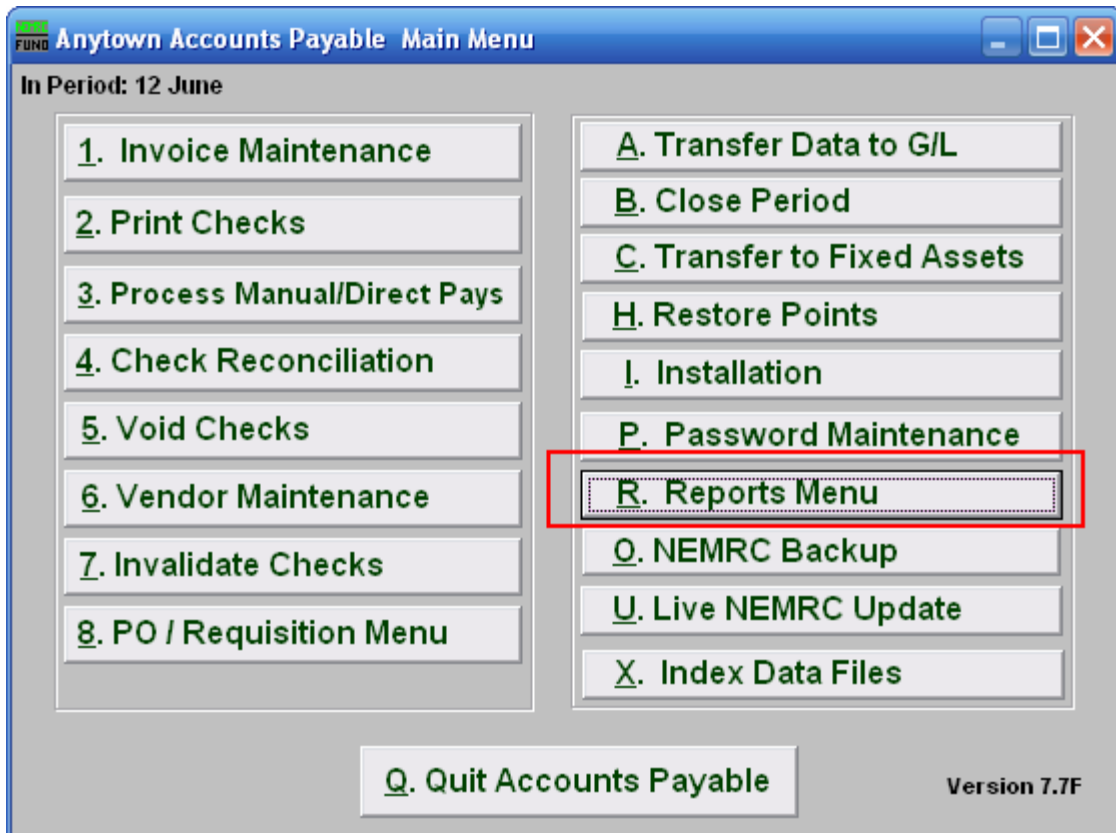


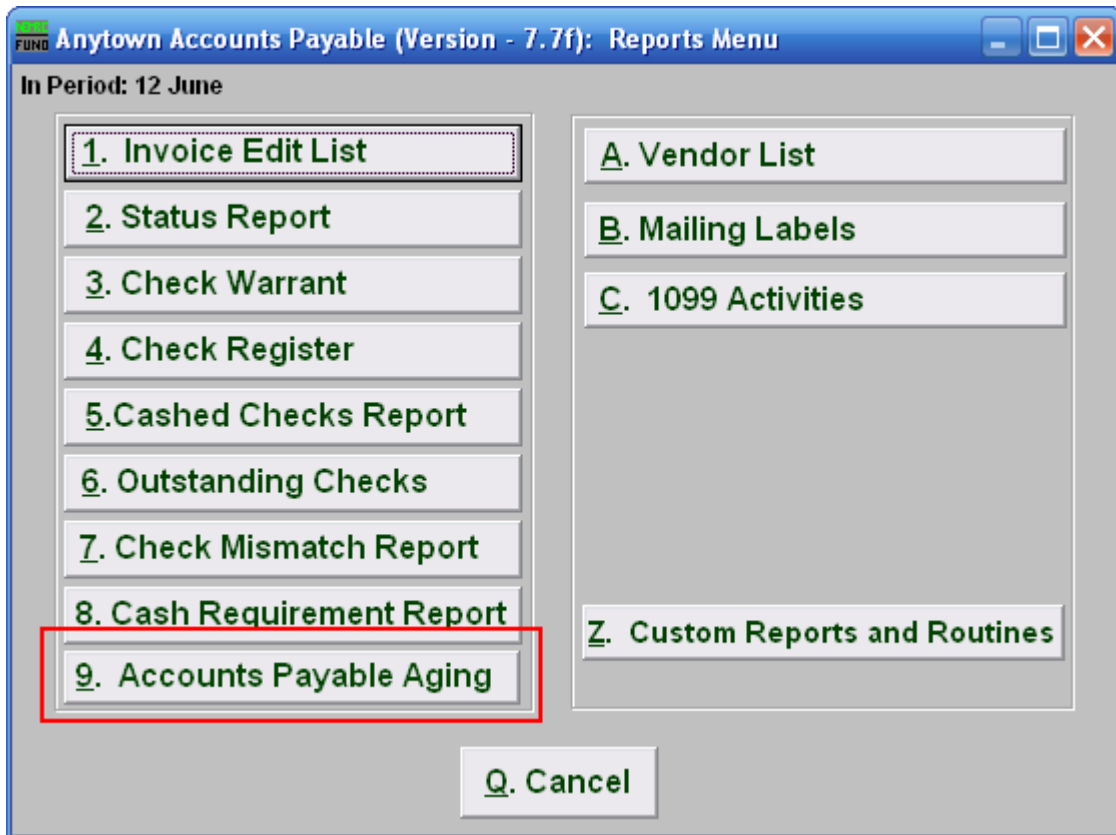
Accounts Payable

R. Reports Menu: 9. Accounts Payable Aging



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

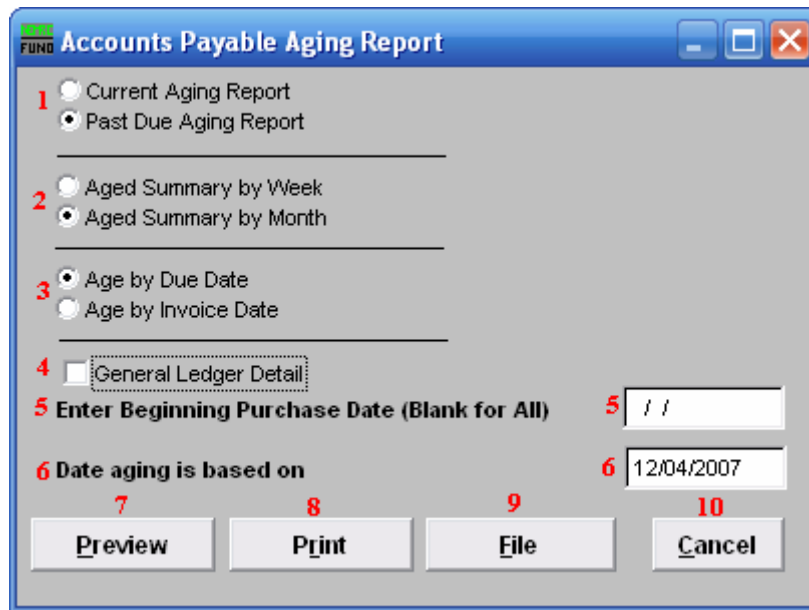
Accounts Payable



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

Accounts Payable

Accounts Payable Aging



The image shows a software dialog box titled "Accounts Payable Aging Report". It contains several numbered options and input fields. Option 1 has two radio buttons: "Current Aging Report" and "Past Due Aging Report", with the latter selected. Option 2 has two radio buttons: "Aged Summary by Week" and "Aged Summary by Month", with the latter selected. Option 3 has two radio buttons: "Age by Due Date" and "Age by Invoice Date", with the former selected. Option 4 is a checkbox labeled "General Ledger Detail", which is unchecked. Option 5 is a text field labeled "Enter Beginning Purchase Date (Blank for All)" containing " / /". Option 6 is a date field labeled "Date aging is based on" containing "12/04/2007". At the bottom are four buttons: "Preview", "Print", "File", and "Cancel", each with a red number above it (7, 8, 9, and 10 respectively).

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.