

**GEARS**

General Enterprise And Resource Support

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**REP300-AR**  
**Accounts Receivable Reports**

**June 24, 2013**

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# **REP300-AR Accounts Receivable Reports**

## **Course Overview**

The REP300-AR course covers the delivered GEARS reports that are expected to be the most useful to manage Accounts Receivable activity at the Judiciary. The course includes an explanation of the report or how it is used, the navigation to the report in GEARS, and the Run Control record that is used to initiate the report or inquiry. Report output will be reviewed in class.

**Training Guide**  
**REP300-AR Reports**



**OTC Reports - Summary**

Report Name	Report ID	Menu Path	Purpose
Invoice Status Change Report	BIIVCSTS	Billing>Maintain Bills>Change Status of Bills	Lists all Bills where Status has been changed from New to Ready.
Load GL Accounting Entries	BILDGL01	Billing>Generate Invoices>Non-Consolidated>Single Action Invoice	Lists the accounting entries for each invoice produced within that run of the invoice process.
Load AR Pending Items	BILDAR01	Billing>Generate Invoices>Non-Consolidated>Single Action Invoice Billing>Generate Invoices>Reproduce Reports>Pending AR Items	Lists the invoices which will be loaded to AR after Receivables Update is run.
FAR Report	AOCARR01	Billing>Interface Transactions>AOC Bill Funds Allocation Report	Summarized all BUS transaction by PCA and Object for a given Z-Date.
Invoice Register by Invoice Number/Customer	BIIVC002	Billing>Generate Invoices>Reports>Invoice Register	Would only be run for Bad Check Credit Bills
Aging Detail By Business Unit	AR30003	AR>Receivables Analysis>Aging>Aging Detail By Unit Report	Aging for each customer item within a Business Unit
Aging Summary By Business Unit	AR30004	AR>Receivables Analysis>Aging>Aging Summary By Unit Report	Aging Summary for each Customer within a Business Unit
Customers By Unit	AR31002	AR>Customer Accounts>Customer Reports>Customers By Unit	List all customers in AR for a given Business Unit. Regardless whether they have open or closed balances.
AR Business Unit Activity Report	AR6001	AR>Receivables Analysis>Receivables Reports>Business Unit Activity	List summarized transactions for a business unit for a given date.

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Proforma Invoice		Billing>Maintain Bills>Standard Billing	For printing a hard copy invoice to be sent to the Local Customer.
Payment Summary	AR2003	AR>Payments>Reports>Payment Summary	Lists summary by customer for payments by BU over a given date range.
Payment Detail	AR2002	AR>Payments>Reports>Payment Detail	Lists all payment detail by BU over a given date range.
Deposit Control By Entry Date	AR2001	AR>Payments>Reports>Deposit Control By Entry Date	List detail deposit information by BU over a given date range.

## AR31002 - Customers By Unit Report

**Purpose:** List all customers in AR for a given Business Unit. Regardless whether they have open or closed balances.

**Navigation:** AR>Customer Accounts>Customer Reports>Customers By Unit

### Sample Run Control:

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Reports > Customers by Unit

### Customers By Unit

Run Control ID: ESCROW [Report Manager](#) [Process Monitor](#)

Language:

#### Report Request Parameters

Business Unit:	<input type="text" value="JUD52"/> 	Anne Arundel District Court
Customer Status:	<input type="text" value="All"/>	All
Customer Type:	<input type="text" value="All"/>	All
Credit Analyst:	<input type="text"/> 	
Sales Person:	<input type="text"/> 	
Collector:	<input type="text"/> 	
Sort Option:	<input type="text" value="Sort by Customer Name"/>	

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**Sample Report Output:**

Report ID: AR31002  
 Business Unit: JUD52  
 Customer Type: ALL VALUES  
 Credit Analyst: ALL VALUES  
 Salesperson: ALL VALUES  
 Collector: ALL VALUES  
 Status: ALL VALUES

PeopleSoft Receivables  
 BUSINESS UNIT CUSTOMERS

Page No. 1  
 Run Date 06/24/2013  
 Run Time 15:50:03

BUSINESS UNIT: JUD52

Customer	Name	Address Description	City	St	Postal	Phone	Fax	Corp	Type	Credit	Sales	Clct	S
1000000007	Buster	Dougl Main Address	Towson	MD	21204			Buster	1	DEFAUL	DEFAUL	DEFAUL	A
1000000013	Jane	Doe Main Address	Baltimore	MD	21228			Jane	1	DEFAUL	DEFAUL	DEFAUL	A
1000000009	Jim	Brown Main Address	Towson	MD	21286			Jim	1	DEFAUL	DEFAUL	DEFAUL	A
1000000015	John Porter	Main Address	Baltimore	MD	21228			John Porte	1	DEFAUL	DEFAUL	DEFAUL	A
1000000014	Johnathan Doe	Main Address	Baltimore	MD	21228			Johnathan	1	DEFAUL	DEFAUL	DEFAUL	A
1000000016	Smith Carl		Hollywood	MD	20155			Smith Carl	1	DEFAUL	DEFAUL	DEFAUL	A
1000000012	ben lee	Main Address	balto	MD	21204			ben lee	1	DEFAUL	DEFAUL	DEFAUL	A
1000000005	sam	smith Main Address	annapolis	MD	21401			sam	1	DEFAUL	DEFAUL	DEFAUL	A
1000000011	steve	jones Main Address	balto	MD	21203			steve	1	DEFAUL	DEFAUL	DEFAUL	A

TOTAL # OF CUSTOMERS FOR JUD52 : 9

---

GRAND TOTAL FOR REPORT 9

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## AR6001 - Business Unit Activity Report

**Purpose:** List summarized transactions for a business unit for a given date.

**Navigation:** AR>Receivables Analysis>Receivables Reports>Business Unit Activity

### Sample Run Control:

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity

### Unit Activity

Run Control ID: ESCROW [Report Manager](#) [Process Monitor](#)

Language:

**Report Request Parameters**

From Date:	<input type="text" value="06/01/2013"/>	<input type="button" value="B1"/>
To Date:	<input type="text" value="06/24/2013"/>	<input type="button" value="B1"/>
Business Unit:	<input type="text" value="JUD52"/>	<input type="button" value="Search"/> Anne Arundel District Court
Summarize:	<input type="text" value="By Entry Type"/>	

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**Sample Report Output:**

Report ID: AR60001  
Business Unit: JUD52\*  
Summary Option: By Entry Type

PeopleSoft Receivables  
UNIT ACTIVITY

Page No. 1  
Run Date 06/24/2013  
Run Time 15:54:47

Business Unit: JUD52 Anne Arundel District Court

Beginning Balance: -2,470.00 USD 01-JUN-2013

ENTRY TYPE	AMOUNT
On Account Payment	-6,771.67
Refund Credit	4,971.67

Ending Balance: -4,270.00 USD 24-JUN-2013

## AR2003 - Payment Summary Report

**Purpose:** Lists summary by customer for payments by BU over a given date range.

**Navigation:** AR>Payments>Reports>Payment Summary

### Sample Run Control:

Favorites | Main Menu > Accounts Receivable > Payments > Reports > Payment Summary

### Payment Summary

Run Control ID: ESCROW [Report Manager](#) [Process Monitor](#)

Language: English

**Report Request Parameters**

From Date:	06/01/2013
To Date:	06/24/2013
Deposit Unit:	JUD52 Anne Arundel District Court
Amount Type:	Base Curr
User ID:	
Deposit ID:	
Posting Status:	Not Posted

# Training Guide

## REP300-AR Reports



### Sample Report Output:

Report ID: AR20003		PeopleSoft Receivables		Page No. 1
Deposit BU: JUD52		PAYMENT SUMMARY		Run Date 06/24/2013
Report Currency: Base Amount		For 01-MAR-2013 through 21-JUN-2013		Run Time 19:47:06
Deposit ID: ALL VALUES				
OPRID: ALL VALUES				
Post Status: All				

Entry Dt	Dep BU	Deposit ID	OPRID	Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
-----	-----	-----	-----	-----	-----	---	-----	-----	-----	-----
03/02/2013	JUD52	6	debbie.seipp	debbie.seipp	Not Posted	1	03/19/2013	CK15	Ident	250.00 USD
								TOTAL FOR 6		250.00 USD
								TOTAL FOR JUD52		250.00 USD
								TOTAL FOR 03/02/2013		250.00 USD

## AR2002 - Payment Detail Report

**Purpose:** Lists all payment detail by BU over a given date range.

**Navigation:** AR>Payments>Reports>Payment Detail

### Sample Run Control:

Favorites | Main Menu > Accounts Receivable > Payments > Reports > Payment Detail

### Payment Detail

Run Control ID: ESCROW

[Report Manager](#)

[Process Monitor](#)

Run

Language: English

#### Report Request Parameters

From Date:	06/01/2013	
To Date:	06/24/2013	
Deposit Unit:	JUD52	 Anne Arundel District Court
Amount Type:	Base Curr	
User ID:		
Deposit ID:		
Posting Status:	Not Posted	

# Training Guide

## REP300-AR Reports



### Sample Report Output:

Seq	Acctg Dt	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason	Post	Pending Item Amount
Report ID: AR20002 Deposit BU: JUD52* Report Currency: Base Amount Deposit ID: ALL VALUES OPRID: ALL VALUES Post Status: ALL VALUES									
PeopleSoft Receivables PAYMENT DETAIL For 01-MAR-2013 through 21-JUN-2013									
Page No. 1 Run Date 06/24/2013 Run Time 19:48:38									
Entry Date: 03/02/2013									
Deposit: JUD52 6 Operator: debbie.seipp									
1	03/19/2013	CK15	250.00 USD	I				NO	
TOTALS FOR 6			250.00 USD						0.00
TOTALS FOR JUD52			250.00 USD						0.00
TOTALS FOR 03/02/2013			250.00 USD						0.00
Entry Date: 03/05/2013									
Deposit: JUD52 2 Operator: debbie.seipp									
1	03/05/2013	56	2,000.00 USD	C	JUD52 1000000004	test escr	OA-1	On Account ESCRW	YES -2,000.00 USD
TOTALS FOR 2			2,000.00 USD						-2,000.00 USD
TOTALS FOR JUD52			2,000.00 USD						-2,000.00 USD
TOTALS FOR 03/05/2013			2,000.00 USD						-2,000.00 USD
Entry Date: 03/11/2013									
Deposit: JUD52 3 Operator: patti.boone									
1	03/11/2013	123456	1,500.00 USD	C	JUD52 1000000008	Escrow Cus	OA-5	On Account ESCRW	YES -1,500.00 USD
TOTALS FOR 3			1,500.00 USD						-1,500.00 USD
TOTALS FOR JUD52			1,500.00 USD						-1,500.00 USD

## AR2001 - Deposit Control by Entry Date

**Purpose:** List detail deposit information by BU over a given date range.

**Navigation:** AR>Payments>Reports>Deposit Control By Entry Date

### Sample Run Control:

Favorites | Main Menu > Accounts Receivable > Payments > Reports > Deposit Control by Entry Date

### Deposit Control by Entry Date

Run Control ID: ESCROW [Report Manager](#) [Process Monitor](#)

Language:

---

#### Report Request Parameters

From Date:	<input type="text" value="06/01/2013"/> <input type="button" value="31"/>	
To Date:	<input type="text" value="06/24/2013"/> <input type="button" value="31"/>	
Unit:	<input type="text" value="JUD52"/> <input type="button" value="Q"/>	Anne Arundel District Court
Amount Type:	<input type="text" value="Base Curr"/>	
User ID:	<input type="text" value="debbie.seipp"/> <input type="button" value="Q"/>	
Deposit Type:	<input type="text"/>	
Bank Code:	<input type="text"/>	Bank Account: <input type="text"/>
Posting Status:	<input type="text" value="All"/>	

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**Sample Report Output:**

Report ID: AR20001	PeopleSoft Receivables							Page No. 1	
Business Unit: JUD52*	DEPOSIT SUMMARY							Run Date 06/24/2013	
Report Currency: Base Amount	For 01-JUN-2013 through 24-JUN-2013							Run Time 16:21:53	
Operator: debbie.seipp									
Deposit Type: ALL VALUES									
Bank Account: ALL VALUES									
Post Status: ALL VALUES									

Entry Date	Unit	Deposit ID	Oper	Assn Oper	Type	Bank Acct	Bal	Post Status	Control Amount	Entered Amount	Posted Amount	Journalled Amt
06/07/2013	JUD52	7	debbie.s	debbie.sei	Z	M&T 52E	Yes	Complete	230.00	230.00	230.00	0.00
Total For JUD52									230.00	230.00	230.00	0.00 USD
Total For 06/07/2013									230.00	230.00	230.00	0.00 USD

## AR30004 - Aging Summary By Unit

**Purpose:** Aging Summary for each Customer within a Business Unit.

**Navigation:** AR>Receivables Analysis>Aging>Aging Summary By Unit Report

### Sample Run Control:

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

### Aging Summary By Unit

Run Control ID: ESCROW [Report Manager](#) [Process Monitor](#)

Language:

---

**Report Request Parameters**

**As of Date:** 06/24/2013

**SetID:**   CORPORATE SETID

**Aging ID:**   AOC Aging

**Amount Type:**

**Rate Type:**

**\*Display Option:**

---

**System Activity** Personalize | Find | View All |   First  1 of 1  Last

*Business Unit	Description		
<input type="text" value=""/> <input type="button" value="Search"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

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**Sample Report Output:**

PeopleSoft Receivables							
AGING SUMMARY BY BUSINESS UNIT							
as of 21-JUN-2013							
Report ID:	AR30004	Page No.:	1 <th colspan="4"></th>				
Aging Id:	SHARE/AOC	Run Date:	06/21/2013 <th colspan="4"></th>				
Currency:	Base Currency	Run Time:	17:04:10 <th colspan="4"></th>				
Rate Type:							
Business Unit:	JUDS2 <th colspan="6"></th>						
Dist ID	Name	Cur	Amount	Future	Current	31-60	61-9999
JUDS2	Anne Arundel District Court						
1000000004	Test Escrow Customer 123	USD	-2,000.00				-2,000.00
1000000042	Escrow Customer 3	USD	-1,500.00				-1,500.00
JUDS2	Anne Arundel County District C	USD	-600.00				-600.00
Total Anne Arundel District Court			-4,100.00				-4,100.00

## AR30003 - Aging Detail By Business Unit

**Purpose:** Aging for each customer item within a Business Unit

**Navigation:** AR>Receivables Analysis>Aging>Aging Detail By Unit Report

### Sample Run Control:

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

### Aging Detail By Unit

Run Control ID: ESCROW [Report Manager](#) [Process Monitor](#)

Language:

**Report Request Parameters**

As of Date: 06/24/2013

SetID:   CORPORATE SETID

Aging ID:   AOC Aging

Amount Type:

Rate Type:

Customer ID:

\*Display Option:

Business Unit	
*Business Unit	Description
<input type="text" value=""/>	

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 REP300-AR Reports



Sample Report Output:

Report ID: AR30003		PeopleSoft Receivables		AGING DETAIL BY BUSINESS UNIT		Page No. 1		
Aging Id: SHARE/AOC		as of 24-JUN-2013				Run Date 06/24/2013		
Currency Base Currency						Run Time 19:53:58		
Rate Type:								
Item	Line As Of	Ent Typ/Rsn	Terms Document	Cur Amount	Future	Current	31-60	61-9999
JUD52	1000000042	Escrow	Customer 3	Annapolis	MD			
OA-24	0 04/10/2013	OA	BSCHW	USD	1,500.00			1,500.00
	Total	Escrow	Customer 3		1,500.00			1,500.00
JUD52	JUD52		Anna Arundel County District C	Annapolis	MD			
0000000044	0 04/02/2013	CR	TRFIC IMMED	USD	-150.00			-150.00
0000000045	0 04/02/2013	CR	TRFIC IMMED	USD	-150.00			-150.00
BCH2	0 04/02/2013	CR	TRFIC IMMED	USD	-150.00			-150.00
BCH3	0 04/02/2013	CR	TRFIC IMMED	USD	-150.00			-150.00
	Total		Anna Arundel County District Court		-600.00			-600.00
Total JUD52					900.00			900.00

## BIIVC002 - Invoice Register

**Purpose:** Would only be run for Bad Check Credit Bills

**Navigation:** Billing>Generate Invoices>Reports>Invoice Register

### Sample Run Control:

Favorites | Main Menu > Billing > Generate Invoices > Reports > Invoice Register

## Invoice Register

Run Control ID: ESCROW

[Report Manager](#)

[Process Monitor](#)

Run

Language:

English

### Report request Parameters

Business Unit: JUD52

#### Range Selection

Final Date Range

Bill Cycle

Start Date:

06/01/2013

End Date:

06/30/2013

## BILDAR01 – AR Pending Item Report

**Purpose:** Lists the invoices which will be loaded to AR after Receivables Update is run.

**Navigation:** Billing>Generate Invoices>Non-Consolidated>Single Action Invoice  
Billing>Generate Invoices>Reproduce Reports>Pending AR Items

### Sample Run Control:

Favorites | Main Menu > Billing > Generate Invoices > Reproduce Reports > AR Pending Item Report

## AR Pending Item Report

Run Control ID: ESCROW

Language: English

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance:13378

### Report Request Parameters

Business Unit:

JUD52

Start AR Entry Date:

03/01/2013

End AR Entry Date:

03/01/2013

Reset to Current Date

## AOCARR01 - FAR Report

**Purpose:** Summarized all BUS transaction by PCA and Object for a given Z-Date.

**Navigation:** Billing>Interface Transactions>AOC Bill Funds Allocation Report

### Sample Run Control:



The screenshot shows the Oracle AOC Run FAR report control form. At the top, the Oracle logo is visible. Below it, a breadcrumb trail reads: Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt. The main title of the form is "AOC Run FAR". Below the title, there is a "Run Control ID:" field with the value "PROCESS\_CASH\_DRAWER\_RECEIPTS". To the right of this field are two links: "Report Manager" and "Process Monitor", and a "Run" button. The form contains several input fields for search criteria: "Business Unit" (JUD01), "(Optional) Business Unit" (JUD01), "\*Run Date From" (04/01/2013), "\*Run Date To" (05/01/2013), "Location" (01-00-00), and "(optional) To Location" (04-00-00). At the bottom of the form, there are several buttons: "Save", "Return to Search", "Notify", "Add", and "Update/Display".

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**Sample Report Output:**



Funds Allocation Report

Bank: 53 BOA Revenue  
 Control #: 016490  
 Business\_unit: Baltimore County District Cour  
 Location: Baltimore County - Baltimore City  
 Verified By: \_\_\_\_\_

Printed: 24-JUN-2013  
 Deposit Date: 14-MAY-2013

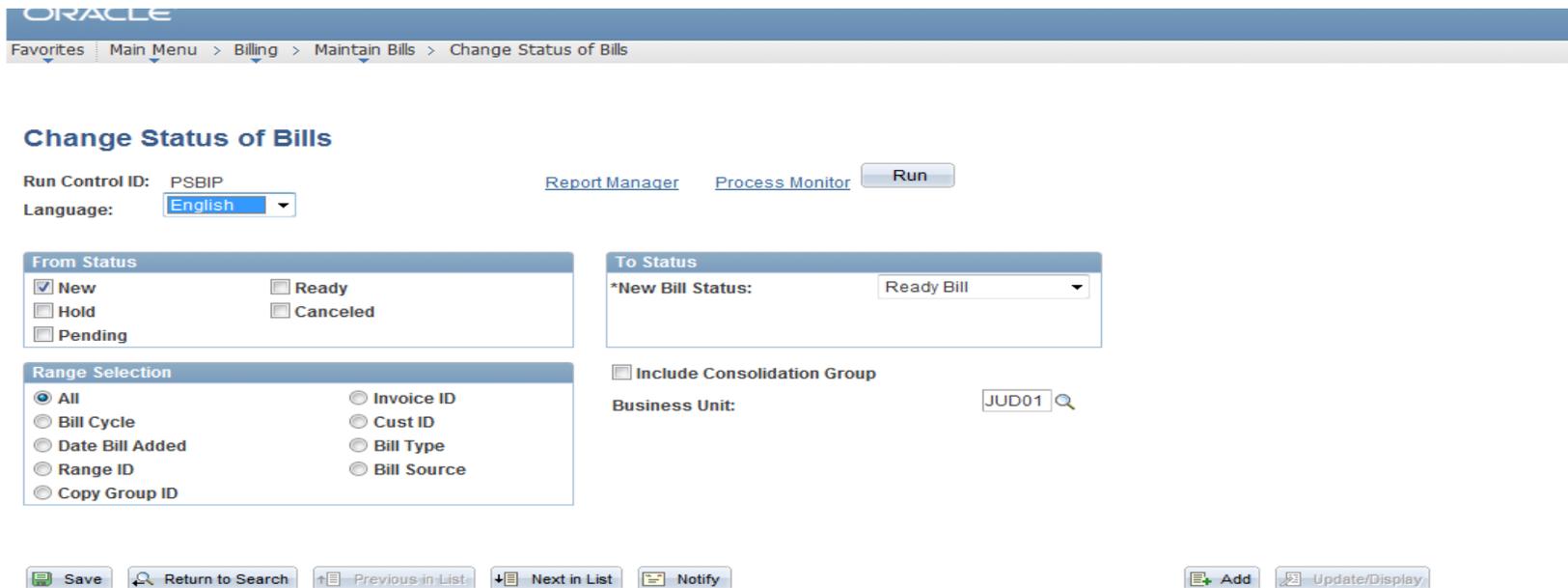
PCA	OBJECT	AMOUNT	DESCRIPTION
53010	7503	\$23,080.00	Fines & Costs
53320	7518	\$120.00	Criminal Injuries
53330	7521	\$75.00	Victims of Crime Fund
53340	7506	\$249.00	CICF/VCF Fund
53350	7523	\$15.00	Victims & Witness Protect Fund
53370	7537	\$1,628.00	Maryland Legal Services
53731	7531	\$150.00	Maryland Substance Abuse Fund
		<u>\$25,317.00</u>	Total Deposited

## BIIVCSTS – Invoice Status Change Report

**Purpose:** Lists all Bills where Status has been changed from New to Ready.

**Navigation:** Billing>Maintain Bills>Change Status of Bills

### Sample Run Control:



The screenshot shows the Oracle BIIVCSTS report run control interface. At the top, the Oracle logo is visible, followed by a breadcrumb trail: Favorites > Main Menu > Billing > Maintain Bills > Change Status of Bills. The main title is "Change Status of Bills". Below the title, there are three tabs: "Report Manager", "Process Monitor", and "Run". The "Run" tab is selected. The "Run Control ID" is set to "PSBIP" and the "Language" is set to "English". There are three main sections: "From Status", "To Status", and "Range Selection". The "From Status" section has checkboxes for "New" (checked), "Hold", "Pending", "Ready", and "Canceled". The "To Status" section has a dropdown menu for "\*New Bill Status:" set to "Ready Bill". The "Range Selection" section has radio buttons for "All" (selected), "Bill Cycle", "Date Bill Added", "Range ID", "Copy Group ID", "Invoice ID", "Cust ID", "Bill Type", and "Bill Source". There is also an "Include Consolidation Group" checkbox and a "Business Unit" field set to "JUD01". At the bottom, there are several buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".

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**Sample Report Output:**

Peoplesoft BI												
INVOICE STATUS CHANGE REPORT												
Page No. 1												
Run Date 06/24/2013												
Run Time 19:58:19												
Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY	JUD52	0000000006	DFR	Curtis Mayfield	1000000005				IMMRD	B	H	N
RDY		0000000024	TRF	Jack Rabbit	1000000015				IMMRD	B	H	N
UNCHANGED		0000000071	DFR	GI Jane	1000000003				NET90	B	H	N
						1		Not RDY; Bill line has < 100% of revenue mapped to GL accts.				
UNCHANGED		0000008127	CRM	Anne Arundel County Dist	JUD52				IMMRD	B	H	N
						1		Not RDY; Bill line has < 100% of revenue mapped to GL accts.				
RDY		0000008452	ADV	GI Jim	1000000006				IMMRD	B	H	N

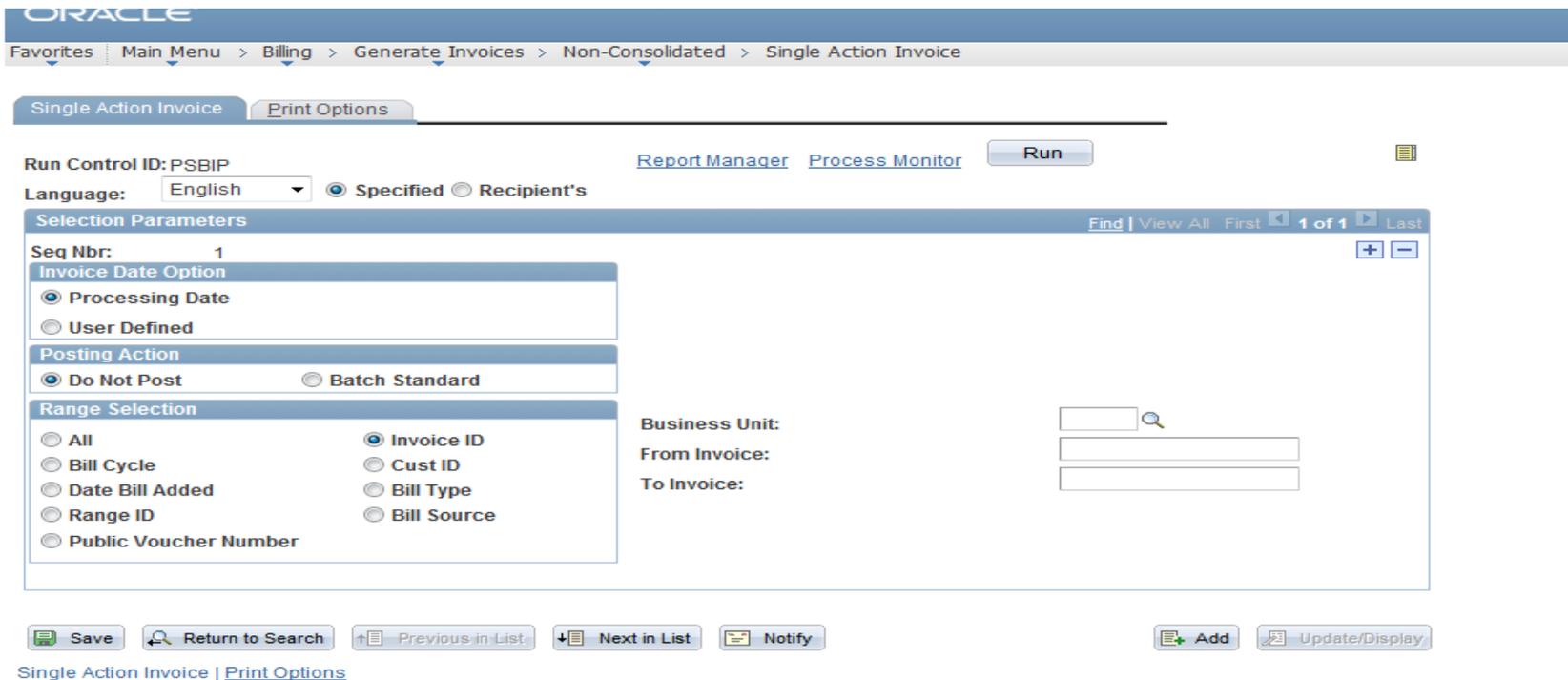
Range Option: ALL Qualifying Bills for Specified Business Unit  
 Business Unit: JUD52  
 Total Number of bills updated: 3

## BILDGL01 – Load GL Accounting Entries

**Purpose:** Lists the accounting entries for each invoice produced within that run of the invoice process.

**Navigation:** Billing>Generate Invoices>Non-Consolidated>Single Action Invoice

### Sample Run Control:



The screenshot shows the Oracle REP300-AR Single Action Invoice Run Control interface. The breadcrumb navigation is: Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice. The interface includes a 'Run Control ID' field set to 'PSBIP', a 'Language' dropdown set to 'English', and radio buttons for 'Specified' (selected) and 'Recipient's'. A 'Run' button is present. Below these are 'Selection Parameters' for 'Seq Nbr: 1', including 'Invoice Date Option' (Processing Date selected), 'Posting Action' (Do Not Post selected), and 'Range Selection' (Invoice ID selected). To the right are fields for 'Business Unit', 'From Invoice', and 'To Invoice'. At the bottom are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. The page title is 'Single Action Invoice | Print Options'.

## Proforma Invoice

**Purpose:** For printing a hard copy invoice to be sent to the Local Customer.

**Navigation:** Billing>Maintain Bills>Standard Billing

### Sample Run Control:



#### Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit:	=	JUD01	🔍
Invoice:	begins with	Business Unit Description	
Bill Status:	=	JUD01	Allegany County Circuit Court
Customer:	begins with		🔍
Contract:	begins with		
Bills in Business Unit:	=		🔍
Template Invoice Flag:	=		

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | [Add a New Value](#)

## Course Summary



### **Congratulations!**

You have successfully completed the *REP300-Accounts Receivable Reports* course. In this course, you have learned how to:

- Generate and review various Accounts Receivable Reports

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at [gearstraining@mdcourts.gov](mailto:gearstraining@mdcourts.gov) (<mailto:gearstraining@mdcourts.gov>).