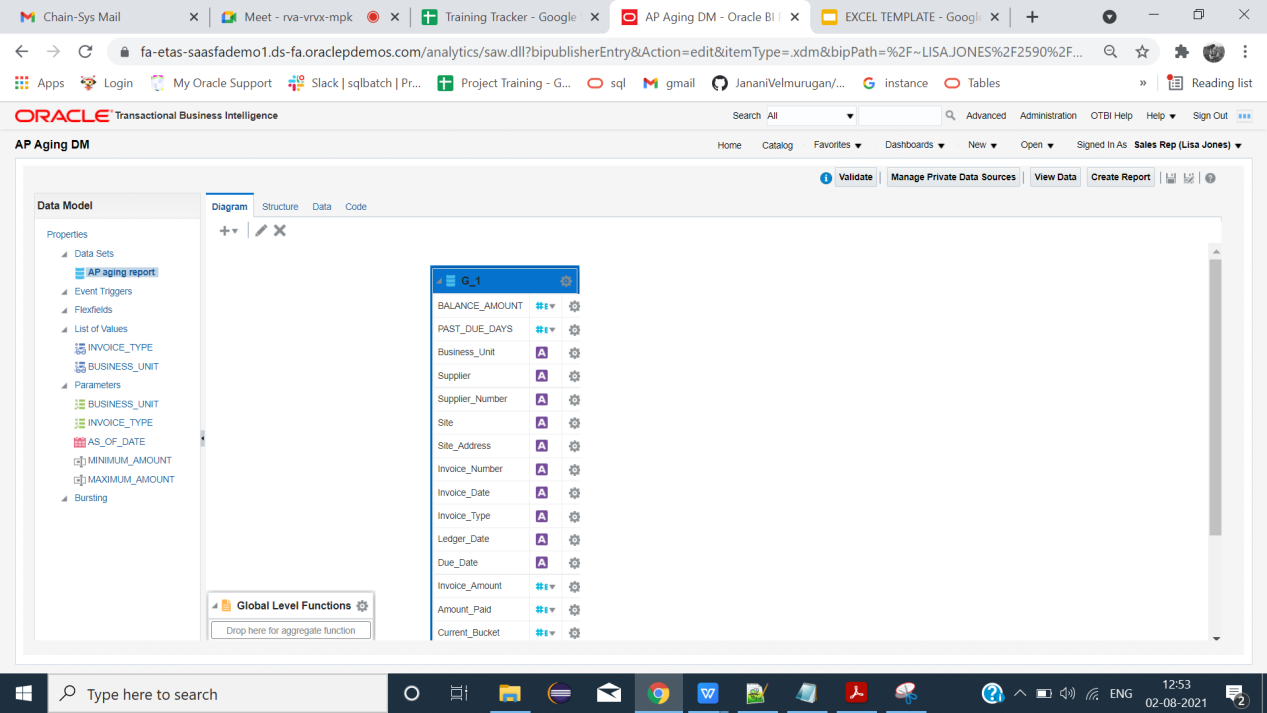
**AP Aging Report**

**Definition**

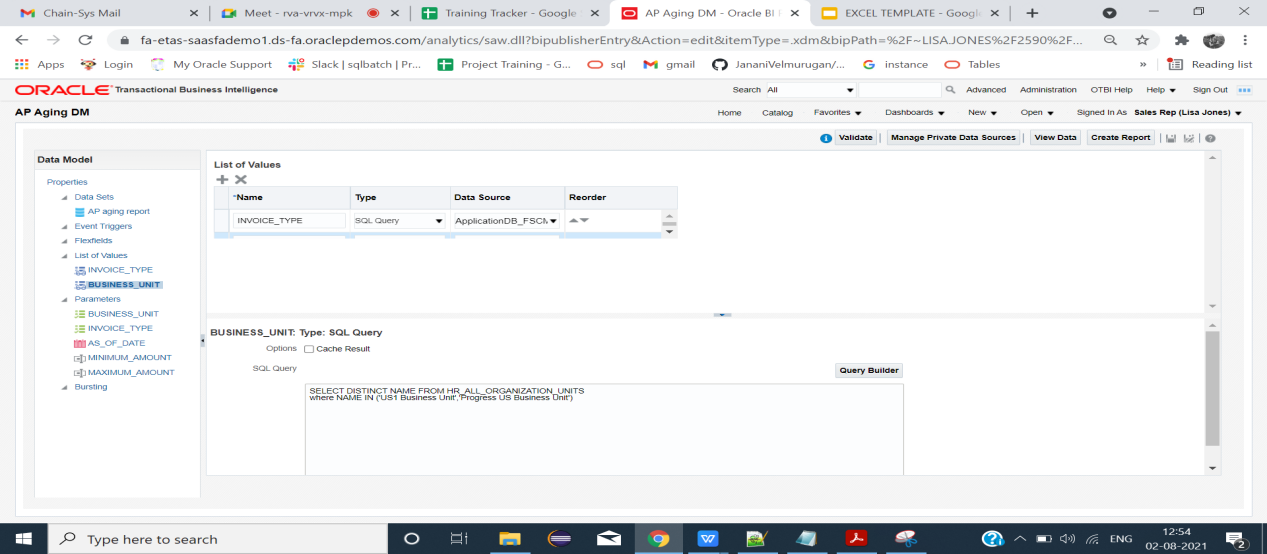
The accounts payable aging report categorizes payables to suppliers based on time buckets. The report is typically set up with 30-day time buckets, so that each successive column in the report lists supplier invoices that are: 0 to 30 days old. 31 to 60 days old.

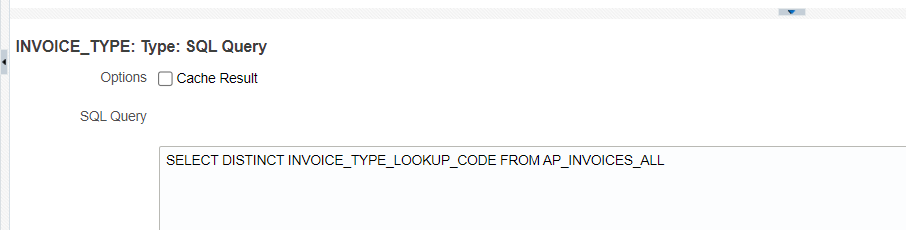
**Steps involved in BI Report Creation**

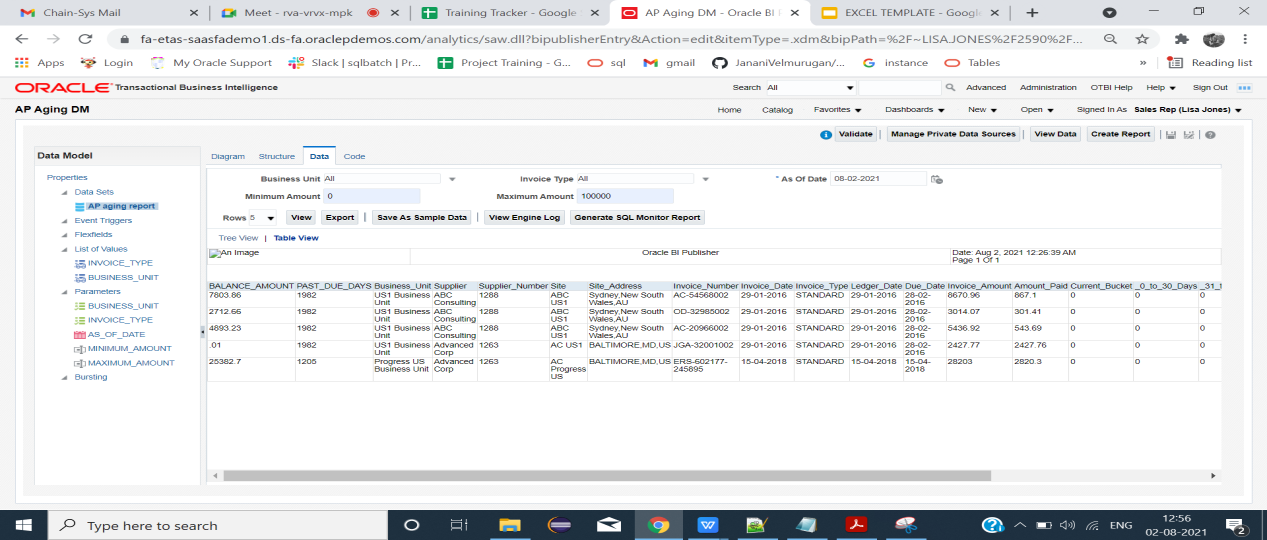
* Create New data model
* Querying corresponding report
* If needed create parameters and List of Values/Bursting
* Then view the data model in Table view
* Save the sample data and then save.
* Then export
* Open that file in word remote desktop



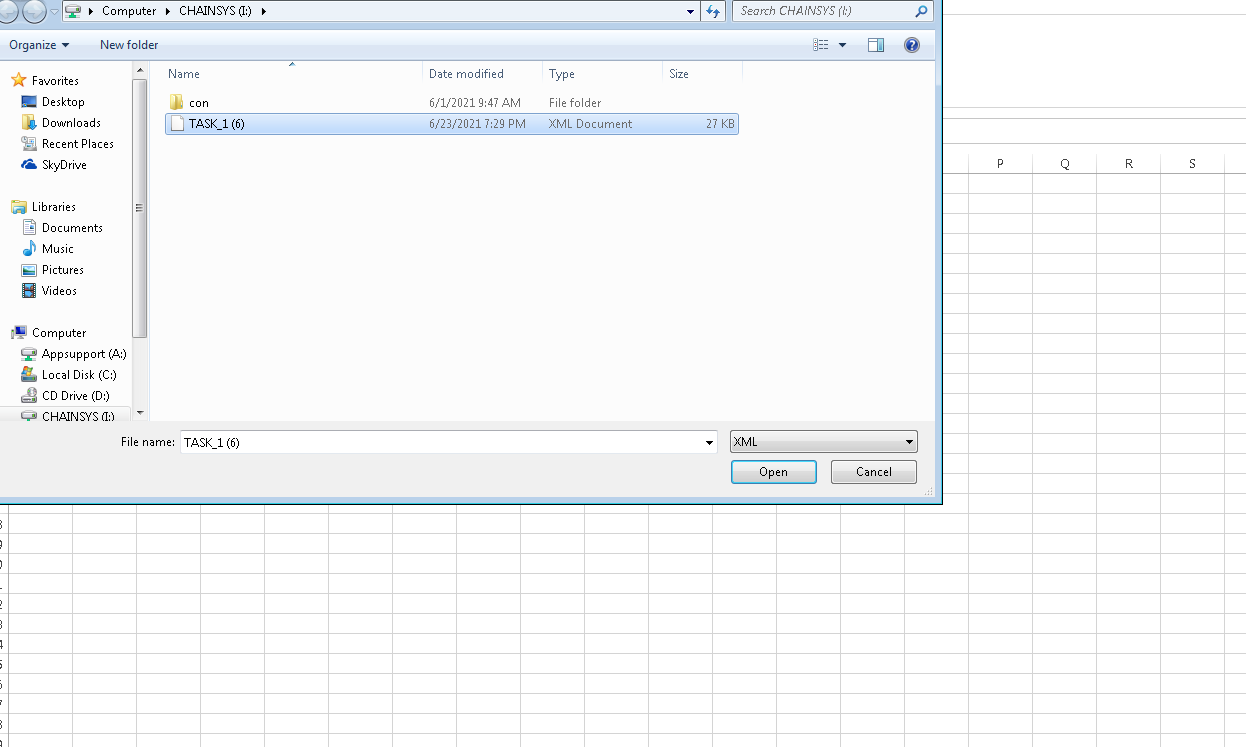
**LIST OF VALUES (LOV)**



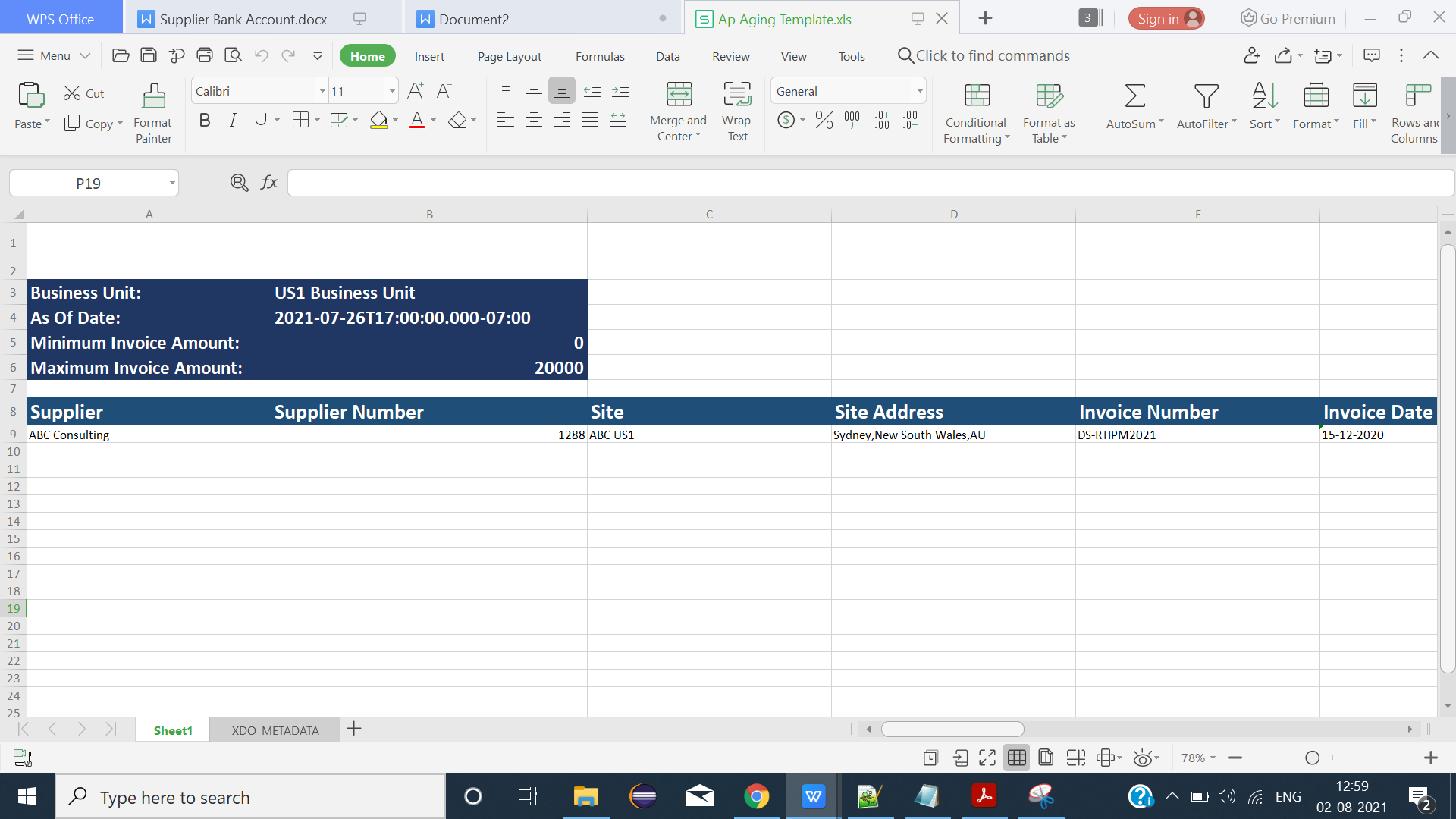




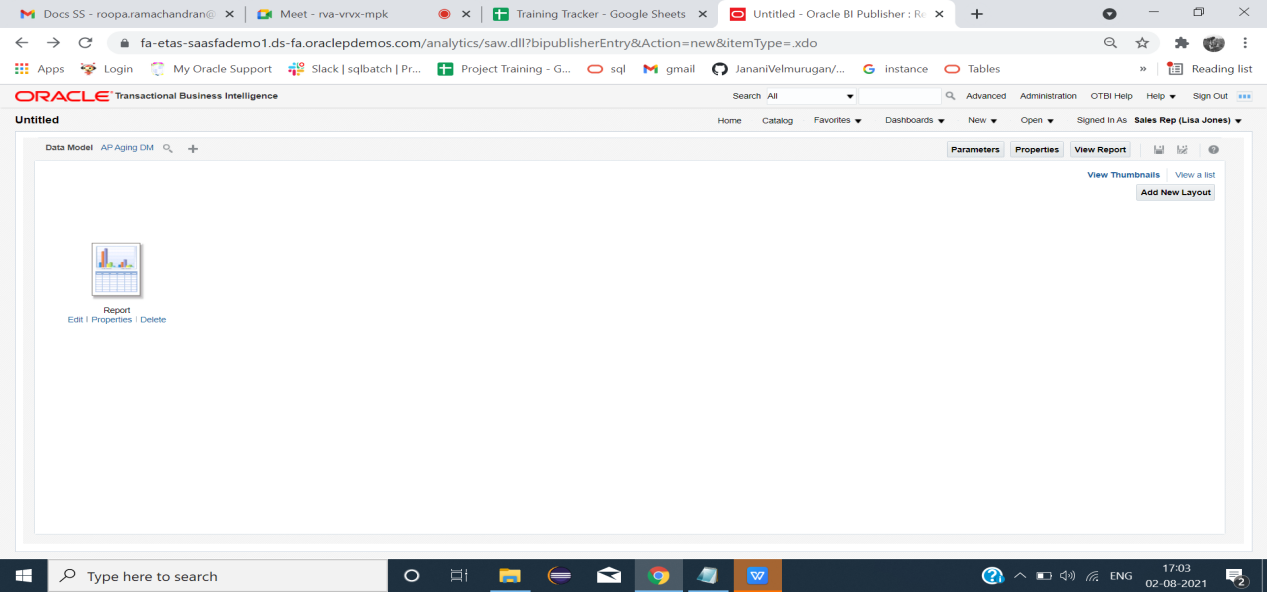
* Steps Involved in Excel Template
* Open new excel sheet
* Load the sample data
* Then click fields, after clicking Metadata(XDO\_METADATA) will be created.
* Create needed column names and insert the fields to its corresponding columns.
* Select the inserted fields and give repeating group.
* Then save in (excel 97-2003 workbook) format and click excel.

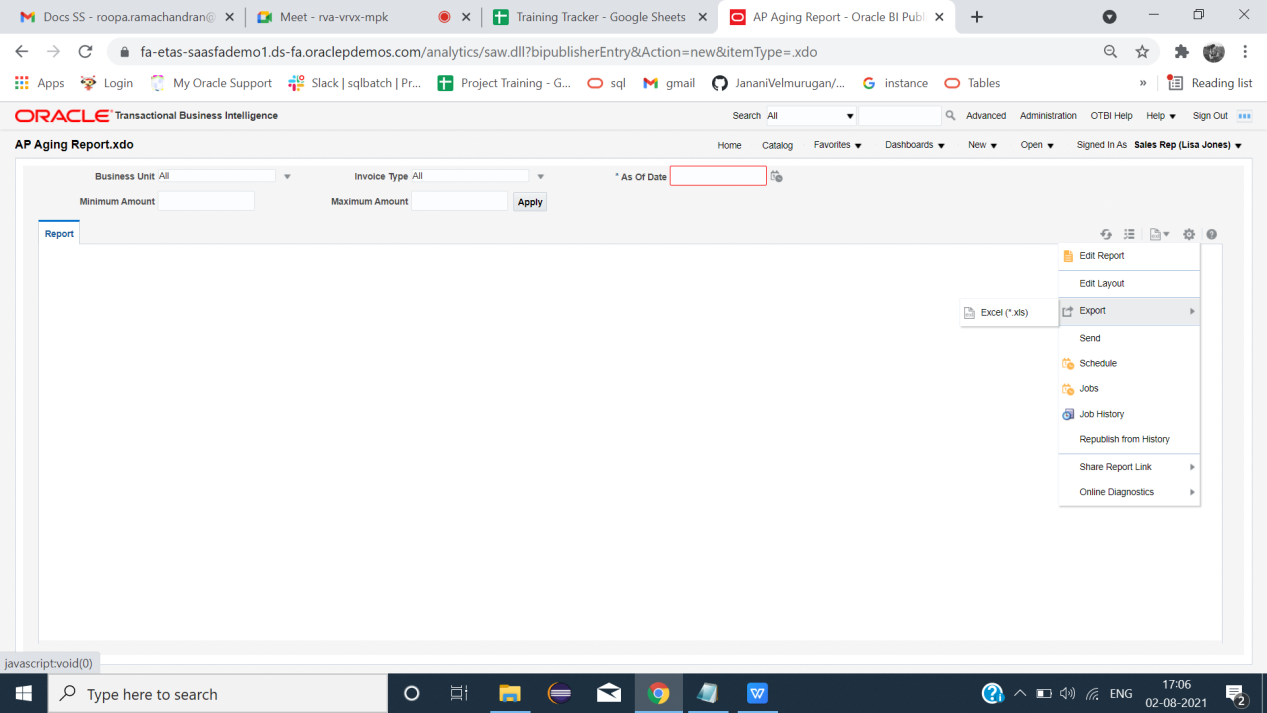


**Template**

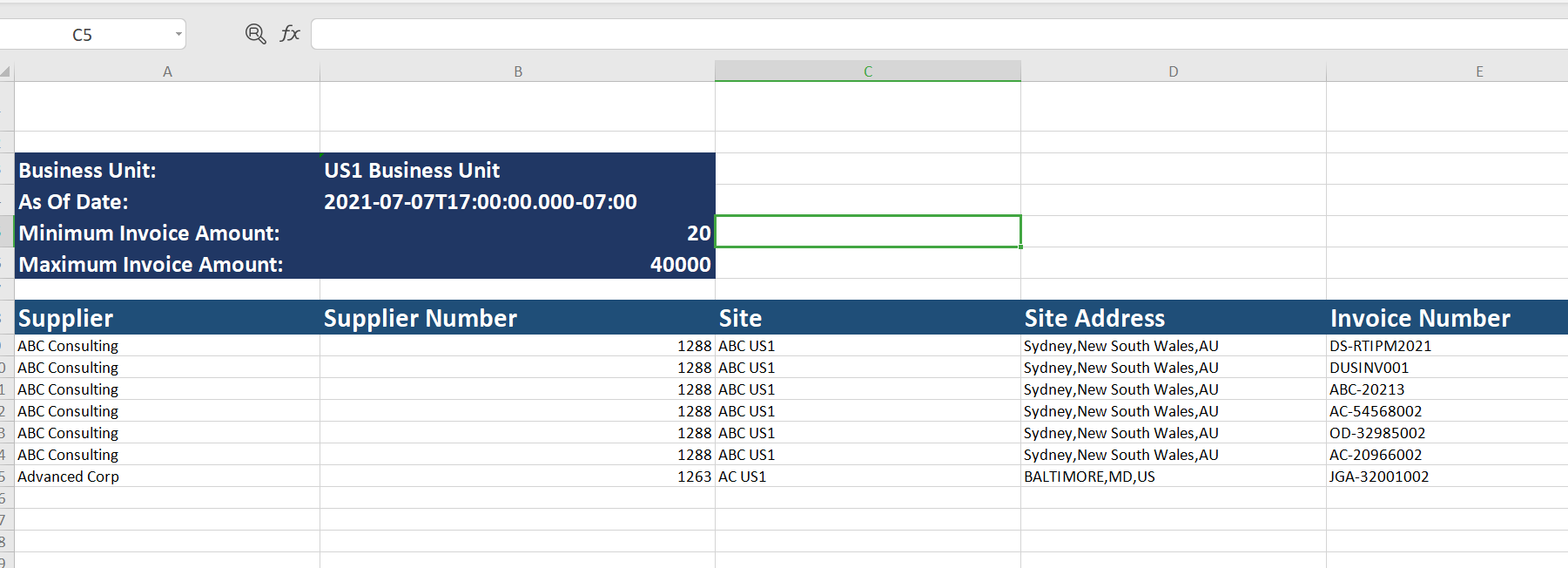


**Report Creation**





**Report**



End