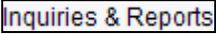
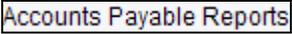


A/P Detail with Aging Lesson

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

| Step | Action |
|------|---|
| 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 option.</p>  |
| 18. | <p>Click the Add button.</p>  |
| 19. | <p>Click the 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> |

