



In previous sessions, you have learned about the benefits, setup, and processing steps of Advanced Receiving. Now we are going to review the six reports necessary to ensure that all the data flows between Purchasing and Receiving, Advanced Receiving, Accounts Payable, and General Ledger.

While you can run these reports at any time during the course of your business day, it is recommended that you have a separate report queue scheduled to run as part of your End-of-Day on the system to ensure the correct data flows happen daily.

We have called our queue “AP Pass”, so we can remember that it contains the reports related to the Accounts Payable Passoff.

Please see the session for ‘Creating and Scheduling End-of-Day Queues’ for more information about how to create these if necessary.

The report queue should be set up with the following reports:

- Purchasing to AP Passoff, or APP
- Post AP Transactions, or RATJ
- AP Distribution to GL Report, or RAGL
- Automatic Passoff to General Ledger, or GLP
- Advanced Receiving Audit Report, or RRA
- Print Transaction Edit List (for all Temporary Vouchers), or RATL

The reports need to be run in the order listed above to ensure each passoff and posting step is completed in the correct order.

In addition, it is a best practice to set each of these reports S – Spool Only.

We have called our queue “AP Pass”, so we can remember that it contains the reports related to the Accounts Payable Passoff.

Please see the session for ‘Creating and Scheduling End-of-Day Queues’ for more information about how to create these if necessary.

Let’s take a closer look at each report so you understand the correct settings and options to be used as well as the purpose or function of each report.



The Purchasing to AP Passoff Report, or APP, directly links Purchasing & Receiving into Accounts Payable. It passes off Received purchase orders into Accounts Payable as 'T-type' Temporary Vouchers.

It also passes all work completed within Advanced Receiving back to Accounts Payable creating the Adjustment Voucher that reverses out the original Temporary Voucher and also the new Regular Voucher that replaces the original Temporary Voucher.

The second report in the queue, Post A/P Transactions, or RATJ, is used to post and finalize all AP Activity to the AP file.

For Advanced Receiving, it is really finalizing the Temporary vouchers in order for the GL Adjustments to happen for Accrued Inventory and Accrued Accounts Payable.

The AP Distribution to GL Report, or RAGL, generates a list of all distributions that are going to pass off to General Ledger.

It's very important to run this report with the 'Distributions to Print' option set to 'N' for Not Interfaced to G/L. This option allows only the GL Distributions that have not yet been passed to GL to appear on the report, giving you a daily precise itemized distribution list.

Next up is the Automatic Passoff to General Ledger Report, or GLP.

This report actually performs the automatic passoff of all the Accounts Payable detail into General Ledger based on the daily distribution listing provided when the RAGL AP Distribution to GL Report runs.

It is important that the option for 'Purge Distributions' is set to 'N' for No.

This allows the distributions to be saved in the Accounts Payable module for future reference. It also allows the RAGL report to be run for a specific date range for ALL distributions in that range.

We also recommended that you use Option 'R' under Report Options to include the Vendor Description in Reference.

This will put the Voucher #, Vendor Code, and Invoice # information onto the General Ledger adjustment reference which makes researching an issue much easier.

The Advanced Receiving Audit Report is one that you may not be familiar with.

It provides an audit list of all Receiving documents from Advanced Receiving that have not been completely processed yet.



This report serves multiple functions. It should be used from an auditing standpoint to ensure that all records are being processed correctly.

It should also be used for balancing General Ledger to Accrued Accounts Payable.

There are three 'Document Status' descriptions that you can select for this report.

Open – These are the records that are currently 'In Progress'. This means that a change was made in Advanced Receiving that has not been finalized yet.

Untouched – meaning all Advanced Receiving records that are waiting to be processed.

Adjusted – This section displays all the Open/Closed Invoice Sessions that have not been Completed yet.

The last report in the passoff queue is the Accounts Payable Temporary Voucher List, or RATL.

When this report runs at End-of-Day it should only list the Temporary Vouchers in Accounts Payable, so you must set 'Print Temporary Vouchers' to 'Yes' and the other options to 'No'.

The main purpose of this report is to match against the Advanced Receiving Audit Report to ensure that all records are passing through between Receiving and Accounts Payable.

As I mentioned at the beginning of this session, it is critical that each of these reports is added to the End-Of-Day queue in the order you saw here today so that each step posts and passes off the information correctly.

This also allows for a complete daily audit trail.

