AP.090.070 – REVIEWING VENDOR AGING

Purpose	To identify the steps required to run a vendor aging inquiry.
Description	This topic explains the Vendor Aging Inquiry page. From this page users can review the aging of different payments for a vendor or group of vendors.
Security Role	**BOR_AP_INQUIRY**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review payment aging information for suppliers.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Accounts Payable** link.
4.	Click the **Review Accounts Payable Info** link.
5.	Click the **Supplier** link.
6.	Click the **AP Aging Reports** link.
7.	Enter Supplier SetID in the Supplier **SetID** field.
8.	Enter additional Search criteria. • Users can use any combination of the **Set ID**, **Business Unit**, **Trans Currency** (transaction currency), and **Vendor ID Number** or **Vendor Name** fields. • Users can search by single vendor ID, single vendor name, or a range of these values. • Today's date appears by default in the **As of Date** field. • The **Currency** field is automatically populated from the user preferences.
9.	Click the **Search** button Inquiry results are broken down into these status categories: • Approved Voucher • Unapproved Voucher • Negative Voucher • Hold Payment • Prepaid Voucher • Draft Issued

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Step	Action
10.	Click an amount to navigate to the Scheduled Payment page to review what items make up the total amount. Users can review the voucher details by: • Voucher ID • Invoice ID • Vendor ID • Scheduled to Pay date Users can also determine if vouchers are on hold.