AP Reporting

VENDOR MASTER(NUMERIC)

2. ACCOUNTS PAYABLE…à3. REPORTING…à1. MASTER FILE LISTINGS…à1. VENDOR MASTER(NUMERIC)

This report will print almost all of the information contained on the **2. Accounts payable… à 1. DATA maintenance… à 1. Vendor MaSTER** screen in numerical (**vendor number**) order.

VENDOR MASTER(ALPHA)

2. ACCOUNTS PAYABLE…à3. REPORTING…à1. MASTER FILE LISTINGS…à2. VENDOR MASTER(ALPHA)

This report will print almost all of the information contained on the **2. Accounts payable… à 1.DATA maintenance… à 1. Vendor MaSTER** screen in alphabetical (**vendor name**) order.

VENDOR SUMMARY(NUMERIC)

2. ACCOUNTS PAYABLE…à3. REPORTING…à1. MASTER FILE LISTINGS…à3. VENDOR SUMMARY(NUMERIC)

This report provides the basic information on one line per vendor: the number and name, address, and phone and fax number and prints in numerical (**vendor number**) order.

VENDOR SUMMARY(ALPHA)

2. ACCOUNTS PAYABLE…à3. REPORTING…à1. MASTER FILE LISTINGS…à4. VENDOR SUMMARY(ALPHA)

This report provides the basic information on one line per vendor: the number and name, address, and phone and fax number and prints in alphabetical (**vendor name**) order.

MAILING LABELS – CREATE

2. ACCOUNTS PAYABLE…à3. REPORTING…à1. MASTER FILE LISTINGS…à5. MAILING LABELS-CREATE

MAILING LABELS – ALIGN/PRINT

2. ACCOUNTS PAYABLE…à3. REPORTING…à1. MASTER FILE LISTINGS…à6. MAILING LABELS-CREATE

Cash Forecast Report

2. ACCOUNTS PAYABLE…à3. REPORTING…à2. STATUS REPORTS…à1. CASH FORECAST
3. Vendors

Either use [**A**] to select all vendors or [**S**] to select specific vendors. There is no default for this field.

2. Type

Either use [**d**] for the detail or [**s**] for the summary version of this report. There is no default for this field.

Whichever you choose, the purpose of this report is to give you the opportunity to see the cash that will be required in order to pay the outstanding invoices currently posted to vendor accounts.

3. Date 1
4. Date 2
5. Date 3

Enter three dates in ascending (from most recent to most future) order. These would most likely be the next three cheque run dates.

The detail report shows the vendor number and name, the invoice number and date, and the discount amount and due date. Plus, each invoice for each vendor is slotted into the appropriate date range. Invoices that are due on or before the specified date will print in that column.

The summary report prints the same information, but just a total line for each vendor. The amounts assigned to the dated columns would be the same, regardless of format.

VENDOR ANALYSIS

2. ACCOUNTS PAYABLE…à3. REPORTING…à2. STATUS REPORTS…à2. VENDOR ANALYSIS

This report prints the vendor number and name, the hold expiry date (if there is one), the account balance. The number of purchases, the YTD total purchases and the date of last purchase, the

number of memos, the YTD totals for memos and the total discounts taken and lost are also included.

It is recommended that this report be printed just prior to completing the **accounts payable à ap year end update** since that function will clear any information accumulated during the year.

VENDOR HOLD

2. ACCOUNTS PAYABLE…à3. REPORTING…à2. STATUS REPORTS…à3. VENDOR HOLD

Enter a **date range** or [**enter**] through the date fields for all. This range refers to the **hold expiry date** field for any on hold vendor as set in **2. Accounts payable… à 4. automatic cheque processing…à 3. CASH REQUIREMENTS… à 1. set vendor hold status**

The report will print most of the same information that is printed on the **vendor analysis report** .

INVOICE HOLD

2. ACCOUNTS PAYABLE…à3. REPORTING…à2. STATUS REPORTS…à4. INVOICE HOLD

Enter the **vendor number range** or [**enter**] through the fields to all vendors. This report prints, for any on hold invoice as set in **2. accounts payable… à 6. automatic cheque processing à 3. cash requirements… à 2. set invoice hold status.**

The report will print most of the same information that is printed on the **vendor analysis report**.

Vendor History – Summary

2. ACCOUNTS PAYABLE…à3. REPORTING…à2. STATUS REPORTS…à5. VENDOR HISTORY-SUMMARY

This report will print the same information, based on the ranges you enter, as the **Vendor History Inquiry – Summary.**

Enter the starting and ending vendor numbers, or the specific vendor (use the same number for both from and to) or press [**enter**] twice to request all vendors. Use the same philosophy for the date range.

Vendor History – Detail

2. ACCOUNTS PAYABLE…à3. REPORTING…à2. STATUS REPORTS…à6. VENDOR HISTORY-DETAIL

This report will print the same format as the **Vendor History Inquiry – Detail** shows on screen. Your request may be as narrow as a single vendor for a specific invoice on a specific date or as wide as all vendors for all invoices for all time.

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