

Open A/P Details with Aging

Overview

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

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

This work instruction shows how to run the Open A/P Details with Aging report.

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.state.ne.us/>

Navigation

Click Roles, Accounts Payable.

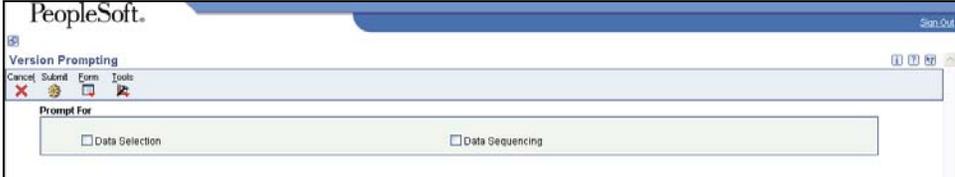
(Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

Accounts Payable > Inquiries & Reports > Accounts Payable Reports > A/P Detail Reports > A/P Detail - with Aging

Steps

Run the Open A/P Detail with Aging Report

Start this instruction from the Data Selection window.



1. Choose **Data Selection** and **Data Sequencing**, click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Amount Open (F0411) (AAP) [BC]	is not equal to	Zero
<input type="checkbox"/> And	Pay Item Extension Number (F0411) (SPXE) [BC]	is equal to	Zero
<input type="checkbox"/> And	Fund (F0411) (C-O) [BC]	is equal to	Zero
<input type="checkbox"/> And			

Add Row
Advanced

2. In the third row (Fund), complete the following information:

- Right Operand - enter the fund number

 To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

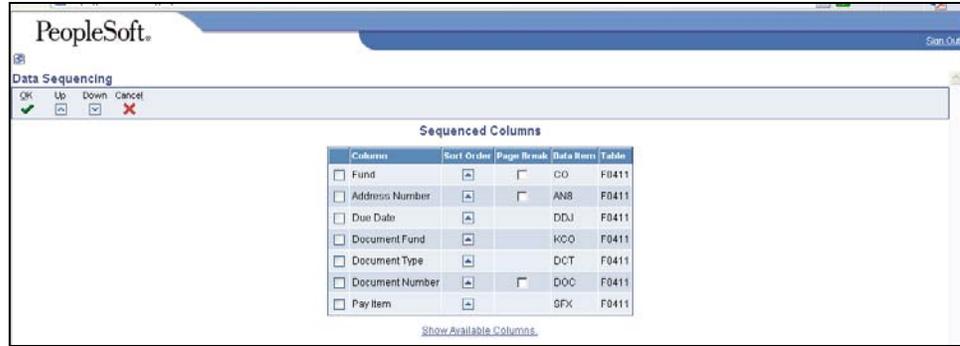
 To run this report for a specific **supplier**, complete the following information in the first blank row:

- Left Operand - Address Number (F0101) (AN8)[BC]
- Comparison - is equal to
- Right Operand - enter the supplier address book number.

 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.)

3. Click **OK**. The Data Sequencing window appears.



4. Click Show Available Columns.



5. Choose Discount Due Date (DDNJ) from the Available Columns and click Add. This will add the Discount Due Date field to Sequenced Columns.



6. Choose Discount Due Date and click Up (on the toolbar) until it is at the top of the list. This will sequence the report first by due date, then by fund, and then by address book number.

 To sequence the report by supplier, move Address Number to the top of the list.

7. Click **OK**. The Processing Options window will appear.



8. Verify the following:

- Aging Date = blank

 When left blank the Aging Date will automatically populate as the current date.

- Date Type = I

9. Click **OK**. The Printer Selection window will appear.



10. Click **OK** to run the report and return to the menu.

 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 (R04423B ...) once the Description is "Done".

RD44238		STATE OF NEBRASKA										09/26/05 9:48:00		
Open A/P Details with Aging												Page - 1		
												As Of 09/26/05		
Invoice Number	Invoice Date	Document Reference				Due Date	PS	Aging				Balance Original	Balance Open	
		Co	Ty	Document	Co			Item	Current	11 - 20	21 - 30			Over 30
HHS CASH/GRAND ISLAND VET HM														
22523														
PHYSICIAN SALES & SERVICE, INC												504529		
25292627	09/31/05	22523	PV	6552959	22523	00108/31/05	A			464.80		464.80		
25292627	09/31/05	22523	PV	6552959	22523	00208/31/05	A			2,470.59		2,470.59		
25339684	09/31/05	22523	PV	6552964	22523	00108/31/05	A			9.50		9.50		
25486359-25336644	09/08/05	22523	PV	6544791	22523	00109/08/05	A		214.32			214.32		
25469910-25391051	09/08/05	22523	PV	6552944	22523	00109/08/05	A			85.08		85.08		
25456999-2546925	09/08/05	22523	PV	6552953	22523	00109/08/05	A			140.18		140.18		
25456999-2546925	09/08/05	22523	PV	6552953	22523	00209/08/05	A	26.25-				26.25-		
25492504	09/08/05	22523	PV	6552970	22523	00109/08/05	A			45.60		45.60		
25530020	09/08/05	22523	PV	6552975	22523	00109/08/05	A			168.80		168.80		
25601422	09/12/05	22523	PV	6544787	22523	00109/12/05	A			54.88		54.88		
25601422	09/12/05	22523	PV	6544787	22523	00209/12/05	A			2,087.04		2,087.04		
25642762	09/13/05	22523	PV	6544786	22523	00109/13/05	A			83.42		83.42		
25662671	09/13/05	22523	PV	6553014	22523	00109/13/05	A			1,246.00		1,246.00		
25717942	09/15/05	22523	PV	6552964	22523	00109/15/05	A			185.00		185.00		
PHYSICIAN SALES & SERVICE, INC												504529		
							26.25-		4,290.32		2,944.89		7,208.96	
NORTHWESTERN ENERGY - PAYMENTS												539592		
229528-5	09/16/05	22523	PV	6544777	22523	00109/16/05	A	2.03				2.03	2.03	
NORTHWESTERN ENERGY - PAYMENTS												539592		
							2.03				2.03		2.03	
UTILITIES DEPT CITY OF GRAND ISLAND												574075		
49-31300-0	09/16/05	22523	PV	6544766	22523	00109/16/05	A	39.36				39.36	39.36	
UTILITIES DEPT CITY OF GRAND ISLAND												574075		
							39.36				39.36		39.36	

11 x 8.5 in