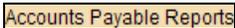
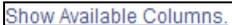


A/P Detail with Aging Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Accounts Payable link.</p> 
3.	<p>Click the Inquiries & Reports link.</p> 
4.	<p>Click the Accounts Payable Reports link.</p> 
5.	<p>Click the A/P Detail Reports link.</p> 
6.	<p>Click the A/P Detail - with Aging link.</p> 
7.	<p>Click the Data Selection option.</p> 
8.	<p>Click the Data Sequencing option.</p> 
9.	<p>Click the Submit button.</p> 
10.	<p>Click the drop down list of the Right Operand for the Fund row.</p> 
11.	<p>Click the Literal list item.</p> 
12.	<p>Enter the fund number into the Literal Value field.</p>
13.	<p>Click the OK button.</p> 

14.	<p>Note: To run this report for a specific supplier, complete the following information in the first blank row: Left Operand - Address Number (F0101) (AN8)[BC] Comparison - is equal to Right Operand - enter the supplier address book number.</p> <p>Note: To run this report for a specific due date, complete the following information in the first blank row: Left Operand - Date - Discount Due - Julian (F0411)(DDNJ)[BC] Comparison - is equal to Right Operand - enter the due date for which you wish to run report (or enter a range of due dates on the range of values tab.)</p>
15.	<p>Click the OK button.</p> 
16.	<p>Click the Show Available Columns. link.</p> 
17.	<p>Click the Discount Due Date option.</p> 
18.	<p>Click the Add button.</p> 
19.	<p>Click the Discount Due Date option.</p> 
20.	<p>Click the Up button until Discount Due Date is at the top of the list.</p> 
21.	<p>Click the OK button.</p> 
22.	<p>Verify the following:</p> <p>Aging Date = blank Note: When left blank the Aging Date will automatically populate as the current date.</p> <p>Date Type = I</p>
23.	<p>Click the OK button.</p> 
24.	<p>Click the OK button.</p> 

25.	<p>To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics work instructions.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>
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