

AP Retroactive Aging

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The A/P Retroactive Aging Report produces a report containing all unpaid Vendor Bills and unapplied Vendor Credits as of a particular date. This report may be generated in detail or summary mode. When generated in detail mode, all bills and credits are grouped by Vendor and ordered by the newest to the oldest due date. When this report is generated in summary mode, totals are displayed for each Vendor in aging columns with a grand total listed at the end of the report. Once the desired options have been selected, click the *OK* button to display the report in Print Preview mode.

Report Selections

Branches - 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, select the checkbox to the left of each branch desired.

· *Hide Inactive Branches* - If data is not to be listed for data associated with Vendors linked to inactive Branches, select this option.

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

As Of Date - A cut-off date for the report must be selected to determine what data will be presented on the report.

Vendor Net Due - The report default filter is to select All Vendors (regardless if their is a balance is 0). The other options in this drop-down list, is to display data where the Vendor Total Net Due is:

<> 0 - Not equal to zero

= 0 - Equal to zero

< 0 - Less than zero

> 0 - Greater than zero

Summary Report - Selecting this option will display the summary version of this report. One row will print for each Vendor with the total aged amounts within their respective aging buckets. A grand total for all Vendors is printed at the bottom of the report.

Detail with Aging Buckets - Selecting this option will print a detailed listing of all open Bills and Credits grouped by each Vendor. Subtotals are shown for each Vendor and a grand total will print on the last page of the report.

Age By - Depending on which method is selected, the amounts on the report will appear in the appropriate aging buckets.

· *Posting Date* - If this option is selected, Bills will be aged by the date on which the Bill was posted to the general ledger.

· *Invoice Date* - If this option is selected, Bills will be aged by the Bill date that was entered on the A/P Bill.

AP Retroactive Aging

Branches

- MI
- National
- NC
- OH

Hide Inactive Branches

Select All Invert

Show Each Branch

As of Date

9/11/2017

Options

Vendor Net Due

All Vendors

Summary Report

Detail with Aging Buckets

Age By

Posting Date Invoice Date

Ok Export Cancel