

**A/P Details with Aging**  
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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

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## A/P Details with Aging

### A/P Detail with Aging Overview

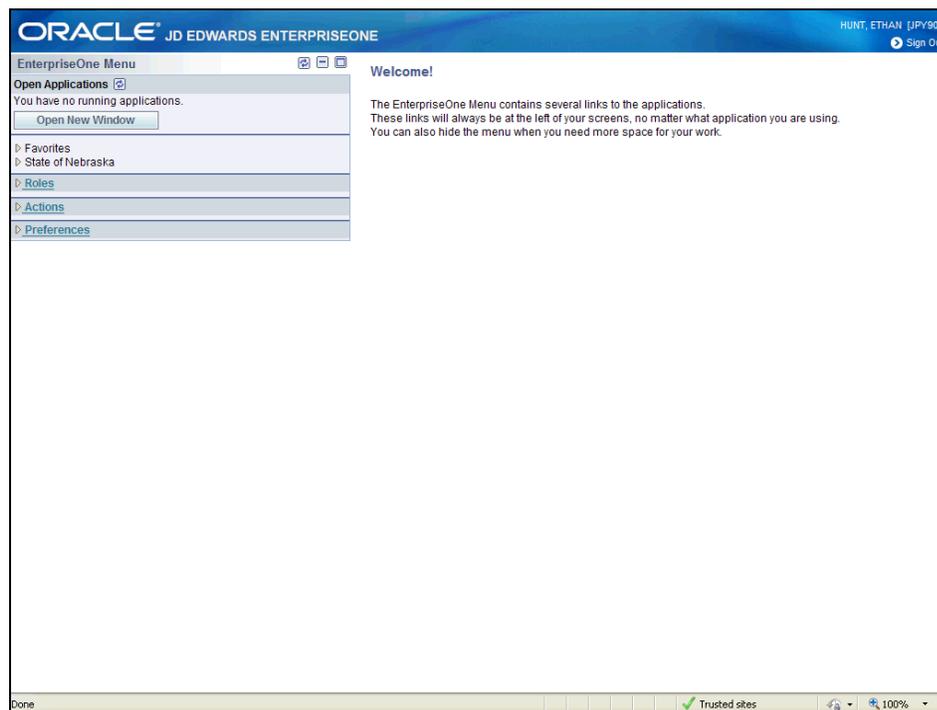
This report shows total open accounts payable with aging totals by due date, fund, and supplier address book number.

**Note:** This report can only be run for current open accounts payable. This report will not allow a date selection.

### A/P Detail with Aging Lesson

#### Procedure

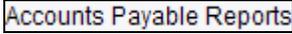
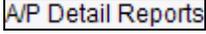
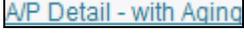
In this lesson you will learn how to run the A/P Detail with Aging Report.

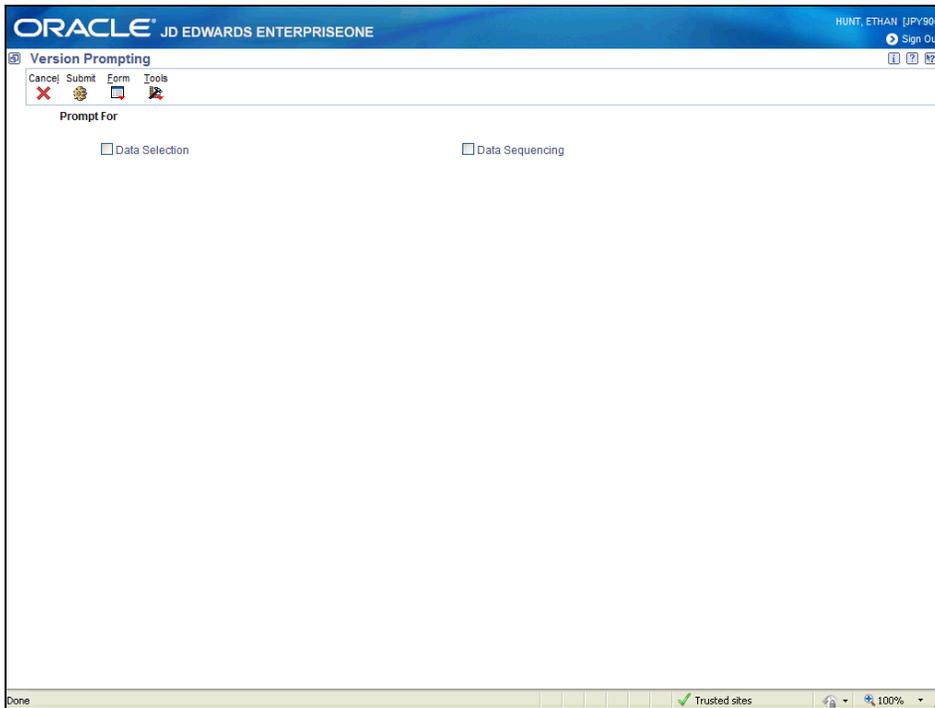


Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounts Payable</b> link. <a href="#">Accounts Payable</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>

# Training Guide

## A/P Details with Aging

Step	Action
4.	Click the <b>Accounts Payable Reports</b> link. 
5.	Click the <b>A/P Detail Reports</b> link. 
6.	Click the <b>A/P Detail - with Aging</b> link. 



Step	Action
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Data Sequencing</b> option. 
9.	Click the <b>Submit</b> button. 

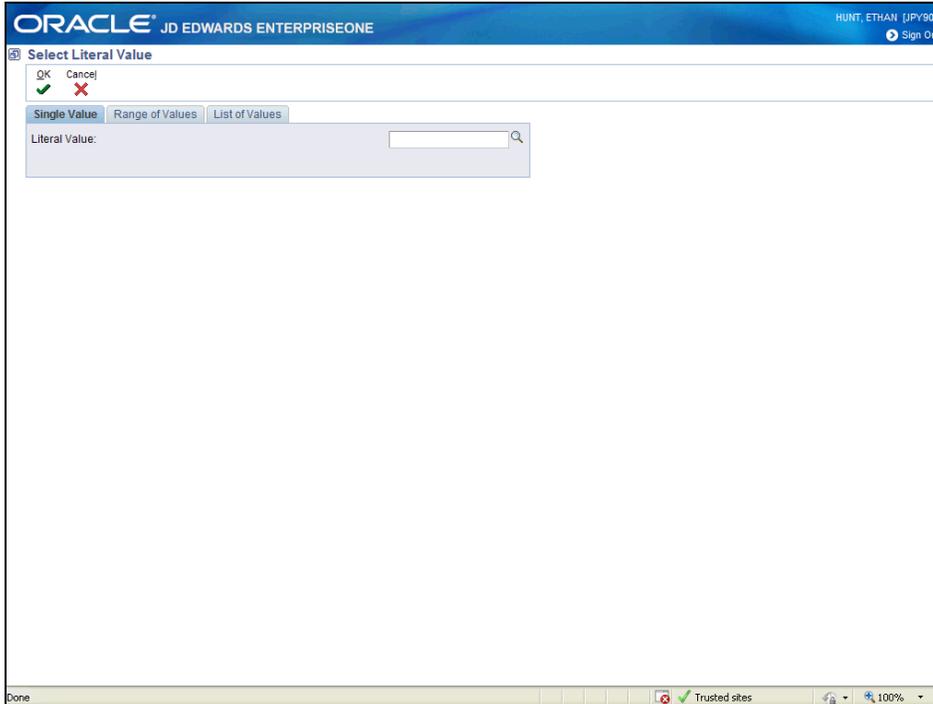
Operator	Left Operand	Comparison	Right Operand
Where	Amount Open (F0411) (AAP) [BC]	is not equal to	Zero
And	Pay Item Extension Number (F0411) (SFYE) [BC]	is equal to	Zero
And	Fund (F0411) (CO) [BC]	is equal to	Null
And			

Step	Action
10.	Click the <b>drop down</b> list of the Right Operand for the Fund row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Null ▾</div>

# Training Guide

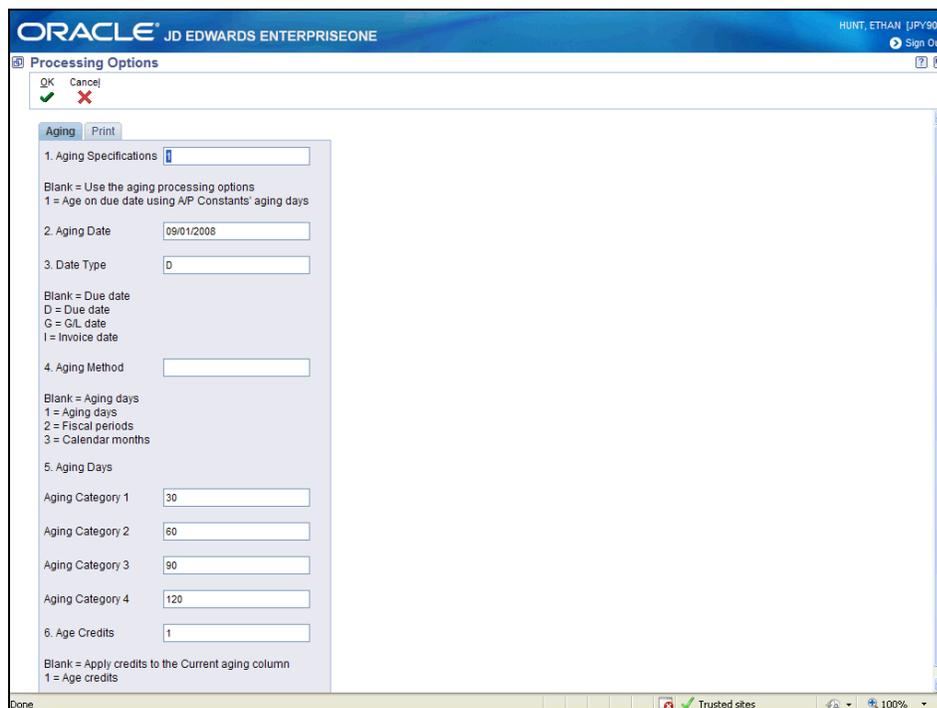
## A/P Details with Aging

Step	Action
11.	Click the <b>Literal</b> list item. <input type="text" value="Literal"/>



Step	Action
12.	Enter the fund number into the <b>Literal Value</b> field.
13.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
14.	<p><b>Note:</b> To run this report for a specific supplier, complete the following information in the first blank row:  <b>Left Operand</b> - Address Number (F0101) (AN8)[BC]  <b>Comparison</b> - is equal to  <b>Right Operand</b> - enter the supplier address book number.</p> <p><b>Note:</b> To run this report for a specific due date, complete the following information in the first blank row:  <b>Left Operand</b> - Date - Discount Due - Julian (F0411)(DDNJ)[BC]  <b>Comparison</b> - is equal to  <b>Right Operand</b> - 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.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>

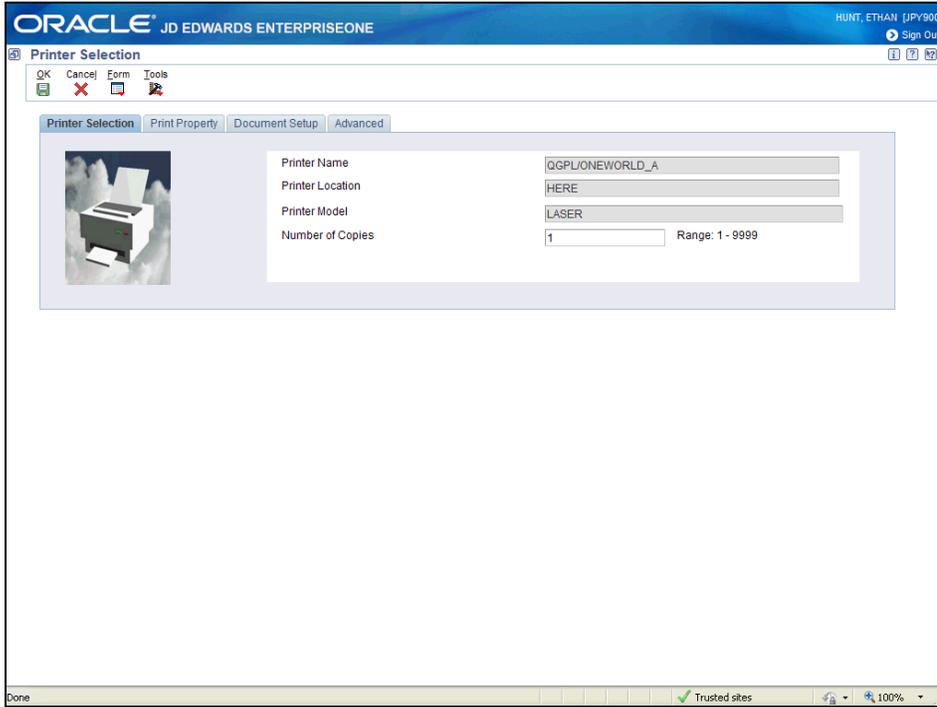
Step	Action
16.	Click the <b>Show Available Columns.</b> link. 
17.	Click the option. 
18.	Click the <b>Add</b> button. 
19.	Click the option. 
20.	Click the <b>Up</b> button until <b>Discount Due Date</b> is at the top of the list. 
21.	Click the <b>OK</b> button. 
22.	Verify the following:  <b>Aging Date = blank</b> <b>Note:</b> When left blank the Aging Date will automatically populate as the current date.  <b>Date Type = I</b>



# Training Guide

## A/P Details with Aging

Step	Action
23.	Click the <b>OK</b> button. 



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