



User Guide

AP Aging Report
V21.1.0200

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EFI PrintStream | V21.1.0200 AP Aging Report User Guide

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Introduction

Overview

The document describes the AP Aging Report module of PrintStream.

Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com
Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.	
Note	For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

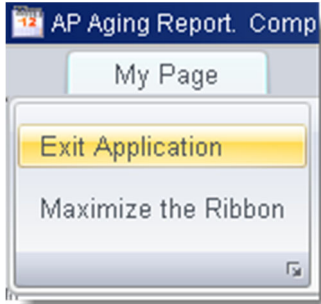
US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com
EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.	



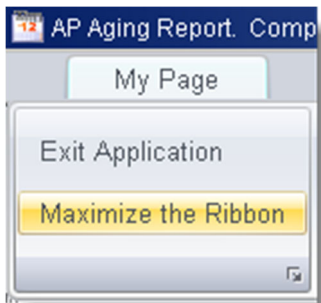
My Page

This tab gives users options for customizing menu settings in a particular module. Settings are retained for users each time they open the module. The tab is in all .Net versions of various modules.

To close the AP Aging module, click **Exit Application**.



Select Maximize the Ribbon to display My Page tab information while using the module. There is no need to use this selection in this module as there are no other My Page features available. Other modules have additional features available for selection.



When maximized, the **Minimize the Ribbon** option is displayed. Click to hide the My Page tab information.



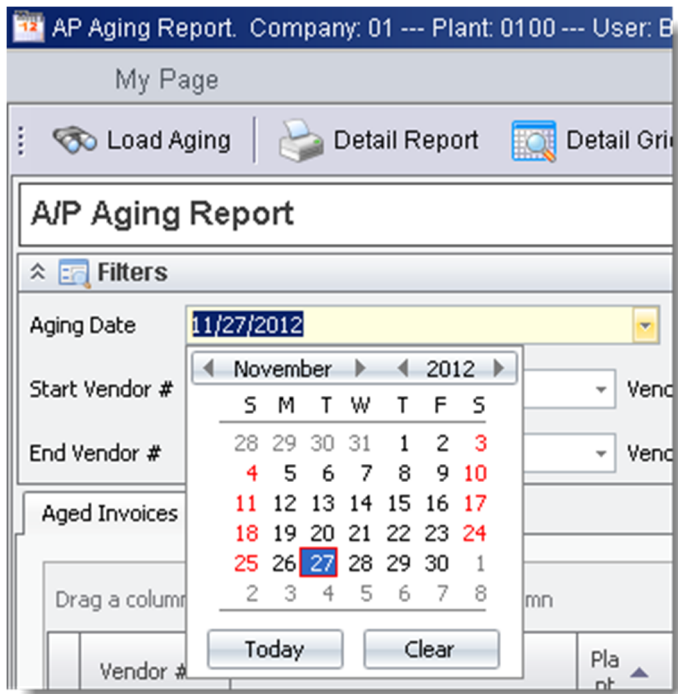
AP Aging

Load Aging

Options

Prior to loading the report, select from the various filter options.

- **Report Filters** – Select Report Filter options before running the report.
- **Aging Date** – The date will default to the current date but can be edited by entering a date directly into the field or by clicking the arrow on the right to display a dropdown calendar.



- **Age By** – Three choices include **Invoice Date**, **Transaction Date** (or batch date) and **Due Date**.

The screenshot displays the 'AP Aging Report' window. At the top, a header bar shows 'AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON'. Below this is a 'My Page' section with navigation icons for 'Load Aging', 'Detail Report', 'Detail Grid', 'Summary Report', and 'Summary Grid'. The main title 'A/P Aging Report' is prominently displayed. Underneath, a 'Filters' section contains several input fields: 'Aging Date' (set to 11/27/2012), 'Start Vendor #' (Select), 'End Vendor #' (Select), and 'Vendor Name' (Select). The 'Age By' dropdown menu is open, showing three options: 'Transaction Date' (highlighted in yellow), 'Invoice Date', and 'Due Date'. Below the filters, there are tabs for 'Aged Invoices' and 'Aging Summary'. A message box at the bottom of the filters section says 'Drag a column header here to group by that column'. The bottom of the window shows a table with columns for 'Date', 'Invoice', and 'Tr'.

- **Start and End Vendor** – To run the report for all vendors, leave both fields blank. To run the report for one specific vendor, enter the vendor code or name into both fields. You can type directly into the applicable fields or search using the drop-down lists to the right of each field.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load Aging | Detail Report | Detail Grid | Summary Report

AP Aging Report

Filters

Aging Date: 11/27/2012 Age By: Transaction Date

Start Vendor #: (Select) Vendor Name: (Select)

End Vendor #:

Account #	Name
Aspace	adfdf
NNN	NEW ACCOUT
*001	07097
*002	BMC PITTSBURGH, PA
*003	BMC SPRINGFIELD, MA
*004	BMC PHILADELPHIA, PA
x	

Aged Invoices

Drag a column

Vendor #

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load Aging | Detail Report | Detail Grid | Summary Report | Summary Grid | Report Formats | Reconcile AP | Clear Data | Print Reconciled | Setup Aging Brackets

AP Aging Report

Filters

Aging Date: 11/27/2012 Age By: Transaction Date

Start Vendor #: (Select) Vendor Name: (Select)

End Vendor #: (Select) Vendor Name: (Select)

Aged Invoices

Aging Summary

Drag a column header here to group by that column

Vendor #	Vendor Name	Pls	Invok
		nt	x

Name	Vendor #
07097	*001
A 1099 Vendor	19
A Credit Union	ACU01
A New Vendor	14
A New Vendor	20
A Test Vendor	18
A Vendor of Choice	17

Vendor data is cleared by selecting the “blank” option from the code dropdown lists.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load Aging | Detail Report | Detail Grid | Summary Report

AP Aging Report

Filters

Aging Date: 11/27/2012 Age By: Transaction Date

Start Vendor #: (Select) Vendor Name: (Select)

End Vendor #

Account #	Name
Aspace	adfdf
NNN	NEW ACCOUNT
*001	07097
*002	BMC PITTSBURGH, PA
*003	BMC SPRINGFIELD, MA
*004	BMC PHILADELPHIA, PA

Aged Invoices

Drag a column

Vendor # x

- **Load Aging** – select this option after the report criteria has been selected.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load Aging | Detail Report | Detail Grid | Summary Report

The grid will populate.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load AgingDetail ReportDetail GridSummary ReportSummary GridReport FormatsReconcile APClear DataPrint ReconciledSetup Aging Brackets

AP Aging Report

Filters

Aging Date11/27/2012Age ByTransaction Date

Start Vendor #Vendor Name

End Vendor #Vendor Name

Aged InvoicesAging Summary

Drag a column header here to group by that column

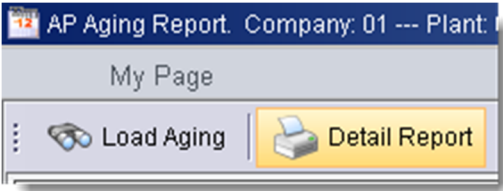
Vendor #	Vendor Name	Plant	Invoice #	Details	Invoice Date	Transaction Date	Discount Date	Discount Amount	Invoice Total	Amount Owed	Aging Days	Aging Period	Current	Over Day
100	Printing Company	0100	ap1		10/20/2012	10/20/2012	11/19/2012		\$60,465.00	\$60,465.00	38	Over 30 Days	\$0.00	\$60,465.00
100	Printing Company	0100	po2329		7/7/2012	7/7/2012	8/6/2012		\$60.00	\$60.00	143	Over 120 Days	\$0.00	\$60.00
100	Printing Company	0100	TestDate		10/15/2012	10/31/2012	11/14/2012		\$100.00	\$100.00	27	Current	\$100.00	
100	Printing Company	0100	testpost		11/1/2012	11/20/2012	12/1/2012		\$9,001.00	\$9,001.00	7	Current	\$9,001.00	
10	NWC Print	0100	po2334		7/18/2012	7/18/2012	7/30/2012		\$575.00	\$575.00	132	Over 120 Days	\$0.00	\$575.00
NELS	Nelsen Company	0100	3544		11/1/2012	11/8/2012	12/1/2012		\$3,762.08	\$3,762.08	19	Current	\$3,762.08	
Michelle	Michelle	0100	Misc-10192012	Commission Advance	10/19/2012	10/19/2012	10/19/2012		\$5,000.00	\$5,000.00	39	Over 30 Days	\$0.00	\$5,000.00
Michelle	Michelle	0100	Misc-10192012...	Commission Advance	10/19/2012	10/19/2012	10/19/2012		(\$1,000.00)	(\$1,000.00)	39	Over 30 Days	\$0.00	(\$1,000.00)
Michelle	Michelle	0100	1255-07092009	Comm For Inv# 11166 Job# 1255	7/9/2009	7/9/2009	7/9/2009		\$39.50	\$39.50	1237	Over 120 Days	\$0.00	\$39.50
Michelle	Michelle	0100	3178-07092009	Comm For Inv# 13996 Job# 3178	7/9/2009	7/9/2009	7/9/2009		\$200.00	\$200.00	1237	Over 120 Days	\$0.00	\$200.00
Michelle	Michelle	0100	3178-0709200...	Commission Adjustment	7/9/2009	7/9/2009	7/9/2009		(\$1.00)	(\$1.00)	1237	Over 120 Days	\$0.00	(\$1.00)
Michelle	Michelle	0100	3178-0709200...	Comm For Inv# 13995 Job# 3178	7/9/2009	7/9/2009	7/9/2009		\$100.00	\$100.00	1237	Over 120 Days	\$0.00	\$100.00
Michelle	Michelle	0100	3178-0709200...	Commission Adjustment	7/9/2009	7/9/2009	7/9/2009		(\$1.00)	(\$1.00)	1237	Over 120 Days	\$0.00	(\$1.00)
Michelle	Michelle	0100	2096-07092009	Comm For Inv# 13266 Job# 2096	7/9/2009	7/9/2009	7/9/2009		\$17.60	\$17.60	1237	Over 120 Days	\$0.00	\$17.60
									\$0.00	\$88,926.72	\$88,926.72		\$12,863.08	\$7,000.00

The two tabs in the grid area are **Aged Invoices** and **Aging Summary**.

- **Aged Invoices** – lists each open invoice, grouped by vendor and aged.
- **Aging Summary** – lists total AP aged balances by vendor.

Detail Report

Use this option to preview and print a formatted report shown.



Preview

File View Background

100%

Company 01 - Plant 0100

A/P Detail Aging Report

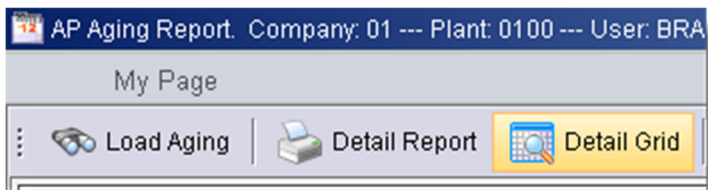
Aged by Transaction Date with Effective Date of 11/27/2012
Run for All Vendors

Date	Invoice #	Details	Disc Date	Disc Amount	Current	Over 30 Days	Over 60 Days
10 - NWC Print							
7/18/2012	po2334	po2334	7/30/2012	575.00	0.00	0.00	0.00
Total for NWC Print				0.00	0.00	0.00	0.00
100 - Printing Company							
10/20/2012	ap1	ap1	11/19/2012	60,465.00	0.00	60,465.00	0.00
7/7/2012	po2329	po2329	8/6/2012	60.00	0.00	0.00	0.00
10/31/2012	TestDate	TestDate	11/14/2012	100.00	100.00	0.00	0.00
11/20/2012	testpost	testpost	12/1/2012	9,001.00	9,001.00	0.00	0.00
Total for Printing Company				0.00	9,101.00	60,465.00	0.00
GA100 - Gabrielle Allen							
6/26/2012	Misc-06262012	Misc-06262012	6/26/2012	1,000.00	0.00	0.00	0.00
6/26/2012	8461-06262012	8461-06262012	6/26/2012	179.62	0.00	0.00	0.00
10/19/2012	Misc-10192012(4)	Misc-10192012(4)	10/19/2012	500.00	0.00	500.00	0.00
10/19/2012	Misc-10192012(5)	Misc-10192012(5)	10/19/2012	-1,000.00	0.00	-1,000.00	0.00

Page 1 of 2 | Zoom Factor: 100%

Detail Grid

Use this option to preview and print the data exactly as shown in the grid.



Preview

File View Background

100%

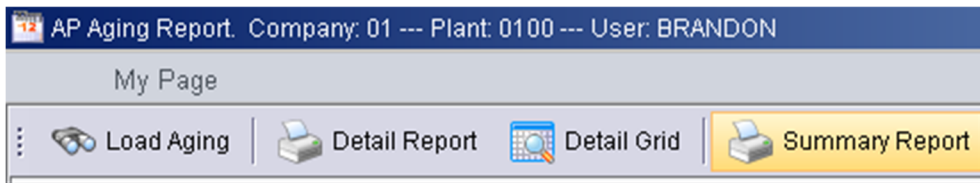
AP Detail Aging
Effective Date: 11/27/2012
Aging By Transaction Date

Vendor #	Vendor Name	Plant Code	Invoice #	Details	Invoice Date	Transaction Date	Discount Date	Discount Amount	Invoice Total	Amount Owed	Aging Days
100	Printing Company	0100	ap1		10/20/20	10/20/20	11/19/20		\$60,465.	\$60,465.	36
100	Printing Company	0100	po2329		7/7/2012	7/7/2012	8/6/2012		\$60.00	\$60.00	143
100	Printing Company	0100	TestDate		10/15/20	10/31/20	11/14/20		\$100.00	\$100.00	27
100	Printing Company	0100	testpost		11/1/201	11/20/20	12/1/201		\$9,001.0	\$9,001.0	7
10	NWC Print	0100	po2334		7/18/201	7/18/201	7/30/201		\$575.00	\$575.00	132
NELS	Nelsen Company	0100	3544		11/1/201	11/8/201	12/1/201		\$3,762.0	\$3,762.0	19
michelle	Michelle	0100	Misc-10192	Commission Advance	10/19/20	10/19/20	10/19/20		\$5,000.0	\$5,000.0	39
michelle	Michelle	0100	Misc-10192	Commission Advance	10/19/20	10/19/20	10/19/20		(\$1,000.	(\$1,000.	39
michelle	Michelle	0100	1255-0709	Comm For Inv# 11166 Job# 1255	7/9/2009	7/9/2009	7/9/2009		\$39.50	\$39.50	1237
michelle	Michelle	0100	3178-0709	Comm For Inv# 13996 Job# 3178	7/9/2009	7/9/2009	7/9/2009		\$200.00	\$200.00	1237
michelle	Michelle	0100	3178-0709	Commission Adjustment	7/9/2009	7/9/2009	7/9/2009		(\$1.00)	(\$1.00)	1237

Page 1 of 2 | Zoom Factor: 100%

Summary Report

Use this option will to preview and print a formatted report as shown in the grid for the Aging Summary tab.



Preview

File View Background

100%

Company 01 - Plant 0100

A/P Aging Summary Report

Aged by Transaction Date with Effective Date of 11/27/2012
Run for All Vendors

Account #	Vendor Name	Current	Over 30 Days	Over 60 Days	Over 90 D
10	NWC Print	0.00	0.00	0.00	0
100	Printing Company	9,101.00	60,465.00	0.00	0
GA100	Gabrielle Allen	0.00	-1,000.00	0.00	0
LM100	Leah Misian	0.00	9,928.92	0.00	0
michelle	Michelle	0.00	4,000.00	0.00	0
NELS	Nelsen Company	3,762.08	0.00	0.00	0
Grand Total		12,863.08	73,393.92	0.00	0

Page 1 of 1 | Zoom Factor: 100%

Summary Grid

Use this option to preview and print the data exactly as shown in the grid for the Aging Summary tab.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load Aging | Detail Report | Detail Grid | Summary Report | **Summary Grid**

Preview

File View Background

100%

AP Summary Aging
Effective Date: 11/27/2012
Aging By Transaction Date

Vendor Code	Vendor Name	Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days
100	Printing Company	\$9,101.00	\$60,465.00	\$0.00	\$0.00	\$60,465.00
10	NWC Print	\$0.00	\$0.00	\$0.00	\$0.00	\$57,364.00
NELS	Nelsen Company	\$3,762.08	\$0.00	\$0.00	\$0.00	\$3,762.08
Michelle	Michelle	\$0.00	\$4,000.00	\$0.00	\$0.00	\$35,000.00
GA100	Gabrielle Allen	\$0.00	(\$1,000.00)	\$0.00	\$0.00	\$1,666.67
LM100	Leah Misionian	\$0.00	\$9,928.92	\$0.00	\$0.00	\$9,928.92
		\$12,863.08	\$73,393.92	\$0.00	\$0.00	\$2,666.67

Page 1 of 1 | Zoom Factor: 100%

Report Formats

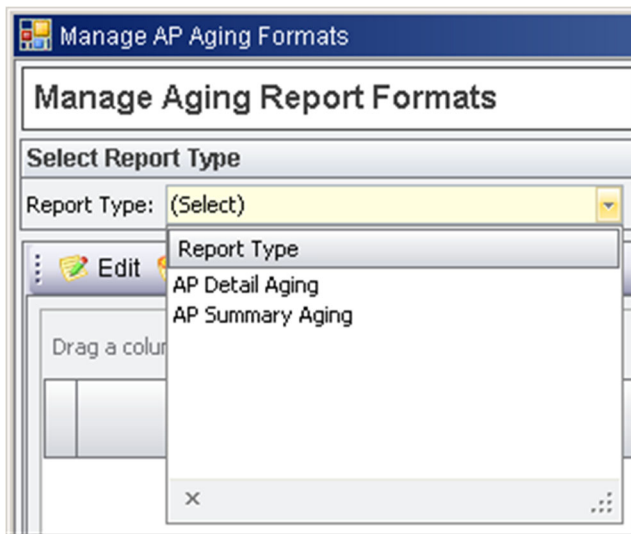
Use this option to set the default format for the Detail and Summary reports and to create customized formats.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

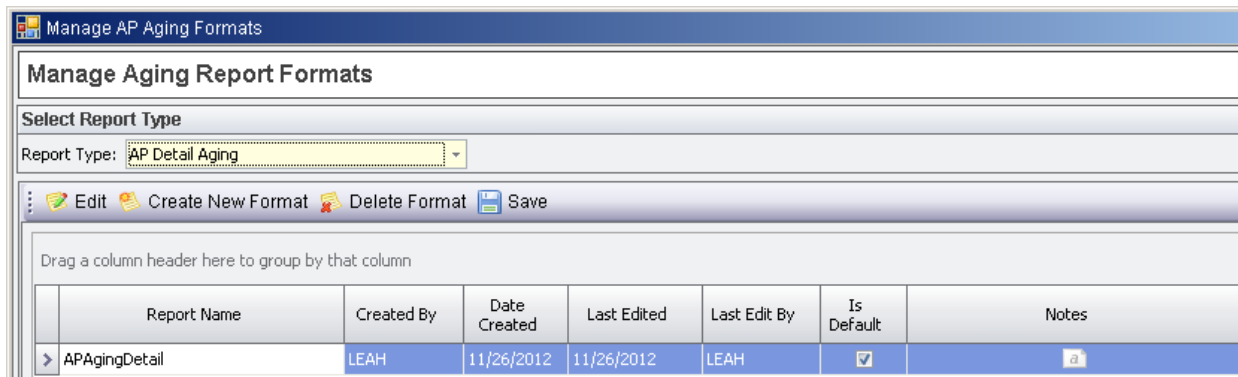
My Page

Load Aging | Detail Report | Detail Grid | Summary Report | Summary Grid | **Report Formats**

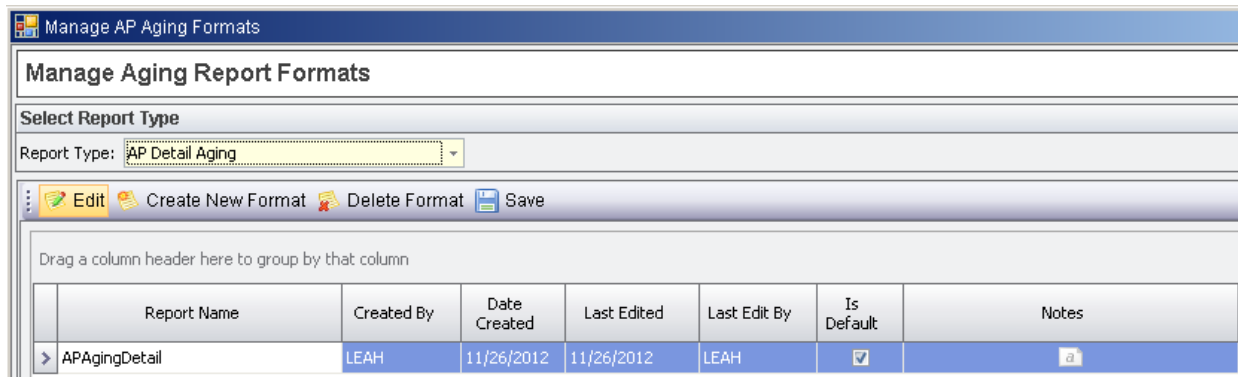
Select the type of report using the dropdown list.



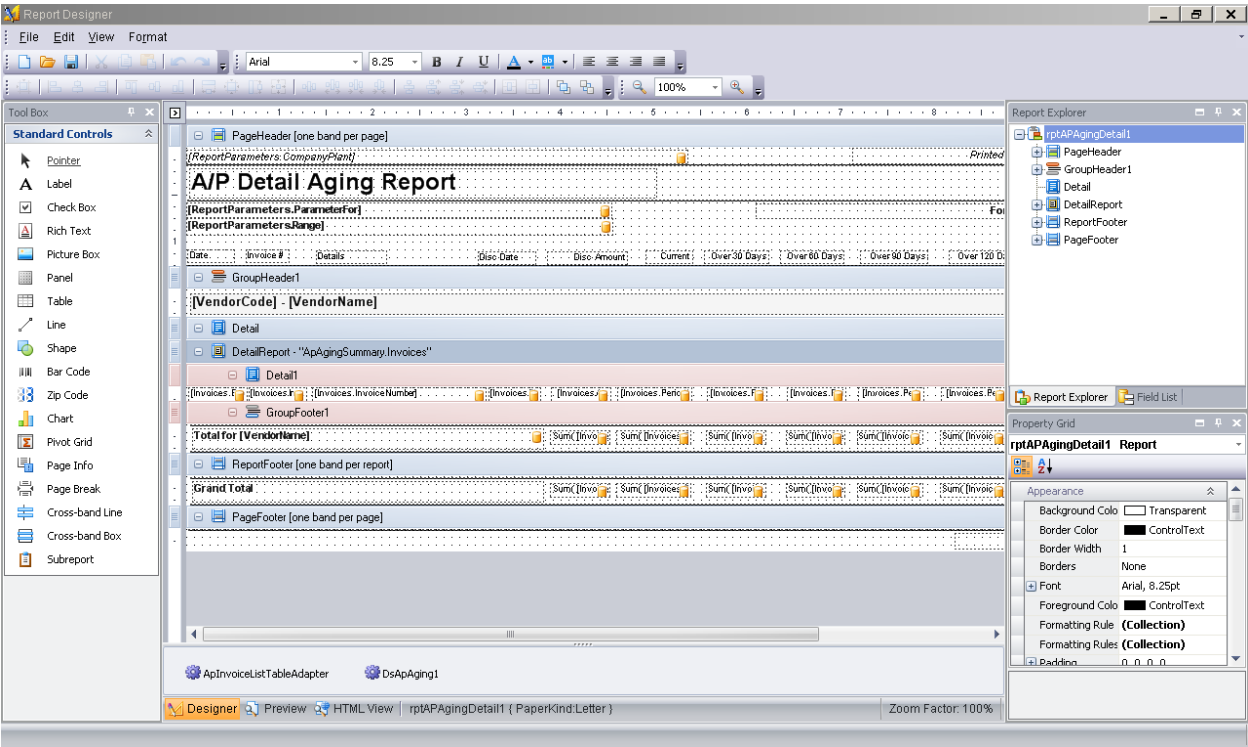
One default report of each type lists in the grid. It is not recommended that this report be altered in any way. It is better to create a new report to customize and use this one as a base template.



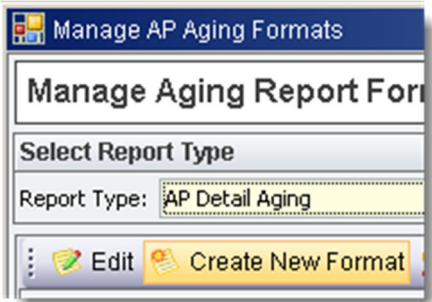
Highlight a report in the list and click Edit to open the Report Designer window.



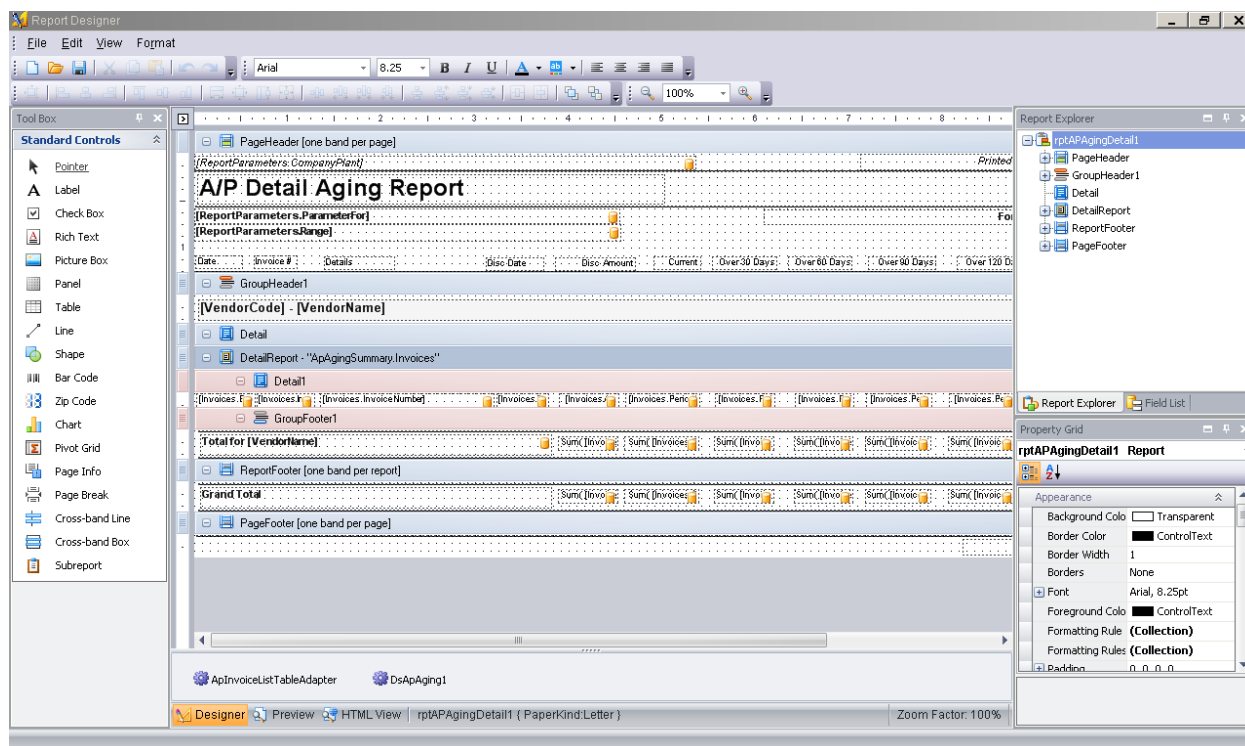
The template for the selected report will open.



Click **Create New Format** to open the Report Designer window.

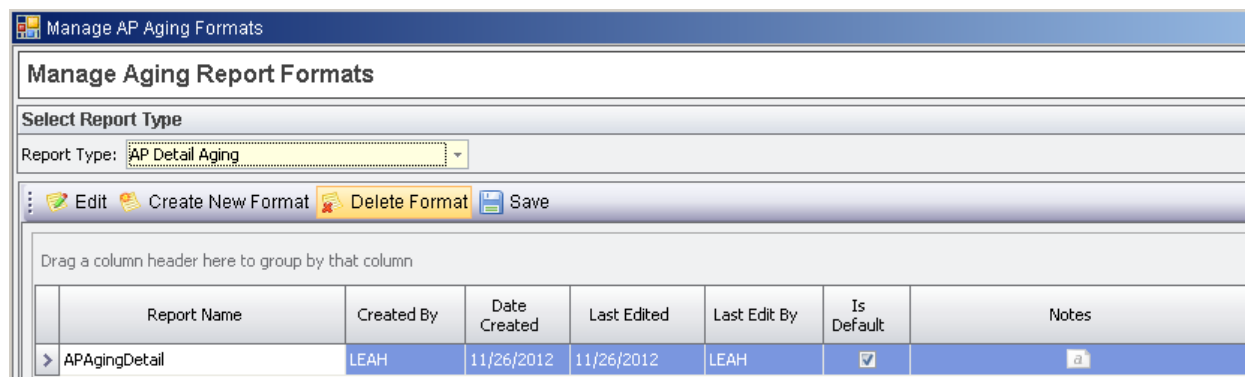


The default template will open.



This template can be edited to suit your needs. Be sure to save work prior to closing the screen.

Delete a report format by highlighting and clicking **Delete Format**.



Set the default format by clicking the checkbox in the **Is Default** column and click **Save**.

Manage AP Aging Formats

Manage Aging Report Formats

Select Report Type

Report Type: AP Detail Aging

Edit
 Create New Format
 Delete Format
 Save

Drag a column header here to group by that column

Report Name	Created By	Date Created	Last Edited	Last Edit By	Is Default	Notes
AP Aging Detail	LEAH	11/26/2012	11/26/2012	LEAH	<input checked="" type="checkbox"/>	

Reconcile AP

This option adds six (6) additional tabs to the grid area which include Current Invoices, Voided QI Invoiced, Check Register, Check Register – Voided Checks, Aged Invoices (Prior Period) and Reconciled Data. The first five new tabs hold the detailed information for the numbers used in the reconciliation calculation and the sixth is the actual calculation.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load Aging
 Detail Report
 Detail Grid
 Summary Report
 Summary Grid
 Report Formats
 Reconcile AP

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load Aging
 Detail Report
 Detail Grid
 Summary Report
 Summary Grid
 Report Formats
 Reconcile AP
 Clear Data
 Print Reconciled
 Setup Aging Brackets

A/P Aging Report

Filters

Aging Date: 11/27/2012 Age By: Transaction Date

Start Vendor #: (Select) Vendor Name: (Select)

End Vendor #: (Select) Vendor Name: (Select)

Aged Invoices
 Aging Summary
 Current Invoices
 Voided QI Invoiced
 Check Register
 Check Register - Voided Checks
 Aged Invoices (Prior Period)
 Reconciled Data

Drag a column header here to group by that column

Vendor #	Vendor Name	Plant	Invoice #	Details	Invoice Date	Transaction Date	Discount Date	Discount Amount	Invoice Total	Amount Owed	Aging Days	Aging Period	Current	Over Day
100	Printing Company	0100	ap1		10/20/2012	10/20/2012	11/19/2012		\$60,465.00	\$60,465.00	38	Over 30 Days	\$0.00	\$60.00
100	Printing Company	0100	po2329		7/7/2012	7/7/2012	8/6/2012		\$60.00	\$60.00	143	Over 120 Days	\$0.00	
100	Printing Company	0100	TestDate		10/15/2012	10/31/2012	11/14/2012		\$100.00	\$100.00	27	Current	\$100.00	
100	Printing Company	0100	testpost		11/1/2012	11/20/2012	12/1/2012		\$9,001.00	\$9,001.00	7	Current	\$9,001.00	
10	NWC Print	0100	po2334		7/18/2012	7/18/2012	7/30/2012		\$575.00	\$575.00	132	Over 120 Days	\$0.00	
NELS	Nelsen Company	0100	3544		11/1/2012	11/8/2012	12/1/2012		\$3,762.08	\$3,762.08	19	Current	\$3,762.08	
michelle	Michelle	0100	Misc-10192012	Commission Advance	10/19/2012	10/19/2012	10/19/2012		\$5,000.00	\$5,000.00	39	Over 30 Days	\$0.00	\$5,000.00
michelle	Michelle	0100	Misc-10192012...	Commission Advance	10/19/2012	10/19/2012	10/19/2012		(\$1,000.00)	(\$1,000.00)	39	Over 30 Days	\$0.00	(\$1,000.00)
michelle	Michelle	0100	1255-07092009	Comm For Inv# 11166 Job# 1255	7/9/2009	7/9/2009	7/9/2009		\$39.50	\$39.50	1237	Over 120 Days	\$0.00	
michelle	Michelle	0100	3178-07092009	Comm For Inv# 13996 Job# 3178	7/9/2009	7/9/2009	7/9/2009		\$200.00	\$200.00	1237	Over 120 Days	\$0.00	
michelle	Michelle	0100	3178-07092009...	Commission Adjustment	7/9/2009	7/9/2009	7/9/2009		(\$1.00)	(\$1.00)	1237	Over 120 Days	\$0.00	
michelle	Michelle	0100	3178-07092009...	Comm For Inv# 13995 Job# 3178	7/9/2009	7/9/2009	7/9/2009		\$100.00	\$100.00	1237	Over 120 Days	\$0.00	
michelle	Michelle	0100	3178-07092009...	Commission Adjustment	7/9/2009	7/9/2009	7/9/2009		(\$1.00)	(\$1.00)	1237	Over 120 Days	\$0.00	
michelle	Michelle	0100	2096-07092009	Comm For Inv# 13266 Job# 2096	7/9/2009	7/9/2009	7/9/2009		\$17.60	\$17.60	1237	Over 120 Days	\$0.00	
									\$0.00	\$88,926.72	\$88,926.72		\$12,863.08	\$7,000.00

- **Current Invoices** – all invoices posted in the same period as the Aging Date entered.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: LS

My Page

Load Aging | Detail Report | Detail Grid | Summary Report | Summary Grid | Report Formats | Reconcile AP | Clear Data | Print Reconciled

AP Aging Report

Filters

Aging Date: 11/27/2012 Age By: Transaction Date

Start Vendor #: (Select) Vendor Name: (Select)

End Vendor #: (Select) Vendor Name: (Select)

Aged Invoices | Aging Summary | **Current Invoices** | Voided QI Invoiced | Check Register | Check Register - Voided Checks | Aged Invoices (Prior Period) | Reconciled Data

Drag a column header here to group by that column

	Vendor Account	Invoice Company	Plant Code	Invoice Number	Invoice Amount	Description	GL Batch Number	GL Batch Period	GL Batch Type	GL Batch Year	Discount Taken	Discount Date
>	NELS	01	0100	3544	\$3,082.66	Centura Gloss Bk 60#	8343	2	CI	2013	0	
	NELS	01	0100	3544	\$679.42	Springhill C1s Cover 10Pt	8343	2	CI	2013	0	
	100	01	0100	5224	\$115.00		8384	2	QI	2013	0	
	LM100	01	0100	5224	\$1,172.51	Campana Engraving 20085 Job # 5224	8384	2	QI	2013	0	

- **Voided QI Invoiced** – lists invoices entered as a part of the Quick Check process, that were voided with a date in the same period as the Aging Date entered.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: LS

My Page

Load Aging | Detail Report | Detail Grid | Summary Report | Summary Grid | Report Formats | Reconcile AP | Clear Data | Print Reconciled | Setup Aging Brackets

AP Aging Report

Filters

Aging Date: 11/27/2012 Age By: Transaction Date

Start Vendor #: (Select) Vendor Name: (Select)

End Vendor #: (Select) Vendor Name: (Select)

Aged Invoices | Aging Summary | Current Invoices | **Voided QI Invoiced** | Check Register | Check Register - Voided Checks | Aged Invoices (Prior Period) | Reconciled Data

Drag a column header here to group by that column

	CheckNo	CheckVoidedFlag	CheckVoidedGL Period	CheckVoidedGL Year	InvoiceHdrInvoice No	ApGLTranGLBatch Period	ApGLTranGLBatch Year	ApGLTranCompany Code	ApGLTranBatch Type	ApGLTranInvoiceRecnu	AmountInvoiced
>	11212012	V	2	2013	5224	2	2013	01	QI	1063	\$115.00

- **Check Register** – lists all checks with a date in the same period as the Aging Date entered.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: LS

My Page

Load Aging | Detail Report | Detail Grid | Summary Report | Summary Grid | Report Formats | Reconcile AP | Clear Data | Print Reconciled | Setup Aging Brackets

AP Aging Report

Filters

Aging Date: 11/27/2012 Age By: Transaction Date

Start Vendor #: (Select) Vendor Name: (Select)

End Vendor #: (Select) Vendor Name: (Select)

Aged Invoices | Aging Summary | Current Invoices | Voided QI Invoiced | **Check Register** | Check Register - Voided Checks | Aged Invoices (Prior Period) | Reconciled Data

Drag a column header here to group by that column

	Company Code	Date	Source	Amount	Discount	Void Date	Void Flag	Bank Account No	Bank Description	Vendor Code	Check Number
>	01	11/1/2012	M	\$50.00	\$0.00	1/1/1900	N	ar cash#453453	ACCT REV cash #453...	001	11011201
	01	11/21/2012	M	\$115.00	\$0.00	11/21/2012	V	ar cash#453453	ACCT REV cash #453...	100	11212012
	01	11/2/2012	A	\$1,172.51	\$0.00	11/2/2012	V	ar cash#453453	ACCT REV cash #453...	LM100	185
	01	11/2/2012	A	\$1,172.51	\$0.00	11/2/2012	V	ar cash#453453	ACCT REV cash #453...	LM100	185

- **Check Register - Voided Checks** – lists checks with a void date in the same period as the Aging Date entered.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: LS

My Page

Load Aging | Detail Report | Detail Grid | Summary Report | Summary Grid | Report Formats | Reconcile AP | Clear Data | Print Reconciled | Setup Aging Brackets

AP Aging Report

Filters

Aging Date: 11/27/2012 | Age By: Transaction Date

Start Vendor #: (Select) | Vendor Name: (Select)

End Vendor #: (Select) | Vendor Name: (Select)

Aged Invoices | Aging Summary | Current Invoices | Voided Q1 Invoiced | Check Register | **Check Register - Voided Checks** | Aged Invoices (Prior Period) | Reconciled Data

Drag a column header here to group by that column

	Company Code	Check Date	Source	Amount	Discount	Void Date	Flag	Bank Account No	Bank Description	Vendor Code	Check Number
>	01	9/4/2012	A	\$100.00	\$0.00	11/1/2012	V	ar cash453453	ACCT REV cash 45...	001	183
	01	11/21/2012	M	\$115.00	\$0.00	11/21/2012	V	ar cash453453	ACCT REV cash 45...	100	11212012
	01	11/2/2012	A	\$1,172.51	\$0.00	11/2/2012	V	ar cash453453	ACCT REV cash 45...	LM100	185

- **Aged Invoices (Prior Period)** – lists all invoices as of the ending date of the previous accounting period.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: LS

My Page

Load Aging | Detail Report | Detail Grid | Summary Report | Summary Grid | Report Formats | Reconcile AP | Clear Data | Print Reconciled | Setup Aging Brackets

AP Aging Report

Filters

Aging Date: 11/27/2012 | Age By: Transaction Date

Start Vendor #: (Select) | Vendor Name: (Select)

End Vendor #: (Select) | Vendor Name: (Select)

Aged Invoices | Aging Summary | Current Invoices | Voided Q1 Invoiced | Check Register | Check Register - Voided Checks | **Aged Invoices (Prior Period)** | Reconciled Data

Drag a column header here to group by that column

Vendor Code	Vendor Name	Plant Code	Invoice Number	Invoice Total	Amount Owed	Details	Invoice Date	Invoice Transactio	Aging Days	Aging Period	Current	30 Days	60 Days	90 Days
> 100	Printing Comp...	0100	po2329	\$60.00	\$60.00		7/7/2012	7/7/2012	116	Over 90 Days	\$0.00	\$0.00	\$0.00	\$60.0
100	Printing Comp...	0100	ap1	\$60,465.00	\$60,465.00		10/20/2012	10/20/2012	11	Current	\$60,465.00	\$0.00	\$0.00	\$0.0
100	Printing Comp...	0100	TestDate	\$100.00	\$100.00		10/15/2012	10/31/2012	0	Current	\$100.00	\$0.00	\$0.00	\$0.0

- **Reconciled Data** – reconciliation calculation.

AP Aging Report: Company: 01 --- Plant: 0100 --- User: LS

My Page

Load Aging
 Detail Report
 Detail Grid
 Summary Report
 Summary Grid
 Report Formats
 Reconcile AP
 Clear

A/P Aging Report

Filters

Aging Date: 11/27/2012 Age By: Transaction Date

Start Vendor #: (Select) Vendor Name: (Select)

End Vendor #: (Select) Vendor Name: (Select)

Aged Invoices Aging Summary Current Invoices Voided QI Invoiced Check Register Check Register - Voided Checks Aged Invoices (Prior Period) **Reconciled Data**

Prior Period A/P Summary	\$76,163.64
+ Current Invoices	\$17,721.95
- Voided Current Invoices	\$115.00
- Current Check Register	\$3,882.53
+Current Check Register Voided	\$1,387.51
- Discount Taken	\$0.00
= Calculated Total	\$91,275.57
Current Period A/P Summary	\$89,026.72
Difference(unbalanced)	\$2,248.85
AP GLControl Balance	\$93,805.85
Difference With A/P Summary	(\$4,779.13)

Clear Data

This option clears all Start/End Vendor information and the Aged Invoices and Aging Summary grids.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load Aging

Detail Report

Detail Grid

Summary Report

Summary Grid

Report Formats

Reconcile AP

Clear Data

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load Aging

Detail Report

Detail Grid

Summary Report

Summary Grid

Report Formats

Reconcile AP

Clear Data

Print Reconciled

Setup Aging Brackets

A/P Aging Report

Filters

Aging Date

11/27/2012

Age By

Transaction Date

Start Vendor #

(Select)

Vendor Name

(Select)

End Vendor #

(Select)

Vendor Name

(Select)

Aged Invoices

Aging Summary

Drag a column header here to group by that column

Vendor Code	Vendor Name	Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	Total	Average Age Days
-------------	-------------	---------	--------------	--------------	--------------	---------------	-------	------------------

Press 'Run Report' to load the aging data

Print Reconciled

This option prints three different reports related to the Reconcile AP process. If this process has not been run, the reports will display as blank templates.

AP Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page

Load Aging

Detail Report

Detail Grid

Summary Report

Summary Grid

Report Formats

Reconcile AP

Clear Data

Print Reconciled

- **Print Reconciled Report** – Previews or prints a report of the information from the Reconciled Data tab.

AP Aging Report, Company: 01 --- Plant: 0100 --- User: LS

My Page

Load Aging | Detail Report | Detail Grid | Summary Report | Summary Grid | Report Formats | Reconcile AP | Clear Data | **Print Reconciled** | Setup Aging

A/P Aging Report

Filters

Aging Date: 11/27/2012 | Age By: Transaction Date

Print Reconciled Report
Print Check Register Report
Print Current Invoices Report

Preview

File View Background

100%

Thursday, January 03, 2013

Printed For : brandont

Accounts Payable Month End Closing Report

Calculated For the Year	2013
Calculated For the Period	2
Started From Date	11/01/2012
Ending Date	12/03/2012
Prior Period AP Summary	\$76,163.64
+ Current Invoices	\$17,721.95
- Voided Current Invoices	\$115.00
Current Check Register	\$2,992.52

Page 1 of 1 | Zoom Factor: 100%

- | | | | | |
|-----------------------------------------------------------|---------------|--------------|------------------|--------------|
| AP Aging Report. Company: 01 --- Plant: 0100 --- User: LS | | | | |
| My Page | | | | |
| Load Aging | Detail Report | Detail Grid | Summary Report | Summary Grid |
| Report Formats | Reconcile AP | Clear Data | Print Reconciled | Setup Aging |
| A/P Aging Report | | | | |
| Filters | | | | |
| Aging Date | 11/27/2012 | Age By | Transaction Date | |
| Preview | | | | |
| File View Background | | | | |
| 100% | | | | |
| Current Period Check Register | | | | |
| 11/01/2012 - 12/03/2012 | | | | |
| Vendor Code | Check Date | Check Number | Discount | Check Amount |
| Vendor's Code : 001 | | | | |
| | 11/01/2012 | 11011201 | \$0.00 | \$501.00 |
| | | | \$0.00 | \$501.00 |
| Vendor's Code : 100 | | | | |
| | 11/21/2012 | 11212012 | \$0.00 | \$115.00 |
| | | | \$0.00 | \$115.00 |
| Vendor's Code : LM100 | | | | |
| | 11/02/2012 | 185 | \$0.00 | \$1172.00 |
| | 11/02/2012 | 186 | \$0.00 | \$1172.00 |
| | 11/02/2012 | 187 | \$0.00 | \$1372.00 |
| | | | \$0.00 | \$3717.00 |
| Report Total: | | | \$0.00 | \$3882.00 |
| Page 1 of 1 Zoom Factor: 100% | | | | |

- **Print Current Invoices Report** – Previews or prints a report of the information from the Current Invoices tab; sorted by vendor.

AP Aging Report, Company: 01 --- Plant: 0100 --- User: LS

My Page

Load Aging | Detail Report | Detail Grid | Summary Report | Summary Grid | Report Formats | Reconcile AP | Clear Data | **Print Reconciled** | Setup Aging

A/P Aging Report

Filters

Aging Date: 11/27/2012 | Age By: Transaction Date

Print Reconciled Report
Print Check Register Report
Print Current Invoices Report

Preview

File View Background

100%

Printed For : brandont 01/03/2013

Current Period Invoices From Vendors 11/01/2012 --- 12/03/2012

Page 1/2

Invoice Number	Amount of Invoice	Discount Taken
001 Just In Time		
time01		\$50.00 \$0.00
Vendor Subtotal 001		\$50.00 \$0.00
100 Printing Company		
testpost PURCHASE LIST	\$1.00	\$0.00
testpost PURCHASE LIST	\$9,000.00	\$0.00
pog1test DATA ENTRY (Buyout)	\$9.00	\$0.00
pog1test DATA ENTRY (Buyout)	\$9.00	\$0.00
pog1test Centura Gloss Bk 60#	\$95.00	\$0.00
pog1test Die Cut (Buyout)	\$11.00	\$0.00
pog1test Die Cut (Buyout)	\$33.00	\$0.00
no1test Die Cut (Buyout)	\$66.00	\$0.00

Page 1 of 2 | Zoom Factor: 100%

Setup Aging Brackets

By default, there are five aging brackets that include Current, Over 30 Days, Over 60 Days, Over 90 Days and Over 120 Days. These brackets are editable.

Bracket Name	Days
Bracket 1 Name: Current	30
Bracket 2 Name: Over 30 Days	60
Bracket 3 Name: Over 60 Days	90
Bracket 4 Name: Over 90 Days	120
Bracket 5 Name: Over 120 Days	0
Bracket 6 Name:	0

Each bracket is displayed on a column on the Aged Invoices and Aging Summary grids as well as printed reports.

Recent Additions

Vendor Terms

The terms for each vendor, as held in the master file vendor record, are now available as a column option, in the Summary grid.

Drag a column header here to group by that column

Vendor Code	Vendor Name	Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	Period6	Total	Average Age Days	Vendor Terms
-------------	-------------	---------	--------------	--------------	--------------	---------------	---------	-------	------------------	--------------

Press "Load Aging" to load the aging data