

Aged Vendors

PROGRAM NAME:APAGERPT

MENU OPTION TITLE:Aged Vendors

MAIN MODULE:ACCOUNTS PAYABLE

HELP KEY ACTIVE:YES

PROGRAM OVERVIEW

The Aged Voucher Report will individually list every unpaid voucher for each vendor and age each one in 30 day periods from the voucher's due date. A one line summary will be printed on the report for each unpaid voucher and a summary line for each vendor will be printed showing the totals of each 30 day period.

PROGRAM OPERATION

When this report is chosen from the menu, the option of aging all of the vouchers for all of the vendors, or all of the vouchers for a single vendor is available. The question will be asked, "What date do you want the vouchers aged by?". Enter the date to be used for aging (usually the current system date). You will then be told to "Enter the vendor or press RETURN to print all". Pressing RETURN will cause "--ALL--" to be displayed in the VENDOR ID window. If unpaid vouchers for a single vendor are to be aged, enter the VENDOR ID and press RETURN. When this is done only the open vouchers for the vendor entered will be listed on the Aged Voucher Report.