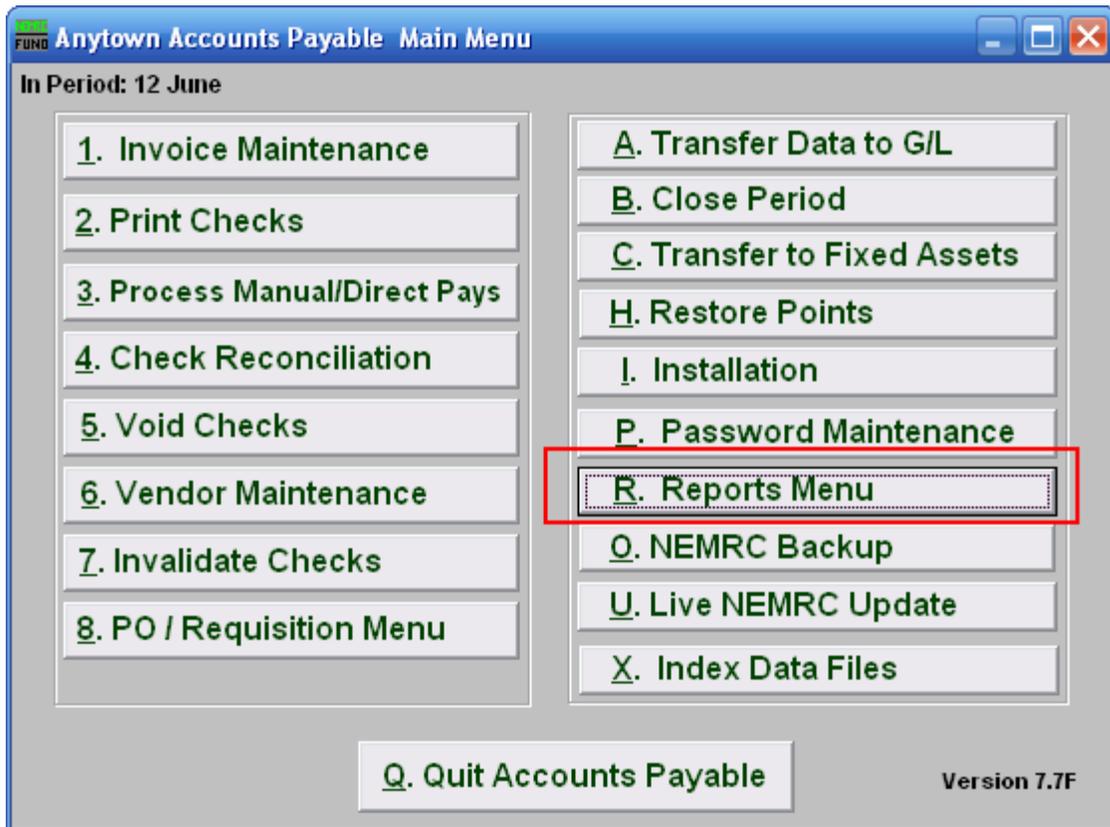


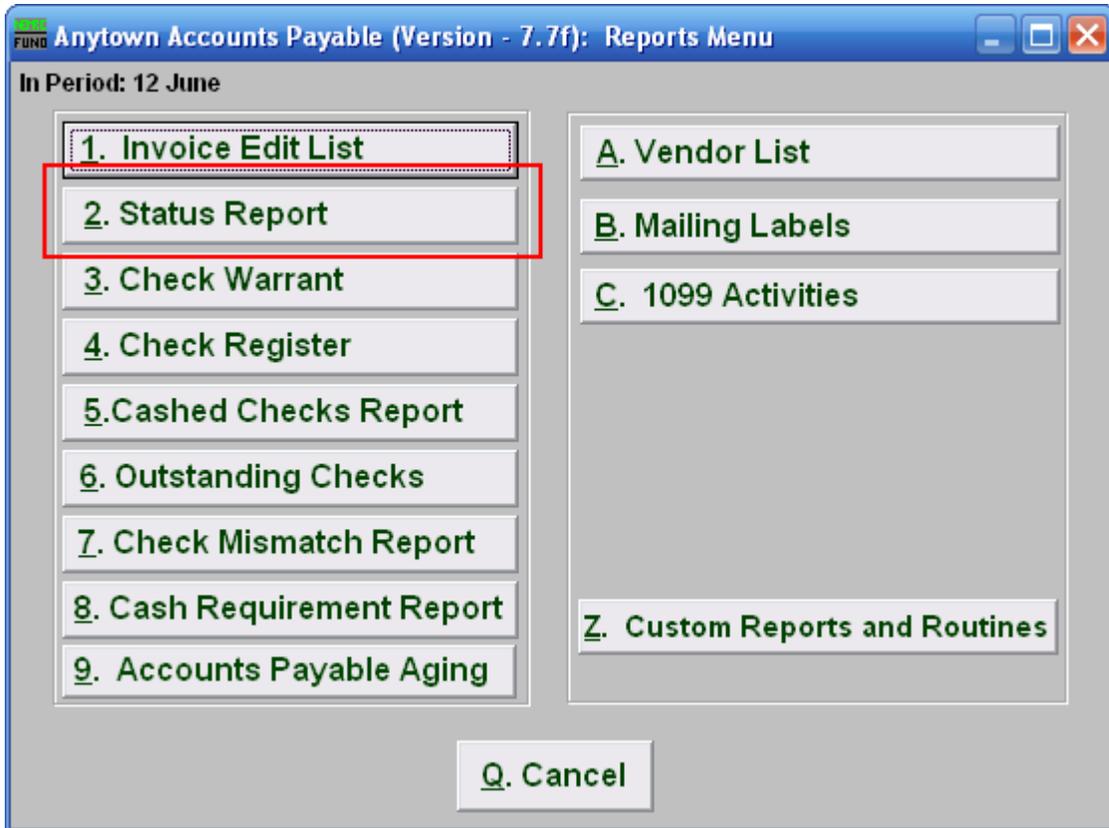
Accounts Payable

R. Reports Menu: 2. Status Report



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Accounts Payable



Click on “2. Status Report” from the Reports Menu and the following window will appear:

Accounts Payable

Status Report

The screenshot shows a software dialog box titled "Accounts Payable Status Report". At the top left is a "FUND" icon. The main area contains several sections: "Invoice Status" with four checked checkboxes (Paid, Open, Manual Direct, Debit); "Vendor (Blank for All)" with a text field and a "Find" button; "Order by..." with two radio buttons (Order by Vendor Number selected, Order by Company Name); "Invoice Date Range (Blank for All)" with two date fields and a "to" separator; "Include General Ledger Account Detail" with an unchecked checkbox; "Enter Checking Account Code (Blank for All)" with a dropdown menu. At the bottom are four buttons: "Preview", "Print", "File", and "Cancel". Red numbers 1 through 10 are placed next to various elements in the dialog to correspond to the numbered list below.

- 1. Invoice Status:** Check off each condition of an invoice you want to consider for reporting.
- 2. Vendor (Blank for All):** Enter a vendor number or click the “Find” button if you are looking for information regarding a specific vendor. Leave blank to use all Vendors.
- 3. Order by...:** Select an order to report the data if reporting on more than one vendor code.
- 4. Invoice Date Range:** Enter the beginning and ending date range of invoices to report.
- 5. Include General Ledger...:** Check this box to include the General Ledger reference accounts used on each invoice being reported.
- 6. Enter Checking Account Code:** If you are specifically looking for invoices paid from a single checking account then select a checking account assigned to the invoices during entry to report on from the drop down. This is commonly left empty.
- 7. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 8. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 9. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 10. Cancel:** Click “Cancel” to cancel and return to the previous screen.