

Creating Accounts Receivable Statements

Overview

In NIS, you can produce an online or printable version of a Statement of Account for a customer or number of customers. You will have these statements available on the system after they are created so they can be viewed and/or printed later.

This work instruction shows the process for:

[Statement Notification Refresh](#)

[Review Statements](#)

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 > Accounts Receivable Processing > Statement Processing:

> Statement Notification Refresh, or

> Review Statements

Steps

Statement Notification Refresh

Navigation: Receivables > Accounts Receivable Processing > Statement Processing > Statement Notification Refresh

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

PeopleSoft®

Work With Batch Versions - Available Versions

Batch Application: R03B500X Statement Notification Refresh

Read Only Report (Y/N):

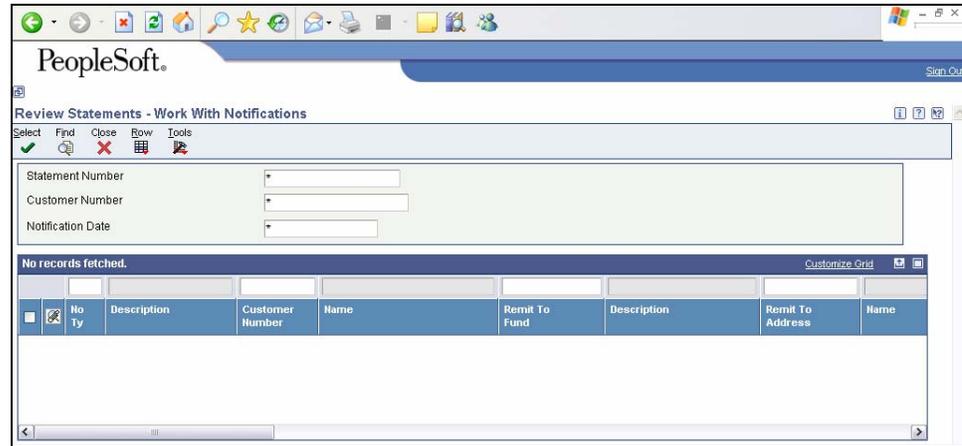
Version	Version Title	Web Only	User	Last Modified	Security	Description
<input type="checkbox"/> NE034001	Statement Refresh - Library Commission		DSHOEMA	05/02/2003	0	No Security
<input type="checkbox"/> NE9990001	Statement Refresh - by Fund		NIMSASAWYER	12/10/2005	0	No Security
<input type="checkbox"/> NIS0002	HHSS Lab Statement		NIMSASAWYER	10/13/2005	0	No Security
<input type="checkbox"/> RIS0001	Statement Notification Refresh		PSFT	01/22/2004	0	No Security
<input type="checkbox"/> XJDE0001	Statement Notification Refresh		PSFT	05/21/2003	1	Medium Security
<input type="checkbox"/> XJDE0002	Statement Refresh with Draft		PSFT	05/21/2003	1	Medium Security
<input type="checkbox"/> XJDE0003	Statement Refresh (Consolidation & Multi-Currency)		PSFT	05/21/2003	1	Medium Security
<input type="checkbox"/> XJDE0004	Statements Refresh with Drafts by Due Date		PSFT	08/05/2003	1	Medium Security
<input type="checkbox"/> XJDEDOC001	Statement Notification Refresh - Documentation		PSFT	05/21/2003	1	Medium Security

1. Choose the Version Title, **Statement Refresh – by Fund**.
 2. Click **Select**.
 3. Choose **Data Selection**.
 4. Click **Submit**.
 5. Change the Right Operand to **Literal**.
 6. Enter the **Fund** number in the Literal Value field.
 7. Click **OK** to return to the Data Selection window.
 8. Click **OK**. The Processing Options window appears.
 9. Enter the following information under the **Aging** tab:
 - Statement Date – date to print on the Statement
 10. Enter the following information under the **Update** tab:
 - Date-As Of – as of date of aging
 11. Click **OK**. the Printer Selection window appears.
 12. Click **OK**. The Work With Batch Versions - Available Versions window appears.
 13. 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 (R03B5001_...) once the Description is "Done".
-  Three jobs will be generated.
- R03B500X_NE9990001, which will appear as a blank report if viewed.
- R03B5005_ZJDE0001, which will give a ude error if viewed.
- R03B5001_NE999001, which is the report.

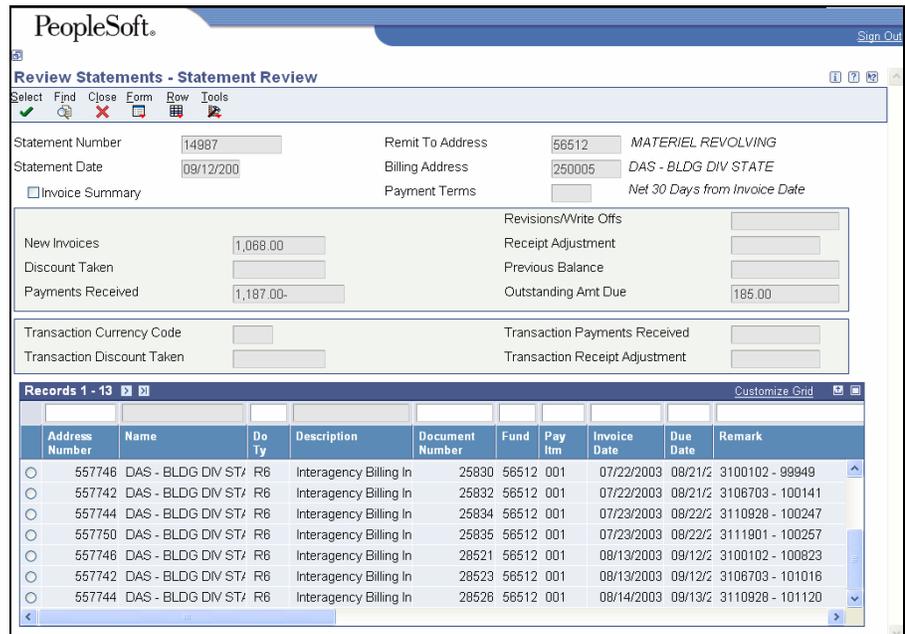
Review Statements

Navigation: Receivables > Accounts Receivable Processing > Statement Processing > Review Statements

Start this instruction from the Review Statements – Work with Notifications window.

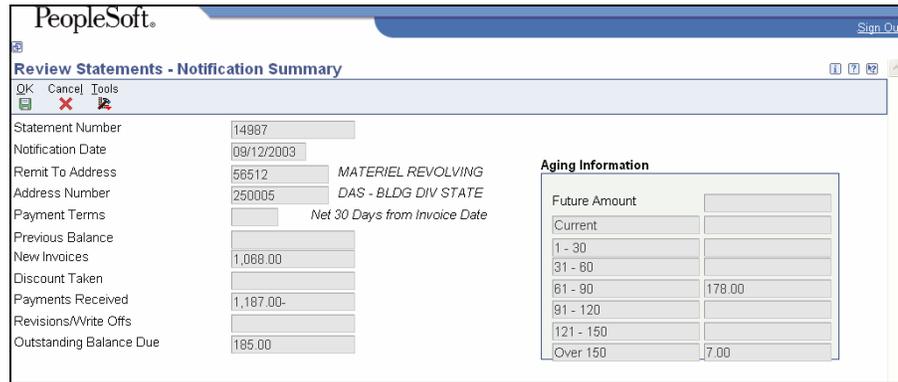


1. Enter any or all of the following information in the header:
 - Statement Number
 - Customer Number
 - Notification Date
2. Click **Find**.
3. Choose the desired Statement.
4. Click **Select**. The Review Statements – Statement Review window appears.



5. View the window, click **Close**.

- Click **Row, Summary**. The Review Statements – Notification Summary window appears.



- View the window, click **Cancel**.
- To reprint, click **Row, Reprint**. Notice the green check mark(s) next to rows flagged for reprint.
- Click **Row, Print Information**. The Print Information window appears.



- Click **OK**.
- Click **Cancel** to return to the Review Statements - Notification Summary window.
- Click **Close**. The Printer Selection window appears.
- Click **OK**.
-  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 (R5503611_...) once the Description is "Done".