

AP Supplier Liability Aging Report

Purpose: Use this document as a reference for creating the AP Supplier Liability Aging Report.

Audience: Accounts Payable Staff.

The BI Publisher Report provides a system delivered report that summaries outstanding vouchers based on the defined aging cycles with aging time periods that specify a numerical range representing days, weeks, and so forth. Aging cycles are used in Supplier Liability Aging (APY1408) reports.

 You must have at least one of these local college managed security roles:

- ZZ Accounts Payable Reports
- ZZ Purchasing Reporting

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Run the AP Supplier Liability Aging Report

Navigation: Accounts Payable > Reports > Voucher Reconciliation > Supplier Liability Aging

1. The **Supplier Liability Aging** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA150_AP_SUP_LIAB_RPT (College, Process).
3. On the **Supplier Liability Aging** page, complete the **Report Request Parameters**.
4. Enter or select today's date in **As of Date**.
5. Enter or select **MONT** in **Aging Cycle ID**.
6. Select **Invoice Date** or **Accounting Date** in **As of Date Type**.

7. Select **Net Due Date** in **Aging Basis Date**.
8. Mark the following checkboxes:
 - a. **Include Unrecorded Liabilities**.
 - b. **Include Prepayment**.
 - c. **Include Unmatured Drafts Paid**.
 - d. **Include Available Discount**.
9. Select **Value** in **Business Unit Option**. The **Business Unit** field will become available.
10. In the Business Unit section, enter or select the college **Business Unit**.
11. Select **Select All Suppliers** in **Supplier Select Option**.
12. Select **Base Currency** in **Currency Options**.
13. Select **Invoice Supplier** in **Report Supplier By**.
14. Select **Business Unit/Supplier** in **Group By**.
15. Select **Detail** in **Detail or Summary**.
16. Select the **Run** button to initiate the process. The **Process Schedule Request** page will display.

17. On the **Process Schedule Request** page, select the checkbox for the **Vendor Liab Aging Data & Report** to initiate the process to load the Accounts Payable information into a reporting staging table and will initiate the Supplier Liability Aging BI publisher report.
18. Select **Web** in **Type**.
19. Select **PDF** in **Format**.
20. Select the **OK** button to initiate the PSJob process scheduler request and close the **Process Scheduler Request** page. For more information, please refer to the [Process Schedule Request](#) steps for further instructions.

Supplier Liability Aging Report Manager

Administration

View Reports For

User ID: CTC_KEBERT Type: Last Instance: 1 Days: Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3997264	4373560	APX1408 - APX1408.pdf	11/27/2023 11:29:26AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3997262	4373559	Supplier Liab Aging Data Load	11/27/2023 11:28:23AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to Supplier Liability Aging

Save

ORACLE Report ID: APX1408 PeopleSoft Accounts Payable

SUPPLIER LIABILITY AGING REPORT

As of Invoice Date: 11/27/2023

Page No. 1 Run Date 11/27/2023 Run Time 11:29:25 AM

Liability: All Liability
Prepayment: Included
Unmatured Draft Payment: Included
Available Discount: Included
Currency: Base Currency
Supplier: Invoice Supplier

Business Unit: WA150 WENATCHEE VALLEY COLLEGE Business Unit Option: Value
Base Currency: USD Supplier Option: Select All

Detail Report

Business Unit	Voucher ID	Invoice	Accounting Date	Invoice Date	Due Date	Not Yet Due	1 - 30 days	31 - 60 days	61 - 90 days	Over	Total
BUSINESS UNIT WA150 WENATCHEE VALLEY COLLEGE											
WACTC 000044989 Diversification Inc											
WA150	00004904	97942	10/04/2023	09/27/2023	09/27/2023				6,258.16		
Total for SUPPLIER WACTC 000044989						0.00	0.00	0.00	6,258.16	0.00	6,258.16
WACTC 000048922 Apple Valley Pumping Inc											
WA150	00005170	CRO74216	11/22/2023	10/28/2023	10/28/2023		110.00				
Total for SUPPLIER WACTC 000048922						0.00	110.00	0.00	0.00	0.00	110.00
WACTC 000049017 WORX											
WA150	H0078826	H0078826	11/20/2023	11/22/2023	11/22/2023		48.88				
Total for SUPPLIER WACTC 000049017						0.00	48.88	0.00	0.00	0.00	48.88
WACTC 000049018 Wenatchee Valley College Foundation											
WA150	H0078813	H0078813	11/20/2023	11/03/2023	11/03/2023		-15.00				
WA150	H0078823	H0078823	11/20/2023	11/22/2023	11/22/2023		550.00				
Total for SUPPLIER WACTC 000049018						0.00	535.00	0.00	0.00	0.00	535.00
WACTC 000050593 Pure Filtration Products Inc											
WA150	00005172	85641	11/22/2023	11/06/2023	11/06/2023		2,864.98				
Total for SUPPLIER WACTC 000050593						0.00	2,864.98	0.00	0.00	0.00	2,864.98
WACTC 000051098 From Scratch By Us											
WA150	00005166	1386	11/20/2023	11/14/2023	11/14/2023		1,141.35				
Total for SUPPLIER WACTC 000051098						0.00	1,141.35	0.00	0.00	0.00	1,141.35
WACTC 000055989 Wenatchee Racquet and Athletic Club											
WA150	H0078811	H0078811	11/20/2023	11/22/2023	11/22/2023		252.90				

25. Process complete.