

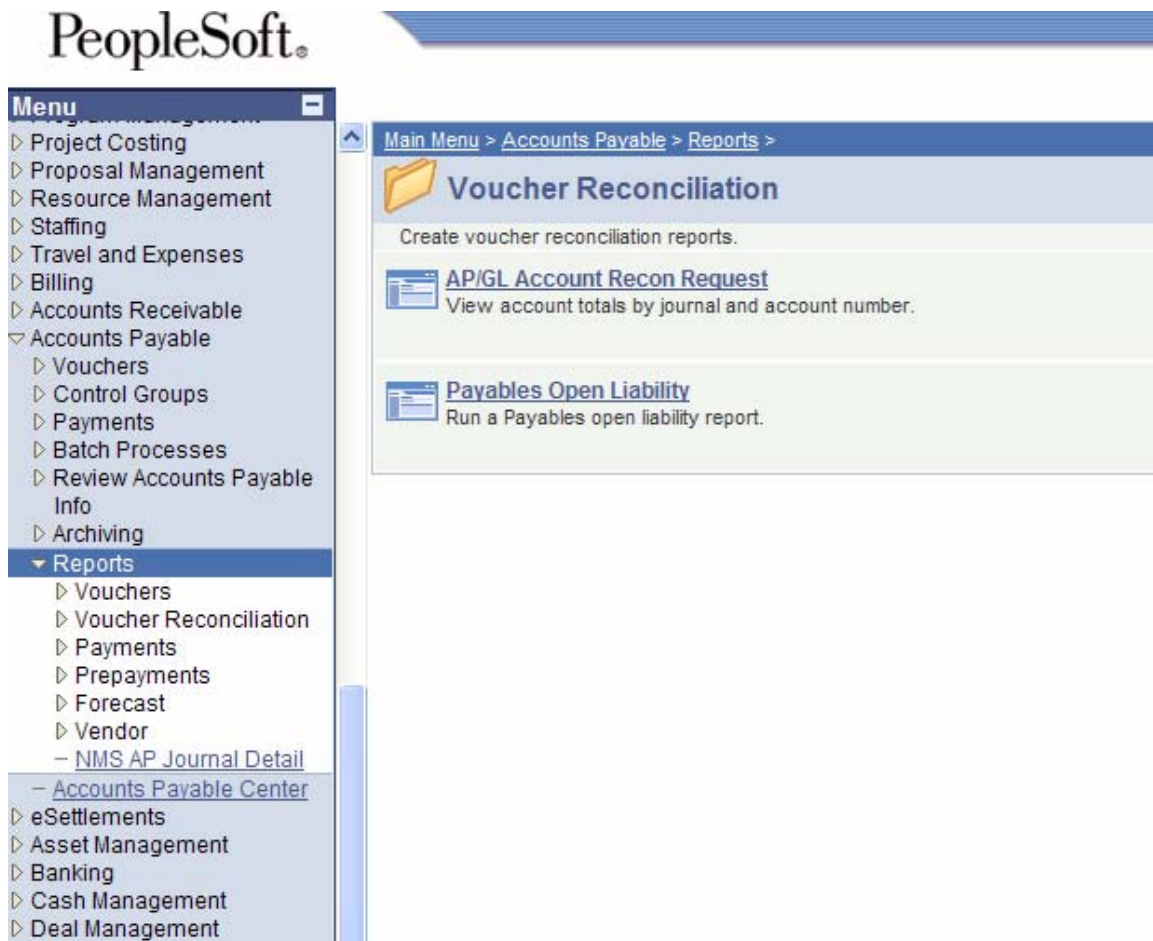
Payables Open Liability Report

Navigation: Accounts Payable, Reports, Voucher Reconciliation, Payables Open Liability

Report Highlights: Provides listing of outstanding invoices as of a specific date for an individual agency

Report Fields: Voucher ID, Invoice ID, Invoice Date, Due Date, Accounting Date, Document, Unpaid Amount, Net

Step 1: Click on the Payables Open Liability Report link



Step 2: Click on the “add a new value” tab and create a new run control. Press the yellow, ADD button.

Payables Open Liability

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

Run Control ID:

[Add](#)

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

Step 3: Enter the following fields:

As of Date:

As of Date Type = Accounting Date

Business Unit Option = Value

Business Unit = Agency Business Unit

Report Vendor By = Remit Vendor

Remit Group by = Business Unit/Vendor

Detail or Summary = Detail

Press the Yellow RUN button.

Payables Open Liability

Run Control ID: A611_TB

[Report Manager](#)

[Process Monitor](#)

Run

Language: English

Report Request Parameters

*As of Date: 06/30/2007

*As Of Date Type: Accounting Date

☐ Include Unrecorded Liabilities

☐ Include Prepayment

☐ Include Unmatured Drafts Paid

☐ Include Available Discount

*Business Unit Option: Value

Business Unit 1 of 1

21801

*Vendor Select Option: Select All

Vendors 1 of 1

SetID Vendor ID

00000

Currency Options

*Currency Options: Base Currency

Currency:

Rate Type:

Currency Effective Date:

Report Format Options

Changing any of these options does not require rerunning the Application Engine program to load the data. You may just run the report process to regenerate the report.

*Report Vendor By: Remit Vendor

*Report Group By: Business Unit / Vendor

*Detail or Summary: Detail

Step 4 Click on “Open Liability Data & Reports” and press the yellow OK button.

Process Scheduler Request

User ID: KARENB.KENDALL Run Control ID: A611_TB

Server Name: PSNT Run Date: 12/10/2007
Recurrence: Run Time: 9:45:46PM [Reset to Current Date/Time](#)
Time Zone: [?](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	D
<input checked="" type="checkbox"/>	Open Liability Data & Reports	APY1406	PSJob	(None)	(None)	D
<input type="checkbox"/>	Open Liability Report Only	APY1406-	Crystal	Web	PDF	D

[OK](#) [Cancel](#) [Refresh](#)

Step 5 Click on the Process Monitor Link to see the job you just ran.
Select the Process Name Link once job has reach Run Status = Posted

Process List **Server List**

View Process Request For

User ID: KARENB.KEN Type: PSJob Last: 40 Days [Refresh](#)
Server: Name: Instance: to [Save On Refresh](#)
Run Status: Distribution Status

Process List [Customize](#) [Find](#) [View All](#) [First](#) [1-2 of 2](#) [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2884549		PSJob	APY1408	KARENB.KENDALL	11/16/2007 4:51:31PM MST	Success	Posted	Details
<input type="checkbox"/>	2882392		PSJob	APY1406	KARENB.KENDALL	11/16/2007 1:25:43PM MST	Success	Posted	Details

Step 6: Under the Process Detail, Select the final “Success” link.

Process Detail

Process Name: APY1406

Main Job Instance: 2882392

Left | Right

[2882392 - APY1406 Success](#)
[2882393 - AP APY1406 Success](#)
[2882394 - APY1406- Success](#)

Step 7: Select the View Log/Trace link

Process Detail

Process			
Instance:	2882394	Type:	Crystal
Name:	APY1406-	Description:	Open Liability Report Only
Run Status:	Success	Distribution Status:	Posted

Run	Update Process
Run Control ID: A611_TB	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 11/16/2007 1:26:32PM MST	Parameters Transfer
Run Anytime After: 11/16/2007 1:25:43PM MST	Message Log
Began Process At: 11/16/2007 1:33:01PM MST	Batch Timings
Ended Process At: 11/16/2007 1:33:52PM MST	View Log/Trace

Step 8 Select the PDF file to download to your computer.

View Log/Trace

Report	
Report ID: 1199148	Process Instance: 2882394 Message Log
Name: APY1406-	Process Type: Crystal
Run Status: Success	
Open Liability Report Only	

Distribution Details	
Distribution Node: NMFP88	Expiration Date: <input type="text" value="12/16/2007"/>

File List		
Name	File Size (bytes)	Datetime Created
APY1406- 2882394.PDF	298,266	11/16/2007 1:33:52.000000PM MST
Message Log	0	11/16/2007 1:33:52.000000PM MST
PeopleSoft Trace File	618	11/16/2007 1:33:52.000000PM MST

Distribute To	
<u>Distribution ID Type</u>	*Distribution ID
User	KAREN.B.KENDALL