


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.

Supplier Liability Aging

Run Control ID: WA150_SUPPLIER_AP_LIAB_RPT Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

*As of Date: 11/27/2023
 *As Of Date Type: Invoice Date
 Aging Basis Date: Net Due Date

☒ Include Unrecorded Liabilities
☒ Include Prepayment
☒ Include Unmatured Drafts Paid
☒ Include Available Discount

*Business Unit Option: Value

Business Unit

WA150

*Supplier Select Option: Select All Suppliers

Suppliers

SetID	Supplier ID

Currency Options

*Currency Options: Base Currency
 Currency:
 Rate Type:
 Currency Effective Date:

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.

*Report Supplier By: Invoice Supplier
 *Report Group By: Business Unit / Supplier
 *Detail or Summary: Detail

Save Notify Refresh


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.

Process Scheduler Request

User ID CTC_KEBERT

Run Control ID WA150_SUPPLIER_AP_LIAB_RPT

Server Name

Run Date 11/27/2023 

Recurrence

Run Time 11:24:01AM

[Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Supplier Liability Aging	APX1408	BI Publisher	Web <input type="text"/>	PDF <input type="text"/>	Distribution
<input checked="" type="checkbox"/>	Vendor Liab Aging Data & Reprt	APY1408	PSJob	Web <input type="text"/>	PDF <input type="text"/>	Distribution

OK

Cancel

Refresh

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

Supplier Liability Aging

Run Control ID WA150_SUPPLIER_AP_LIAB_RPT

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Language English

Process Instance:4373561

Report Request Parameters

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**.

