- ◆ Open A/R Detail – Summarized
- ◆ Open A/R Detail with Remarks
- ◆ Open A/R Summary Analysis
- ◆ Statistical Trend Analysis
- ◆ Invoice Trend Analysis
- ◆ Receipt Trend Analysis
- ◆ Aging Trend Analysis

The functionality for creating these reports is similar and only the following reports will be presented in this Work Instruction:

[Process Open A/R Detail with Aging Report](#)

[Process Open A/R Detail – Summarized Report](#)

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 Reports:

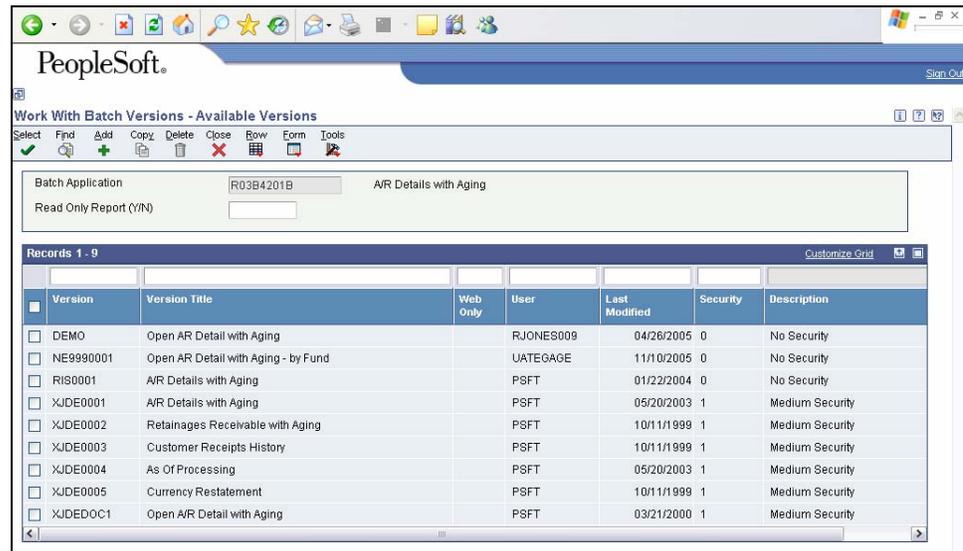
- > Open A/R Detail with Aging, or
- > Open A/R Detail – Summarized, or
- > Open A/R Detail with Remarks, or
- > Open A/R Summary Analysis, or
- > Statistical Trend Analysis, or
- > Invoice Trend Analysis, or
- > Receipt Trend Analysis, or
- > Aging Trend Analysis

Steps

Process Open A/R Detail with Aging Report

Navigation: Receivables > Inquiries & Reports > A/R Reports > Open A/R Detail with Aging

Start this instruction from the Work with Batch Versions – Available Versions window.



1. Choose the Version, NE9990001.
2. Click **Select**. The Version Prompting window appears.
3. Choose **Data Selection**.
4. Click **Submit**.
5. In the third line, change the Right Operand to **Literal**.
6. Enter the **Fund** in the Literal Value field.
7. Click **OK**.
8. Click **OK**. The Processing Options window appears.
9. Enter or verify the following information under the **Aging** tab:
 - Aging Specification – 1
 - Aging Method – 1
 - Aging Category 1 – 30- (negative)
 - Aging Category 3 – 30
 - Aging Category 4 – 60
 - Aging Category 5 – 90
 - Aging Category 6 – 120
 - All others – blank
10. Click **OK**. The Printer Selection window appears.
11. Click **OK**. The Work with Batch Versions - Available Versions window appears.

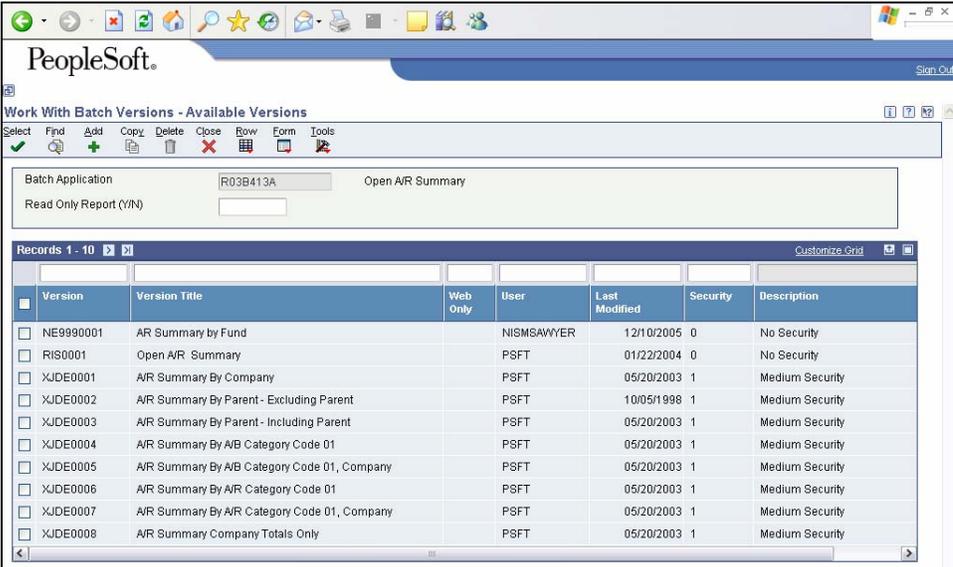
12. Click **Close**.

-  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 (R03B4201B_...) once the Description is "Done".

Process Open A/R Detail - Summarized Report

Navigation: Receivables > Inquiries & Reports > A/R Reports > Open A/R Detail – Summarized

Start this instruction from the Work with Batch Versions – Available Versions window.



Version	Version Title	Web Only	User	Last Modified	Security	Description
<input checked="" type="checkbox"/>	NE9990001 AR Summary by Fund		NISMSAWYER	12/10/2005	0	No Security
<input type="checkbox"/>	RIS0001 Open A/R Summary		PSFT	01/22/2004	0	No Security
<input type="checkbox"/>	XJDE0001 A/R Summary By Company		PSFT	05/20/2003	1	Medium Security
<input type="checkbox"/>	XJDE0002 A/R Summary By Parent - Excluding Parent		PSFT	10/05/1998	1	Medium Security
<input type="checkbox"/>	XJDE0003 A/R Summary By Parent - Including Parent		PSFT	05/20/2003	1	Medium Security
<input type="checkbox"/>	XJDE0004 A/R Summary By A/B Category Code 01		PSFT	05/20/2003	1	Medium Security
<input type="checkbox"/>	XJDE0005 A/R Summary By A/B Category Code 01, Company		PSFT	05/20/2003	1	Medium Security
<input type="checkbox"/>	XJDE0006 A/R Summary By A/R Category Code 01		PSFT	05/20/2003	1	Medium Security
<input type="checkbox"/>	XJDE0007 A/R Summary By A/R Category Code 01, Company		PSFT	05/20/2003	1	Medium Security
<input type="checkbox"/>	XJDE0008 A/R Summary Company Totals Only		PSFT	05/20/2003	1	Medium Security

- Choose the Version, NE9990001.
- Click **Select**.
- Choose **Data Selection**.
- Click **Submit**.
- In the line with the Left Operand as "Fund", change the Right Operand to **Literal**.
- Enter the **Fund** in the Literal Value field.
- Click **OK** to return to the Data Selection window.
- Click **OK**. The Processing Options window appears.
- Enter the following information under the **Aging** tab:
 - Age From Constants – 1
 - As of Date – usually current date
 - Date to Age Accounts From – choose from selections on screen or use Visual Assist and select from the list
 - Aging Method – choose from selections on screen or use Visual Assist and select from the list

10. Click **OK**. The Printer Selection window appears.
 11. Click **OK**. The Work with Batch Versions - Available Versions window appears.
 12. Click **Close**.
-  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 (R03B413A_...) once the Description is "Done".