## **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.
- 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 <u>Run Control IDs</u> 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.

Run Con	trol ID WA150_SUPPLIER_A	P_LIAB_RPT	Report M	anager Process Monitor Ru	n	
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leport Request Par	ameters					
	*As of Date 11/27/2	023 📰		Aging Cycle	D MONT Q	
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Include Unrecorde	d Liabilities nt			Currenc		
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	€ € 1-1	of 1 🗸 🕨 🕨	View All	Changing any of these options do Engine program to load the data regenerate the report.	bes not require rerunning the Applica You may just run the report process	tion to
WA150		٩ ٩	-	*Report Supplier By	Invoice Supplier	
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uppliers						
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SetID	Supplier ID					

- 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 stating table and will initiate the Supplier Liability Aging BI publisher report.
- 18. Select **Web** in **Type**.
- 19. Select **PDF** in **Format.**
- 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 <u>Process Schedule</u> <u>Request</u> steps for further instructions.

			Process	Scheduler Reque	st			
	User ID	CTC_KEBERT		Run Control	ID WA150_SUPPL	.IER_AP_LIAB_RF	т	
	Server Name		~	Run Date 11/27/2023				
Recurrence			✓ Run Time 11:24:01AM			Reset to Current Date/Time		
	Time Zone	٩						
Process	List							
Select	Description		Process Name	Process Type	туре	*Format	Distribution	
	Supplier Liabilit	y Aging	APX1408	BI Publisher	Web 🗸	PDF ~	Distribution	
	Vendor Liab Ag	ing Data & Reprt	APY1408	PSJob	Web 🗸	PDF V	Distribution	
ОК	Cancel	Refresh						

21. The **Supplier Liability Aging Report** page displays. Select the **Report Manager** link.

Run Control	WA150_SUPPLIER_AP_LIAB_RPT	Report Manager Process Monitor	Run
Langua	ge English 🗸	Process Instance:4373561	

- 22. On the Report Manager page, select the **Administration** tab to view the status of the Process Scheduler and to access the **Supplier Liability Aging Report**.
- 23. Select the **Refresh** button until the **Supplier Liab Aging Data Loading** yield a status of **Posted**.
- 24. Select the APX1408-APX1408.pdf link to review the Supplier Liability Aging Report.

Supplier Li	ability Aging				Report Man	ager			
List	xplorer	Administratio	n Archives						
View Report	s For								
User ID	CTC_KEBER	Т Туре		<ul> <li>✓ Last</li> </ul>	~	1	Days 🗸		Refresh
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	3997264	4373560	APX1408 - APX1408.pdf	f	11/27/2023 11:29:26AM	Acrobat (*.pdf)	Posted	Details	
	3997262	4373559	Supplier Liab Aging Data	a Loadi	11/27/2023 11:28:23AM	Acrobat (*.pdf)	Posted	Details	
Select All		Deselect All							
Delete		Click the delete	button to delete the selec	ted report(s)					
Go back to Sup	plier Liability <u>A</u>	ging							
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Report ID:	APX1408			SUPPLIER LI	BILITY AGING REPO	RT	Page No Run Date Run Tim		1 11/27/2023
				As of low			Pun Tim		** ** ** ***
				AS OF INVO	tice Date: 11/27/2023		Run Thin	8	11:29:25 AM
				Liabil	ity : All Liability				
				Prepa	yment : Included				
				Unmatured D	raft Payment : Includ	led			
				Available	Discount : Included				
				Current	y : Base Currency				
			011505			Dural and a literat	0-1	Value	
WA150	WENATCHE	LE VALLEY C	OLLEGE			Business Unit	Option:	Value Soloct All	
030						Supplier Optio	ei:	Select All	
oice	Accounting Date	Date	Due Date	Not Yet Due	1 - 30 days	31 - 60 days	61 - 90 days	Over	Iota
WA150	WENA	TCHEE VALI	EY COLLEGE						
Diversification	Inc								
342	10/04/2023	09/27/2023	09/27/2023				6 258 16		
WACT	TC 0000044989			0.00	0.00	0.00	6,258.16	0.00	6,258.1
Apple Valley P	umping Inc								
074216	11/22/2023	10/28/2023	10/28/2023		110.00				
WACT	TC 0000048922			0.00	110.00	0.00	0.00	0.00	110.0
WORX									
078826	11/20/2023	11/22/2023	11/22/2023		48.88				
WACT	FC 0000049017			0.00	48.88	0.00	0.00	0.00	48.8
Wenatchee Val	ley College Fou	Indation							
078813	11/20/2023	11/03/2023	11/03/2023		-15.00				
078823	11/20/2023	11/22/2023	11/22/2023		550.00				
WAC	C 0000049018			0.00	535.00	0.00	0.00	0.00	535.0
Pure Filtration	Products Inc								
541	11/22/2023	11/06/2023	11/06/2023		2.864.98				
WACT	TC 0000050593			0.00	2,864.98	0.00	0.00	0.00	2,864.9
From Scratch B	By Us								
86	11/20/2023	11/14/2023	11/14/2023		1,141.35				
WACT	TC 0000051098			0.00	1,141.35	0.00	0.00	0.00	1,141.3
Wenatchee Rae	cquet and Athle	tic Club							
078811	11/20/2023	11/22/2023	11/22/2023		252.90				
	WA150 USD Sice WA150 Diversification H2 WAC: Apple Valley Pr 1024216 WAC: WORX 078823 WAC: Wenatchee Val 078823 WAC: From Scratch I 86 WAC: From Scratch I 86	WA150 USD         WENATCH USD           size         Accounting Date:           WA150         WENA           Diversification Inc:         WACTC           H2         10/04/2023           WACTC         0000044989           Apple Valley Pumping Inc         11/22/2023           WACTC         00000449822           WORX         0000046922           WORX         0000049018           WACTC         0000049018           Pare Filtration Products Inc         11/20/2023           WACTC         000005093           From Scratch By Us         11/20/2023           WACTC         0000005093           From Scratch By Us         11/20/2023           WACTC         000005093           From Scratch By Us         11/20/2023           WACTC         000005093           From Scratch By Us         11/20/2023           WACTC         0000051098           Wenatchee Racquet and Athle         07821	WA150 USD         WENATCHEE VALLEY CONSTRUCTION           oka:         Accounting Diversification Inc H2         Invoice Diversification Inc H2         Invoice Diversification Inc H2           WA150         WENATCHEE VALL Diversification Inc H2         01/04/2023         09/27/2023           WACTC         0000046989         VARCTC         0000046982           WACTC         0000046982         VACTC         02/27/2023           WACTC         0000046913         VACTC         11/22/2023           WACTC         0000004918         Pure Filtration Products Inc Pure Filtration Products Inc MACTC         11/20/2023         11/02/2023           Stat         11/20/2023         11/12/2023         11/12/2023           WACTC         0000005093         US           Stat         11/20/2023         11/12/2023           WACTC         0000005093         11/12/2023           WACTC         0000050898         Wenatchee Racquet and Athletic Club	WA150 USD         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0000050593         11/22/2023         11/14/2023           WACTC         0000050593         UACTC3         11/22/2023           WACTC         0000050505         UACT3	Supplies           WA150 USD         WENATCHEE VALLEY COLLEGE Date         Mod.Yet.Date           sike:         Accounting Date         Invoice Date         Date.Date         Mod.Yet.Date           WA150         WENATCHEE VALLEY COLLEGE         Date.Date         Mod.Yet.Date           Diversification Inc Hat         10/04/2023         09/27/2023         09/27/2023         09/27/2023           WACTC         0000049899         0.00         000           Apple Valley Pumping Inc 11/22/2023         10/28/2023         10/28/2023         10/28/2023           WACTC         000004992         0.00         0.00           WORX         11/20/2023         11/22/2023         11/22/2023           WACTC         0000049017         0.00         0.00           Wenatchee Valley College Foundation         0.00         0.00           Pure Filtration Products Inc 11/22/2023         11/08/2023         11/06/2023         0.00           From Scratch By Us 84         11/20/2023         11/1/4/2023         0.00           WACTC         00000501098         0.00         0.00           Wenatchee Racquet and Athletic Club         0.00         0.00	Supplier : twoice Supplier           WA150 USD         WENATCHEE VALLEY COLLEGE Diversification Inc Hat         Not Yet Date         132.daps           biversification Inc Hat         00/04/2023         09/27/2023         09/27/2023         0.00         0.00           Apple Valley Pumping Inc 10/24716         10/24/2023         10/28/2023         10/28/2023         110.00           WACTC         0000046929         0.00         0.00         0.00           Apple Valley Pumping Inc 10/24716         11/22/2023         10/28/2023         11/0.00         48.88           WACTC         00000046929         0.00         48.88         60.00         550.00           WORX         11/20/2023         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Invoice Supplier : Invoice Supplier : Invoice Supplier Option:         Value Supplier Option:

## 25. Process complete.