

Aged Payables

Report Module Guide: Aged Payables

Module Location

Accounts Payable > Reports > Aged Payables

Module Objective

The **Aged Payables** report module is used to generate an accounts payable aging report. This report categorizes unpaid invoices from suppliers (vendors) into "aging buckets" based on how long the invoices have been outstanding or are approaching their due date. It is a crucial tool for managing cash outflow and planning payments.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the aged payables report that will be generated.

The screenshot shows the 'Account Payable | Report | Aged Payables' interface. At the top, the 'Company Name' is set to 'PT. UNGGUL INDO MODERN SEJAHTERA' and the 'Type of Report' is 'All'. Below this is a 'Filter' section with the following parameters:

- Vendor Status ***: Radio buttons for 'All' (selected), 'Status', 'Selected', 'Lead', and 'Sales'.
- Invoice Date :** Radio buttons for 'All' (selected), 'Lead', and 'Sales'.
- Salesman**: Radio buttons for 'All' (selected), 'Lead', and 'Sales'.
- Vendor**: Radio buttons for 'Category' and 'Selected' (selected). A dropdown menu shows 'Selected 1 of 620' and a 'Select All' checkbox.
- As of**: A date field set to '11 August 2025'.
- Type**: Radio buttons for 'Summary' (selected) and 'Detail'.
- Currency**: Radio buttons for 'Respective Currency' (selected) and 'Base Currency'.
- Aging Period**: A dropdown menu set to '30,60,90' days.

At the bottom of the filter section, there are two buttons: 'Display Report' and 'Export To MS Excel XLS'.

Here is an explanation for each key parameter:

- **Vendor:**

- Although some labels may say 'Customer', this filter is used to select the **Vendor** or Supplier. You can select by **Category** or **Selected** (Specific Vendor).

- **As of:**

- Specify the "cut-off" date for the report. The system will calculate the age of the payables as of this date (e.g., August 11, 2025).

- **Type:**

- Select the report's level of detail: **Summary** or **Detail**.


- **Aging Period:**

- Use this field to define the interval for the aging buckets in days. Standard entries like **30,60,90** will group payables into intervals of 0-30 days, 31-60 days, 61-90 days, and >90 days.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **As of** date and filling in the **Aging Period** field to set the report's intervals.

As of 

Aging Period days

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the aged payables report directly on your screen. [Display Report](#)
- **Export To MS Excel XLS:** To download the report data in an Excel file format. [Export To MS Excel XLS](#)

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details the age of payables per vendor.

Print Close

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P.T. UNIMOS

Aged Payables
As of Period: 11 Aug 2025 - 11 Aug 2025
Printed On 11/08/2025 03:33:07

No.	Customer Code	Customer Name	Customer Category	Currency	Accrual Account Payable	<0 days	0-30 days	30-60 days	60-90 days	> 90 days	Total Aging	Over Due%	Customer Status
SUB TOTAL NULL FOR IDR					0	0	0	0	0	0	0	0%	
TOTAL					0	0	0	0	0	0	0	0%	

Report Explanation: This report presents a summary of aged payables per vendor.

Key Columns for Analysis:

- **Accrual Account Payable:** Payables that are still accrued or do not yet have an official invoice.
- **0-30 days, 30-60 days, etc.:** These columns are the "aging buckets" that show the value of payables due within that time frame.
- **Total Aging:** The total of all outstanding payables.

Tips & Important Notes

- The Aged Payables report is a primary tool for the **Finance and Accounting (AP - Account Payable)** teams to plan and manage the payment schedule to vendors.

- Use this report to ensure all invoices are paid on time according to their due dates and to take advantage of payment discounts (if any).
 - This report provides a clear picture of the company's **short-term liabilities** that must be met.
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