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Title: A/P Open Item Report vs Aging Report
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Please Note: Technical Support Notes are available from the Macola Web site at www.macola.com.

A/P OPEN ITEM REPORT

1. The open item report should be used to reconcile the a/p subledger with the general ledger. This is the only aging report that is based on the distribution to g/l date.
2. The report can be run based on invoice date or due date. Any transactions past the cut-off date will now show on the report. The report can only be sorted by vendor number, and the detail of each vendor prints in invoice number order.
3. The report does not age the document detail. The aging occurs for vendor totals only.
4. When the report is printed in detail, the voucher reference line prints.
5. Dates to consider when printing the report:
   a. Aging date: The aging date ages the invoices based on this date. If you do not select “include items past aging date”, then vouchers with invoice dates past the aging date will not print on the report.
   b. Cut-off Date: The cut-off date is the voucher’s “gl distribution date”. Any voucher that had a distribution date after the cut-off date will not print on the open item report, regardless of the invoice date.
   c. Check date: If the invoice is paid prior to the cut-off date (not the aging date), the voucher will show as open on the report. The check will only print on the report if the preference “Show Fully Paid Items” is flagged, and the check date is prior to the aging date.
6. Voided checks and cancellation vouchers are reconciling items, when balancing the a/p to the g/l using the open item report. If a check is voided in a different period in which it is originally posted, the voucher becomes open as of the original invoice date.
7. The open item report is used to reconcile the a/p module to g/l. Refer to document RECNAPV7.

A/P AGING REP0RT

1. The aging report is a good tool to use for tracking vendor balances and to aid in the payment process. It does not consider when a voucher was distributed to the g/l.

2. The report can be sorted by vendor name or vendor number. The detail of each vendor prints in invoice number order.
3. The report only looks at the aging date. It will age by the invoice date or due date.
4. The report can be printed to show detail, show doc age detail, or only show vendor summary aging.
    a. Showing detail: invoice amounts print in one column, the aged days for each invoice prints in one column. No References or g/l account numbers print.
    b. Show doc age detail: the invoice amounts print in 1 of 4 columns representing the aged buckets. The vendor Subtotals also print in the 4-bucket columns.
5. Similar to the open item report, it can be run to include items past the aging date. It can also be run to show open items only or show all records.
6. The report can be printed so that it will only print vendors with a credit balance.
7. The report can also be printed where the minimum vendor balance is a filter.

SUMMARY

The a/p aging report does not consider the g/l distribution date and therefore should not be used to reconcile to the g/l. The a/p aging gives you the ability to age each individual invoice, whereas the open item report only shows aged totals for each vendor. The a/p aging also allows changes to the default aging parameters, indicate a minimum balance, and show credit balances only.