



Process Documentation

Department:

Customer Support

Last Updated:

4/4/2025 1:35 PM

NAME OF PROCESS

Generating an Open Payables Report [Roleplay]

Use Case / Objectives

This guide will walk you through how to generate the open payables report. This report provides a listing of Open Payable Invoices by vendor number or name, due date, aged by, invoice date, due date, discounts, or halt codes.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for all tasks are available in the Reference Glossary. To view these definitions, either click the screen name in the task or scroll to the end of the documentation, where the glossary is located.

Menu options to access:

Accounts Payable => Open Payables / General

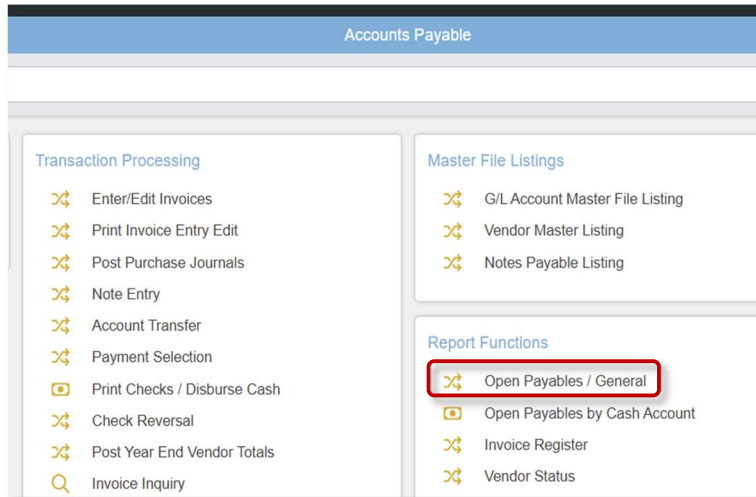
Reporting

Open Payables/General

Generating an Open Payables Report

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Accounts Payable** screen does not appear automatically, select **Accounts Payable** from the left toolbar.
3. In the **Report Functions** section, click on the **Open Payables / General** option.



- a. The **Open Payables Reports** screen opens.

```

2/26/25  20:14:42      Open Payables Reports      Sys: DEMO V12
                                      Cmp: RM Loc: DMO

Open Payables by Vendor No. (Y/N): N
Open Payables by Due Date (Y/N) : N
Invoice Due Date for Report      : 2/26/25
Print Current Invoices Only (Y/N): N
Open by Cash Acct/Vnd (all locs): N
Invoice Currency : USD Print Base Currency: Y

Aged Open Payables (A/R Format): N Date to Age By:
Aged Open Payables (Y/N)      By : Inv.Date- N Due Date- N
Age Dates for Report(s)      1. : 2/26/25 2/26/25
                             2. : 3/26/25 3/26/25
                             3. : 4/26/25 4/26/25
                             4. : 5/26/25 5/26/25

Aged Payables Report Summary:  N (Y/N)
Invoice Discrepancy Report (Y/N): N

From Invoice Amount: 9,999,999.99- To Invoice Amount: 9,999,999.99
Discounts Only : N Select Halt Codes:
Held Invoices Only : N
Notes (I/E/O) : I (Include/Exclude/Only)

Enter Parameters for Report.
    
```

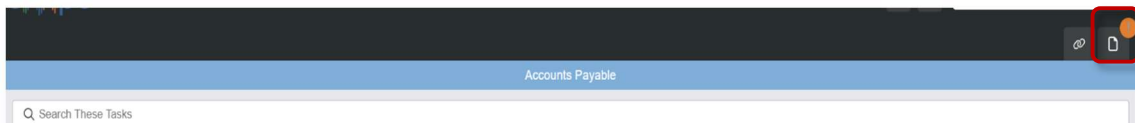
4. Enter the parameters for the report and press Enter.

NOTE: All three reports can be entered at one time; however, the Submit Job field will apply to all the reports. If the user wishes to run one report interactively while submitting another, the report requests must be entered separately.

NOTE 2: For the purposes of this article, the only field changed to *Y* is the *Open Payables by Vendor* field.

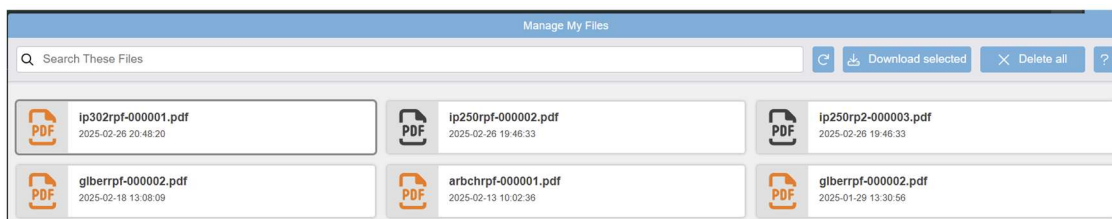
 - a. The **Submit Job** pop-up window opens.

5. Verify/update the information
6. Press Enter to continue.
7. The **Submit Job** pop-up window will close and you're returned to the **Accounts Payable** screen.
8. Once the report has been completed, an indicator icon will appear by the **Manage My Files** tab.

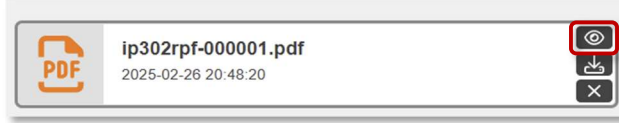


9. Click on the **Manage My Files** tab.
 - a. The **Manage My Files** screen opens, displaying your files.

NOTE: The files will be named after the control record of the screen it pulled from.



10. Click on the Open icon next to the desired file.



a. The **Open Payables** report opens. **NOTE:** The example below shows by Vendor Number since *Open Payables by Vendor No.* was set to **Y**.

2/26/25 20:48:19		IRVINE		IP302R							
Notes: I		Open Payables by Vendor Number									
Thru date: 2/26/25		By: RM0001DA									
Currency: USD											
Vend.#	Pay										
Cmpy-	Sel.#	Invoice #	Description	Gross Amount	Discount	Amount Paid	Amount Due	Due Date	Seq.#	Base Curr Amt	Currency Rate
49	ACTEK, CORP									
RM-DMO	1171 F584		ACTEK, CORP;F584	10.00	.00	.00	10.00	7/02/18	1568	10.00	1.00000
RM-DMO	1184 0608182		ACTEK, CORP;0608182	2,457.98	.00	.00	2,457.98	7/08/18	1593	2,457.98	1.00000
RM-DMO	1188 0608186		ACTEK, CORP;0608186	48.67	.00	.00	48.67	7/08/18	1597	48.67	1.00000
RM-DMO	1277 123123		000000049 123123	1,910.11	.00	.00	1,910.11	1/02/22	1724	1,910.11	1.00000
RM-DMO	1275 1231234		000000049 1231234	1,910.00	.00	.00	1,910.00	1/02/22	1725	1,910.00	1.00000
RM-DMO	1276 1231236		000000049 1231236	1,900.22	.00	.00	1,900.22	1/02/22	1726	1,900.22	1.00000
RM-DMO	1168 1234567		ACTEK, CORP;1234567	10.00	.00	.00	10.00	5/18/18	1565	10.00	1.00000
			Vendor Total:	8,246.98	.00	.00	8,246.98			8,246.98	
			Cash account:	Total:	8,246.98	.00	.00	8,246.98		8,246.98	
1	INVALID									
RM-DMO	1237 CREDIT4565		UNICAL;CREDIT4565	100.00-	.00	.00	100.00-	11/12/21	1683	100.00-	1.00000
RM-DMO	1274 DATE TEST..		UNICAL;DATE TEST..	100.00	.00	.00	100.00	1/27/22	1721	100.00	1.00000
RM-DMO	1235 DSL4656		UNICAL;DSL4656	2,010.00	.00	.00	2,010.00	11/12/21	1681	2,010.00	1.00000
RM-DMO	1238 DSL556		UNICAL;DSL556	3,390.00	.00	.00	3,390.00	11/12/21	1684	3,390.00	1.00000
RM-DMO	1236 DSL576764		UNICAL;DSL576764	450.00	.00	.00	450.00	11/12/21	1682	450.00	1.00000
RM-DMO	1234 TR453		UNICAL;TR453	500.00	.00	.00	500.00	11/11/21	1680	500.00	1.00000
			Vendor Total:	6,350.00	.00	.00	6,350.00			6,350.00	

Reference Glossary

Field Definitions for Tasks

Open Payables Report

- *Open Payables by Vendor No.* - Enter *Y* to print an Open Payables report by Vendor number.
- *Open Payables by Due Date* - Enter *Y* to print an Open Payables Report by a user-defined Due Date.
- *Invoice Due Date for Report* - Enter the date to be used for the report. Any Invoice with a Due Date 'equal to or before' the date entered will be printed.
- *Print Current Invoices Only* - Enter *Y* to only include invoices with a Due Date 'equal to or before' the date entered for the report. Enter *N* to include all invoices by Due Date.
- *Aged Open Payables* - This report can be printed by invoice date or by due date. Enter *Y* for the report(s) you wish to print and then the dates in the corresponding column(s).
- *Invoice Discrepancy Report* - Enter *Y* to print a listing of all Invoices with a Halt Code. This report will also print Invoice Messages.
- *From Invoice Amount* - Enter the starting Invoice Amount to be listed. Invoices with a Gross Amount = (equal to) or > (greater than) the amount entered will be printed.
- *To Invoice Amount* - Enter the ending Invoice Amount to be listed. Invoices with a Gross Amount = (equal to) or < (less than) the amount entered will be printed.
- *Discounts Only* - Enter *Y* to select invoices that are eligible for a discount.
- *Select Halt Codes* - Enter the Halt Codes to be selected. A maximum of four halt codes at once (two characters each) are allowed.
- *Held Invoices Only (Y/N)* - Enter *Y* to select all invoices that have a Halt Code.
- *Company-Location* - This field only displays for corporate users. Enter the Company and Location for invoices you wish to include.
- *Submit Job (Y/N)* - Enter *Y* to submit the program to Batch or *N* to run the program interactively.