**AP GRIR Reconciliation Report (ZFAP_GRIR)**

This report can be used to check for orders in the Paid-for-not-receipted status.

1. Enter ZFAP_GRIR in the Command Line.
2. Click the Enter key on your keyboard.

3. In the Store Number field, enter your storage location (Example L707).
4. In the Last Activity field, enter today’s date to get the most current report.
5. In the Aging field, enter 0.
6. Check both of the Exclude check boxes to omit any orders where the receipt quantity = invoice quantity. You only want to see those items that are not equal.
7. Click the Execute icon.

8. Click the Execute icon to display the report with the newly entered criteria.

**To Filter the Report** and remove the rows you do not want to display in the report, follow the steps listed below.

1. Right click on the column heading for the column you want to use to enter filter criteria and select Set Filter.

   **NOTE:** While you can use any column, it is recommended that you use the Qty Diff b/w GR and IR. Using this column will allow you to display only those items that have quantity differences based on the criteria you will enter between the goods receipted and the invoices created.

   Next, you will add values to the selected column filter from the Determine values for filter criteria popup window displays.

2. Enter the lower limit of the filter criteria.
3. Enter the upper limit of the filter criteria.

   **NOTE:** It is recommended that you enter -1,000,000 as the lower limit and -0.01 as the upper limit. This will result in a report that displays any realistic amount of quantity difference between the GR and IR.

4. Click the Execute icon to display the report with the newly entered criteria.

**To Sort the list** and display the report by the line items that have the largest quantity variance and are preventing payment to vendors, follow the steps listed below.

**NOTE:** It is recommended that you sort the report by the amount of difference between what was receipted and what has been invoiced.

1. Scroll to the right until the Amt. Diff b/w GR and IR column heading displays.
2. Click the Amt. Diff b/w GR and IR column heading.
3. Click the Sort in Ascending Order icon.

   **NOTE:** You can also sort in ascending order by right clicking on the column heading and selecting Sort in Ascending Order.

   **NOTE:** The list is sorted from the most negative to the least negative value. The items that have the greatest variance between invoices and goods receipt quantity will display at the top of the report.

**NOTE:** For directions on how to export a report to Excel, please refer to the Running Reports Quick Reference Guide in the Synergy Training Center SharePoint site.