

# A/P Aging Summary

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The *A/P Aging Summary* Report produces a report containing all unpaid Vendor Bills and unapplied Vendor Credits separated into aging bucket columns. Once the desired options have been selected, click the OK button to display the report in Print Preview mode.

## Report Selections

**Branch** - The report default is to print data for all active and inactive Branches. If it is desired to print the data associated with one or multiple Branches, highlight the first Branch, hold down the CTRL key and highlight additional Branches within the list.

- *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

- *Break Out by Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for each Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

**Vendor Type** - The report default is to print data for all Vendor Types. If it is desired to print the data associated with one or multiple Vendor Types, highlight the first Vendor Type, hold down the CTRL key and highlight additional Vendor Types within the list.

**As of Date** - Today's date will default into this field. If the report is desired for a past or future date, you may change the date selection in this field.

**Options** - The default of this report is to Age by the **Bill Due Date**.

- *Age by Billing Date* - If this option is selected, the report will age the Vendors Bills based on the **Bill**

**Date of the Bill(s).**

The screenshot shows the 'A/P Aging Summary' dialog box with the following details:

- Branch:** A list box containing 'All', '\*\*\*MUST ASSIGN\*\*\*', 'A.C. Daughtry, Inc.', 'A.C. Daughtry, Inc. - DIY', 'Ace Security Systems', 'ACK-Test', 'ADI Integration', and 'Alarm Services Corp'. The 'All' option is selected.
- Vendor Type:** A list box containing 'All', 'Credit Card', 'Employee', 'GA', 'Government Agency', 'Insurance', 'Office Supplies', 'Outside Services', 'Parts Supplier', 'Professional', 'Sales Tax Agency', and 'Service Provider'. The 'All' option is selected.
- As Of Date:** A text field containing '12/29/2022' with a calendar icon to its right.
- Options:** A checkbox labeled 'Age by Billing Date' which is currently unchecked.
- Buttons:** 'Ok' and 'Cancel' buttons are located at the bottom right of the dialog.