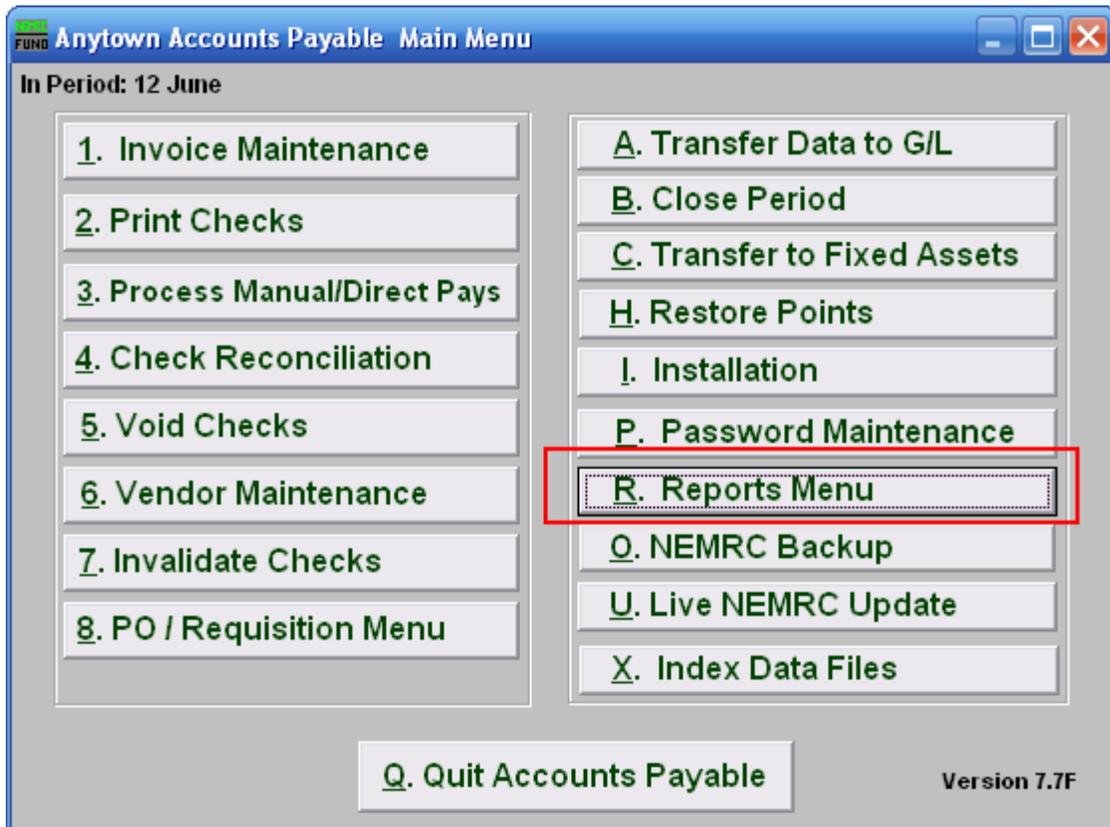


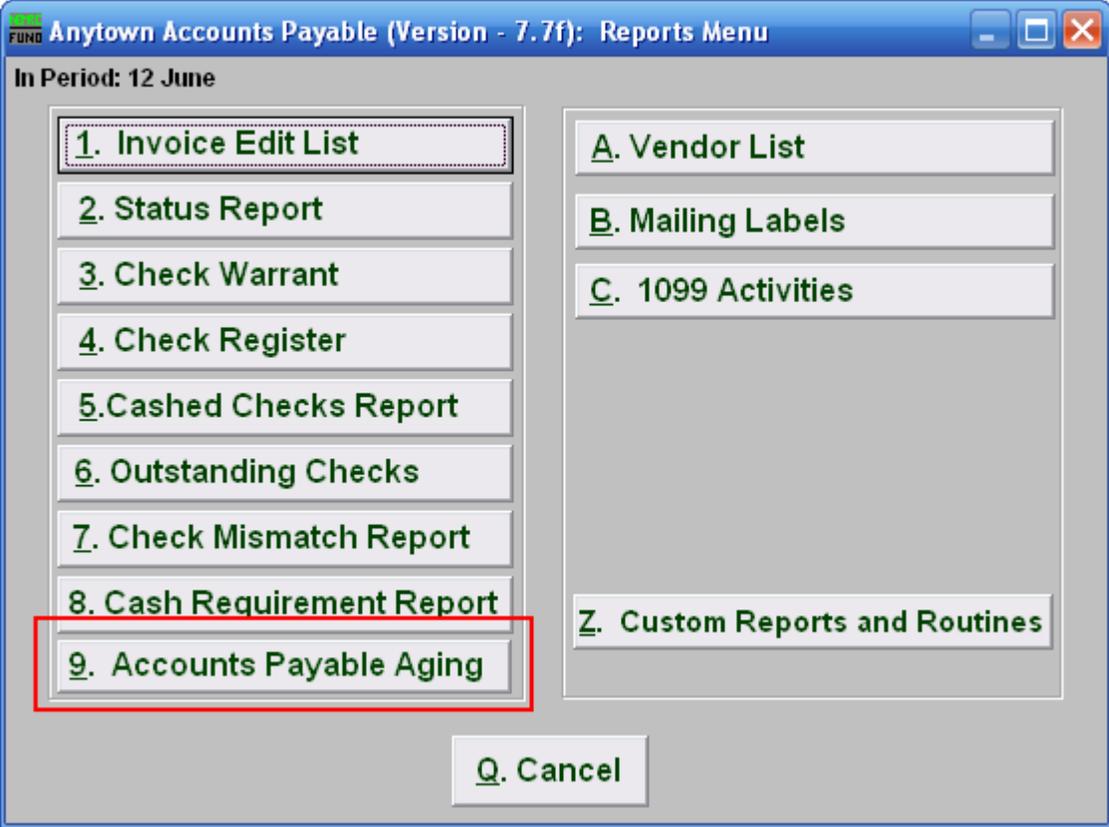
Accounts Payable

R. Reports Menu: 9. Accounts Payable Aging



Click on “R. Reports Menu” from the Main Menu and the following menu will appear:

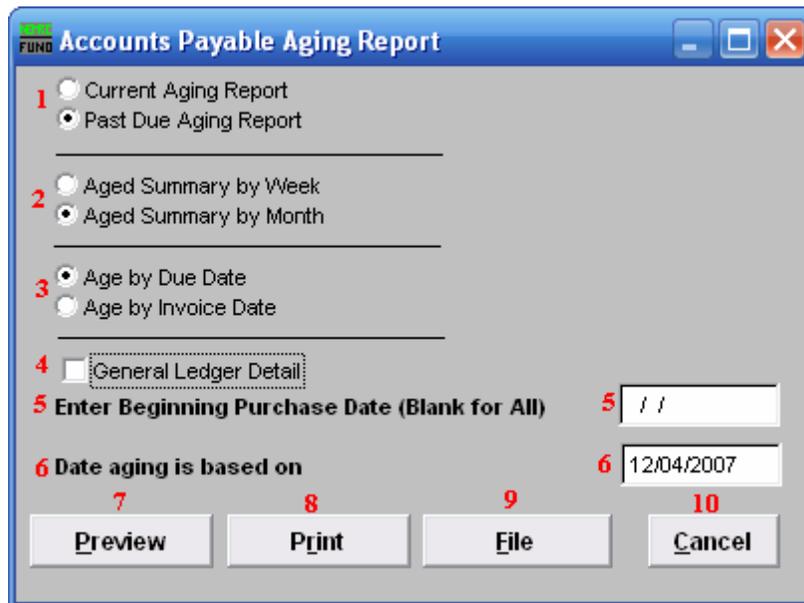
Accounts Payable



Click on “9. Accounts Payable Aging” and the following window will appear:

Accounts Payable

Accounts Payable Aging



1 Current Aging Report
 Past Due Aging Report

2 Aged Summary by Week
 Aged Summary by Month

3 Age by Due Date
 Age by Invoice Date

4 General Ledger Detail

5 Enter Beginning Purchase Date (Blank for All) **5** / /

6 Date aging is based on **6** 12/04/2007

7 Preview **8** Print **9** File **10** Cancel

- 1. Current Aging Report OR Past Due Aging Report:** Current aging will include invoices not due until beyond item **6**. Past due will include only invoices due on or before item **6**.
- 2. Aged Summary by Week OR Aged Summary by Month:** The values can be categorized by seven or thirty day segments.
- 3. Age by Due Date OR Age by Invoice Date:** Evaluation of aging may be driven by either the invoice date or the due date that was used during invoice entry.
- 4. General Ledger Detail:** Check this box to report the options broken down by General Ledger Reference accounts.
- 5. Enter Beginning Purchase Date (Blank for All):** Enter the starting point to evaluate your item **3** choice. It is best to leave this empty so that all unpaid invoices prior to item **6** will appear.
- 6. Date aging is based on:** Enter the effective date for the aging evaluation based on the options selected above for data collection and reporting.
- 7. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 8. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 9. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

Accounts Payable

10. Cancel: Click “Cancel” to cancel and return to the previous screen.