Vendor Liability Aging Report

Navigation: Accounts Payable, Reports, Voucher Reconciliation, Vendor Liability Aging

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

Report Fields: Business Unit, Voucher ID, Invoice ID, Accounting Date, Invoice Date, Scheduled Due Date, Not Yet Due, 1-30 Days, 31-45 Days, 46-60 days, Over, Total

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.

Step 3: Enter the following fields:

As of Date:
As of Date Type = Accounting Date
Business Unit Option = Value
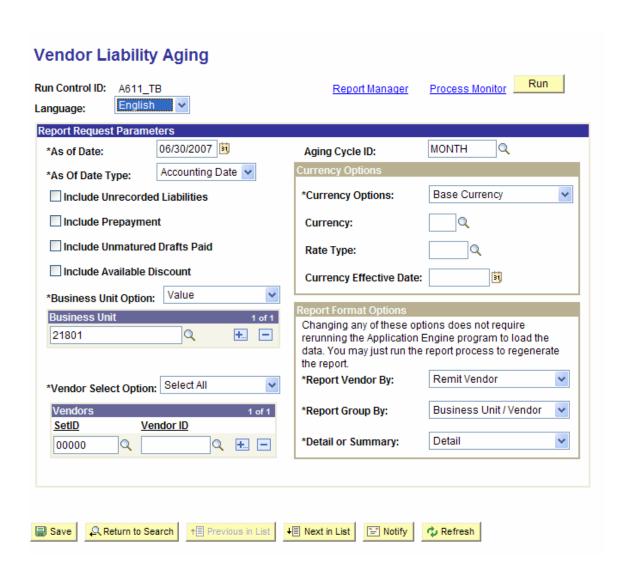Business Unit = Agency Business Unit
Aging Cycle ID = MONTH
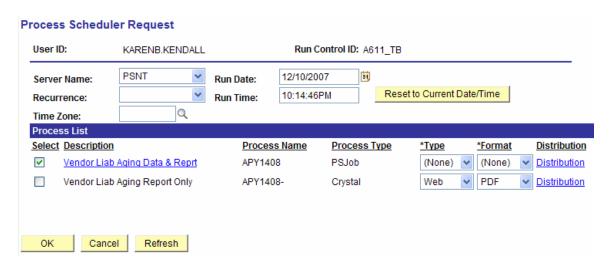Report Vendor By = Remit Vendor
Remit Group by = Business Unit/Vendor
Detail or Summary = Detail

Press the Yellow RUN button.

Vendor Liability Aging

Run Control ID: A611_TB   Report Manager   Process Monitor   Run
Language: English

Report Request Parameters

*As of Date: 06/30/2007   **Aging Cycle ID:** MONTH

*As Of Date Type: Accounting Date

Currency Options

☐ Include Unrecorded Liabilities   ***Currency Options:** Base Currency

☐ Include Prepayment   **Currency:**

☐ Include Unmatured Drafts Paid   **Rate Type:**

☐ Include Available Discount   **Currency Effective Date:**

*Business Unit Option: Value

Business Unit   1 of 1
21801   ⊞ ⊟

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.

*Vendor Select Option: Select All   ***Report Vendor By:** Remit Vendor

Vendors   1 of 1
SetID   Vendor ID   ***Report Group By:** Business Unit / Vendor
00000   ***Detail or Summary:** Detail

🖫 Save   🔍 Return to Search   ↑🗐 Previous in List   ↓🗐 Next in List   🖃 Notify   ♻ Refresh

Step 4 Click on "Vendor Liab Aging Data & Report" 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:	10:14:46PM	Reset to Current Date/Time
Time Zone:				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Vendor Liab Aging Data & Reprt	APY1408	PSJob	(None)	(None)	Distribution
☐	Vendor Liab Aging Report Only	APY1408-	Crystal	Web	PDF	Distribution

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	
Run Status:	Distribution Status		☑ Save On Refresh			

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
☐	2884549		PSJob	APY1408	KARENB.KENDALL	11/16/2007 4:51:31PM MST	Success	Posted	Details
☐	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: APY1408

Main Job Instance: 2884549

Left | Right

2884549 - APY1408 Success
   2884550 - AP_APY1408 Success
   2884551 - APY1408- Success

Step 7: Select the View Log/Trace link

Process Detail

Process

Instance:	2884551	**Type:**	Crystal
Name:	APY1408-	**Description:**	Vendor Liab Aging Report Only
Run Status:	Success	**Distribution Status:**	Posted

Run

Run Control ID: A611_TB

Location: Server

Server: PSNT

Recurrence:

Update Process

○ **Hold Request**
○ **Queue Request**
○ **Cancel Request**
○ **Delete Request**
○ **Restart Request**

Date/Time

Request Created On: 11/16/2007 4:51:38PM MST

Run Anytime After: 11/16/2007 4:51:31PM MST

Began Process At: 11/16/2007 4:59:32PM MST

Ended Process At: 11/16/2007 4:59:37PM MST

Actions

Parameters   Transfer

Message Log

Batch Timings

View Log/Trace

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

View Log/Trace

Report

Report ID:	1200124	**Process Instance:**	2884551	Message Log
Name:	APY1408-	**Process Type:**	Crystal	
Run Status:	Success			

Vendor Liab Aging Report Only

Distribution Details

Distribution Node: NMFP88	**Expiration Date:**	12/16/2007

File List

Name	File Size (bytes)	Datetime Created
APY1408- 2884551.PDF	298,425	11/16/2007 4:59:37.000000PM MST
Message Log	0	11/16/2007 4:59:37.000000PM MST
PeopleSoft Trace File	618	11/16/2007 4:59:37.000000PM MST

Distribute To

Distribution ID Type	*Distribution ID
User	KARENB.KENDALL