



# Process

# Documentation

*Department:*

Customer Support

*Last Updated:*

2/3/2026 10:02 AM

**NAME OF PROCESS**

## Generating and Editing the A/P Accrual Report

**Use Case / Objectives**

This process document will walk you through how to [generate](#), [schedule](#) and [edit](#) the A/P Accrual Report.

**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 applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

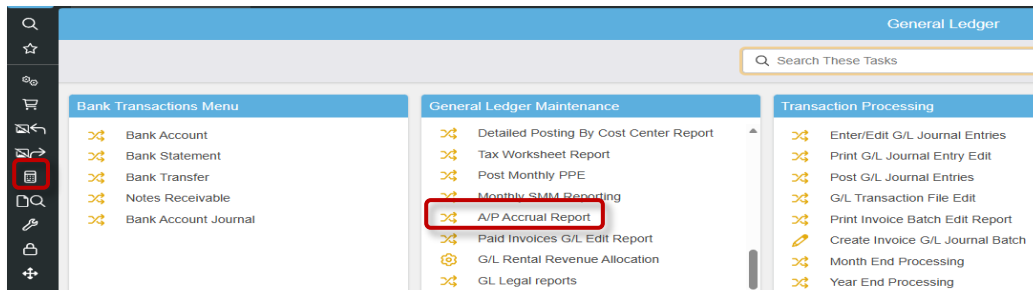
Menu options to access:

General Ledger => General Ledger Maintenance => A/P Accrual Report

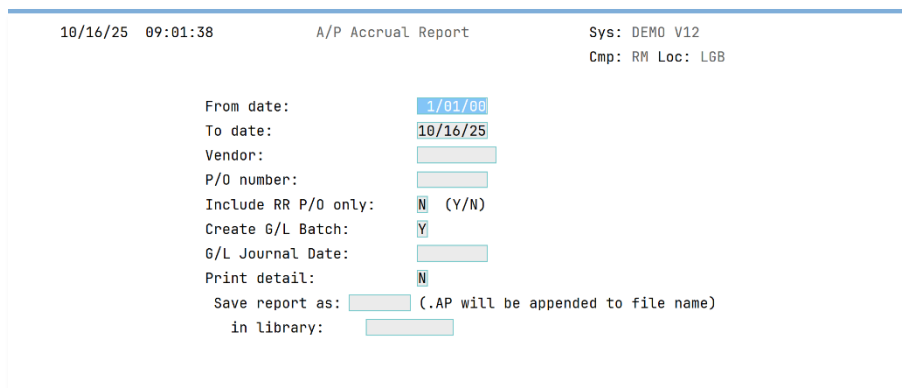
# Generate the A/P Accrual Report

## Process Steps

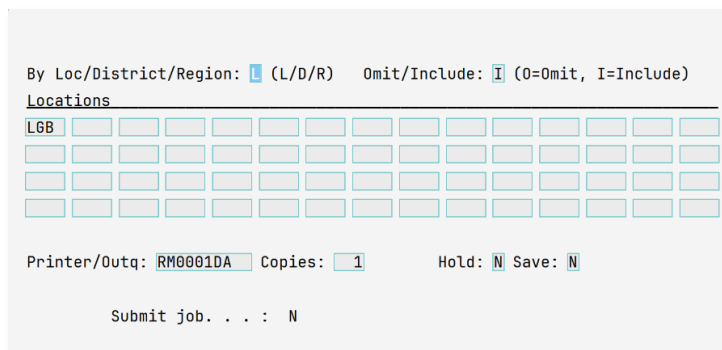
1. Log into the [Roleplay Environment](#) using your credentials.
2. Select the **General Ledger** menu from the left toolbar.
3. In the **General Ledger Maintenance** section, click on the **A/P Accrual Report** option.



- a. The **A/P Accrual Report - Launch** screen opens.

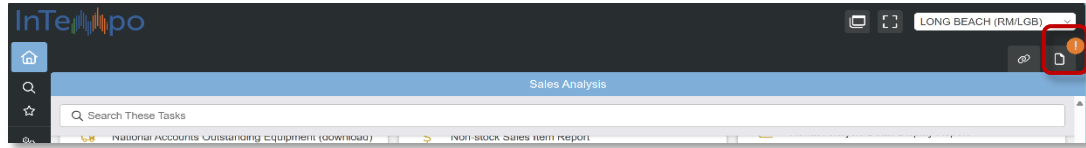


4. Type in the **G/L Journal Date** field.
5. Update the parameters for the report and press Enter.
  - a. The **Print Job** screen opens.

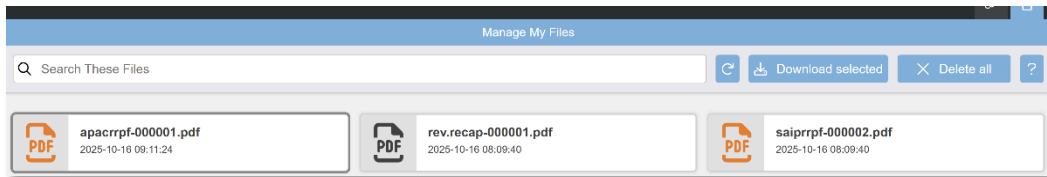


6. On this screen, you can choose to run the report by **Location (L)**, **District (D)**, or **Region (R)**, whether to **Include (I)** or **Omit (O)** the locations noted and enter locations.
7. Update the details as desired and press Enter to run the report.

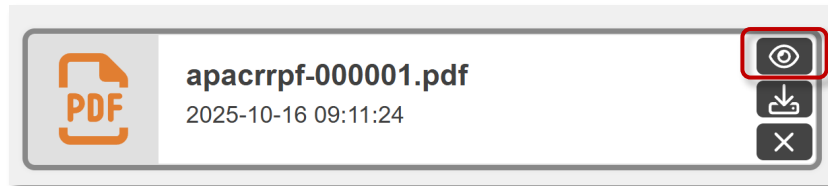
- a. The **Submit Job** screen closes, and the **Sales Analysis** menu screen displays. **NOTE:** The report is complete when the orange indicator displays by the **Manage My Files** icon.



- 8. Click the Manage My Files icon.
- 9. The **Manage My Files** screen opens displaying your files.



- 10. Click the Open icon or double click on the desired file.



- 11. The **A/P Accrual Report** opens showing the accrual information for your location. **NOTE:** The screenshot below is only a sample of the **A/P Accrual Report**.

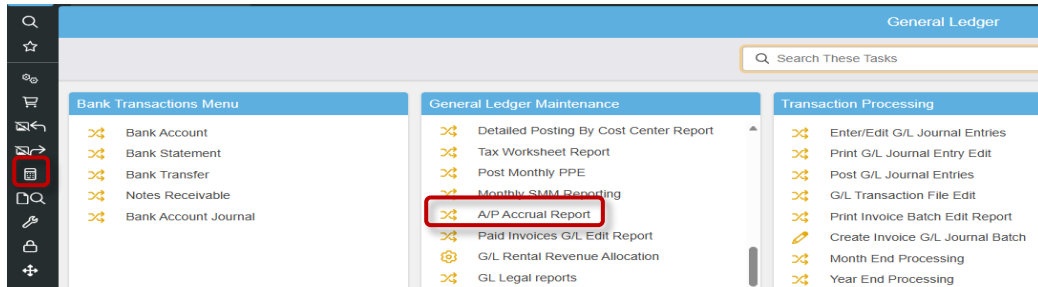
Rgn	Loc	P.O.#	Recvr#	Vendor Name	Qty rcvd	Cost	Amount	G/L #
100	LGB	5333	898	47 MILLER ELECTRIC MFG CO.	1.00	13.240	13.24	1246-0000-0010-00
100	LGB	5333	898	47 MILLER ELECTRIC MFG CO.	1.00	5.500	5.50	1246-0000-0010-00
100	LGB	5333	900	47 MILLER ELECTRIC MFG CO.	1.00	90.000	90.00	1246-0000-0010-00
00005333 total is							108.74	
100	LGB	5512	1071	59 AIR CONDITIONER.COM	1.00	3278.000	3278.00	1240-0003-0010-00
100	LGB	5512	1071	59 AIR CONDITIONER.COM	1.00	3278.000	3278.00	1240-0003-0010-00
100	LGB	5512	1071	59 AIR CONDITIONER.COM	1.00	3278.000	3278.00	1240-0003-0010-00
100	LGB	5512	1071	59 AIR CONDITIONER.COM	1.00	3278.000	3278.00	1240-0003-0010-00
100	LGB	5512	1071	59 AIR CONDITIONER.COM	1.00	3278.000	3278.00	1240-0003-0010-00
00005512 total is							16390.00	
100	LGB	5513	1073	59 AIR CONDITIONER.COM	1.00	2400.000	2400.00	1240-0003-0010-00
100	LGB	5513	1073	59 AIR CONDITIONER.COM	1.00	2400.000	2400.00	1240-0003-0010-00
100	LGB	5513	1073	59 AIR CONDITIONER.COM	1.00	2400.000	2400.00	1240-0003-0010-00
100	LGB	5513	1073	59 AIR CONDITIONER.COM	1.00	2400.000	2400.00	1240-0003-0010-00
100	LGB	5513	1073	59 AIR CONDITIONER.COM	1.00	2400.000	2400.00	1240-0003-0010-00
00005513 total is							12000.00	
100	LGB	5515	1076	59 AIR CONDITIONER.COM	10.00	27.990	279.90	1246-0000-0010-00
100	LGB	5515	1077	59 AIR CONDITIONER.COM	10.00	27.990	279.90	1246-0000-0010-00
00005515 total is							559.80	
100	LGB	5516	1080	59 AIR CONDITIONER.COM	10.00	125.000	1250.00	1246-0000-0010-00
100	LGB	5516	1080	59 AIR CONDITIONER.COM	10.00	405.310	4053.10	1246-0000-0010-00
100	LGB	5516	1080	59 AIR CONDITIONER.COM	10.00	6.450	64.50	1246-0000-0010-00
100	LGB	5516	1080	59 AIR CONDITIONER.COM	10.00	440.000	4400.00	1246-0000-0010-00
00005516 total is							9757.60	

# Scheduling the AP Accrual Report

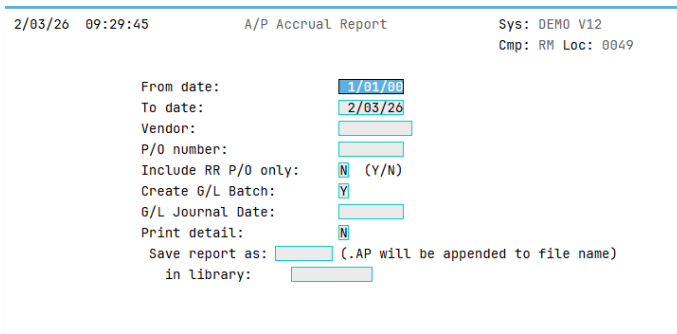
## Process Steps

**NOTE:** In order to schedule the **A/P Accrual Report** *Allow Sch Date/Time* for control record INTJOB must be set to Y. Contact Customer Support for assistance.

1. Select the **General Ledger** menu from the left toolbar.
2. In the **General Ledger Maintenance** section, click on the **A/P Accrual Report** option.



- a. The **A/P Accrual Report - Launch** screen opens.



3. Type in the **From date** and **To date** fields. **NOTE:** It is recommended that you run this report for a very broad date range to ensure you capture all unpaid purchase orders.
4. Type N in the **Create G/L Batch** field and leave the **G/L Journal Date** field BLANK.
5. Press Enter twice to continue.

- a. The **Print Job** screen opens.



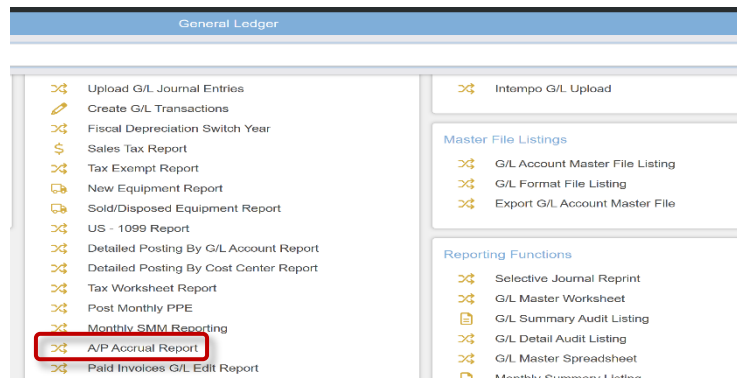


# Edit the A/P Accrual Report

## Process Steps

**NOTE:** In order to view the **A/P Accrual Edit Report** *Print Edit Report* for control record APACRR must be set to Y. Contact Customer Support for assistance.

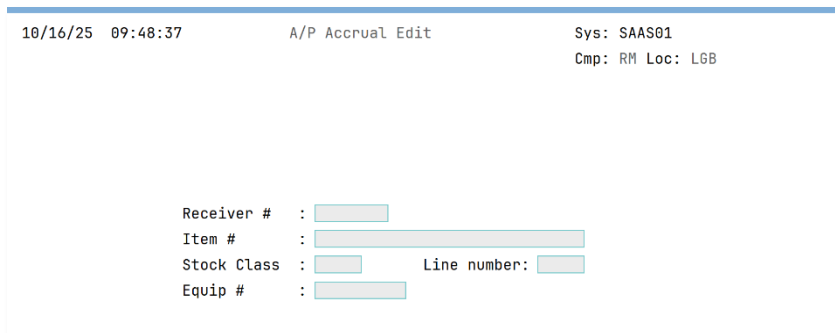
1. Log into the [Roleplay Environment](#) using your credentials.
2. Select the **General Ledger** menu from the left toolbar.
3. In the **General Ledger Maintenance** section, click on the **A/P Accrual Report** option.



a. The **A/P Accrual Report - Launch** screen opens.



4. Press F15 (shift+F3) on your keyboard or click on *F15 Edit Report* in the **Display Functions** menu.
  - a. The **A/P Accrual Edit** screen opens.

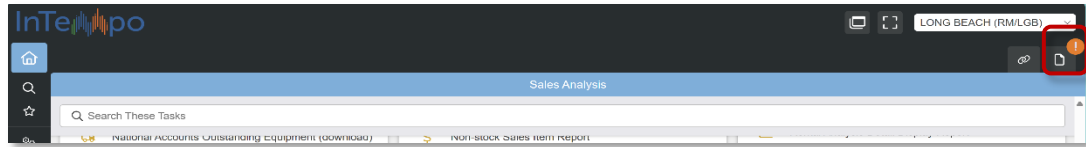


5. Type in the Receiver # you would like to remove from the report and press Enter. **NOTE:** This number can be found on the report you ran above. **NOTE 2:** Be sure to enter the Receiver # not the PO #.
  - a. The **A/P Accrual Edit** screen refreshes and a **WARNING** message displays at the bottom of the screen.

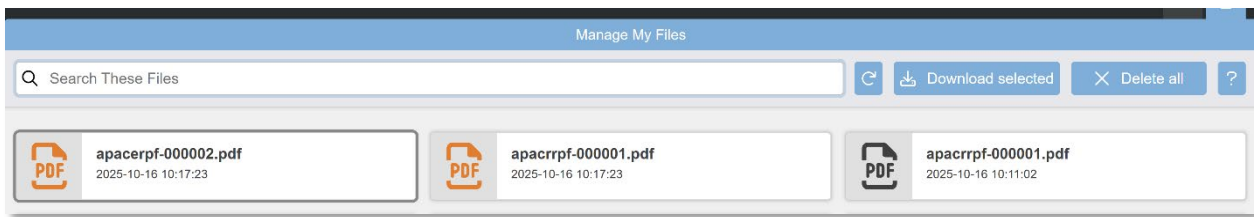
6. Verify the Receiver # is correct, updating if necessary, and press Enter.
  - a. You will be returned to the **A/P Accrual Report** screen.

7. Type in the G/L Journal Date and press Enter twice to run the report.
  - a. The **Print Job** screen opens.

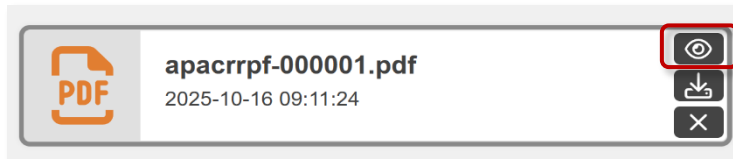
8. On this screen, you can choose to run the report by Location (L), District (D), or Region (R), whether to Include (I) or Omit (O) the locations noted and enter locations.
9. Update the details as desired and press Enter to run the report.
  - a. The **Submit Job** screen closes, and the **Sales Analysis** menu screen displays. **NOTE:** The report is complete when the orange indicator displays by the **Manage My Files** icon.



10. Click the **Manage My Files** icon.
11. The **Manage My Files** screen opens displaying your files. **NOTE:** Two reports will generate, one is the **A/R Accrual Edit Report (apacerpf...)** and the other is the **A/R Accrual Report (apacrrpf...)**.



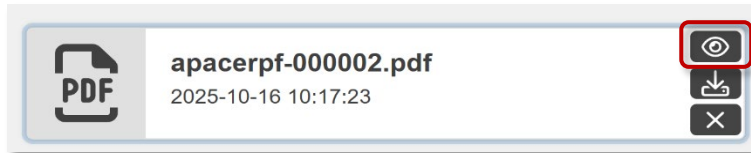
12. Click the **Open** icon or double click on the **apacrrpf...** file.



13. The **A/P Accrual Report** opens showing the accrual information for your location. **NOTE:** The **Receiver #** entered above does NOT display on the report. In my example, this was **Receiver # 1080**. **NOTE 2:** The screenshot below is only a sample of the **A/P Accrual Report**.

Eqn	Loc	P.O. #	Recvd #	Vendor Name	Qty	Cost	Amount	G/L #
100	LGB	5333	898	47 MILLER ELECTRIC MFG CO.	1.00	13.240	13.24	1246-0000-0010-00
100	LGB	5333	898	47 MILLER ELECTRIC MFG CO.	1.00	5.500	5.50	1246-0000-0010-00
100	LGB	5333	900	47 MILLER ELECTRIC MFG CO.	1.00	30.000	30.00	1246-0000-0010-00
					0005333	Total is	108.74	
100	LGB	5513	1073	59 A/R CONDITIONER.COM	1.00	2400.000	2400.00	1240-0003-0010-00
100	LGB	5513	1073	59 A/R CONDITIONER.COM	1.00	2400.000	2400.00	1240-0003-0010-00
100	TGR	5513	1073	59 A/R CONDITIONER.COM	1.00	2400.000	2400.00	1240-0003-0010-00
100	LGM	5513	1073	59 A/R CONDITIONER.COM	1.00	2400.000	2400.00	1240-0003-0010-00
100	LGB	5513	1073	59 A/R CONDITIONER.COM	1.00	2400.000	2400.00	1240-0003-0010-00
					0005513	Total is	12000.00	
100	LGB	5515	1076	59 A/R CONDITIONER.COM	10.00	27.990	279.90	1246-0000-0010-00
100	LGB	5515	1077	59 A/R CONDITIONER.COM	10.00	27.990	279.90	1246-0000-0010-00
					0005515	Total is	559.80	
100	LGB	5516	1080	59 A/R CONDITIONER.COM	10.00	125.000	1250.00	1246-0000-0010-00
100	LGB	5516	1080	59 A/R CONDITIONER.COM	10.00	405.310	4053.10	1246-0000-0010-00
100	LGB	5516	1080	59 A/R CONDITIONER.COM	10.00	6.450	64.50	1246-0000-0010-00
100	LGB	5516	1080	59 A/R CONDITIONER.COM	10.00	440.000	4400.00	1246-0000-0010-00
					0005516	Total is	9167.60	
100	TGR	5518	1082	59 A/R CONDITIONER.COM	10.00	36.200	362.00	1246-0000-0010-00
					0005518	Total is	362.00	
100	LGB	6303	1749	34 LINCOLN ELECTRIC COMPANY	1.00	10.000	10.00	1246-0000-0010-00
					0006303	Total is	10.00	

14. Navigate back to the **Manage My Files** screen and Click the **Open** icon or double click on the **apacerpf...** file.



1. The **A/P Accrual Edit Report** opens showing the edit history for the date range shown.  
**NOTE 2:** The screenshot below is only a sample of the **A/P Accrual Report**.

P.O.#	Recvr#	Vendor	Name	Item	Description	Qty rcvd	Cost	Amount	G/L #
10/16/25	10:17:22 AM	WYNNE SYSTEMS, LLC				Cmpy: RM			
System: DEMO V12		A/P ACCRUAL EDIT REPORT				Loc: LGB			
Pgm Id: APACER		Date Selection: 1/01/00 To 10/16/25				Page: 1			
Rgn 100	Loc LGB								
5512	1071	59	AIR CONDITIONER.	CP14	CLASSIC PLUS 14	1.00	3278.000	3278.00	1240-0003-0010-00
5512	1071	59	AIR CONDITIONER.	CP14	CLASSIC PLUS 14	1.00	3278.000	3278.00	1240-0003-0010-00
5512	1071	59	AIR CONDITIONER.	CP14	CLASSIC PLUS 14	1.00	3278.000	3278.00	1240-0003-0010-00
5512	1071	59	AIR CONDITIONER.	CP14	CLASSIC PLUS 14	1.00	3278.000	3278.00	1240-0003-0010-00
5512	1071	59	AIR CONDITIONER.	CP14	CLASSIC PLUS 14	1.00	3278.000	3278.00	1240-0003-0010-00
						5512 total is		16390.00	
5516	1080	59	AIR CONDITIONER.	LA484650-1430	COMPRESSOR ASSEM	10.00	125.000	1250.00	1246-0000-0010-00
5516	1080	59	AIR CONDITIONER.	LAY84270-008A	CONDENSER AIR PL	10.00	405.310	4053.10	1246-0000-0010-00
5516	1080	59	AIR CONDITIONER.	LAY84401-1100	CONDENSER/EVAPOR	10.00	6.450	64.50	1246-0000-0010-00
5516	1080	59	AIR CONDITIONER.	LAY84270-0060	INTAKE CONDENSER	10.00	440.000	4400.00	1246-0000-0010-00
						5516 total is		9767.60	
6303	1749	34	LINCOLN ELECTRIC	AC1438	BATTERY AC-1438	1.00	10.000	10.00	1245-0000-0010-00
						6303 total is		10.00	
Totals for location: LGB					1 Account not found				
					1 Account not found				
					1 Account not found				
					1 Account not found				