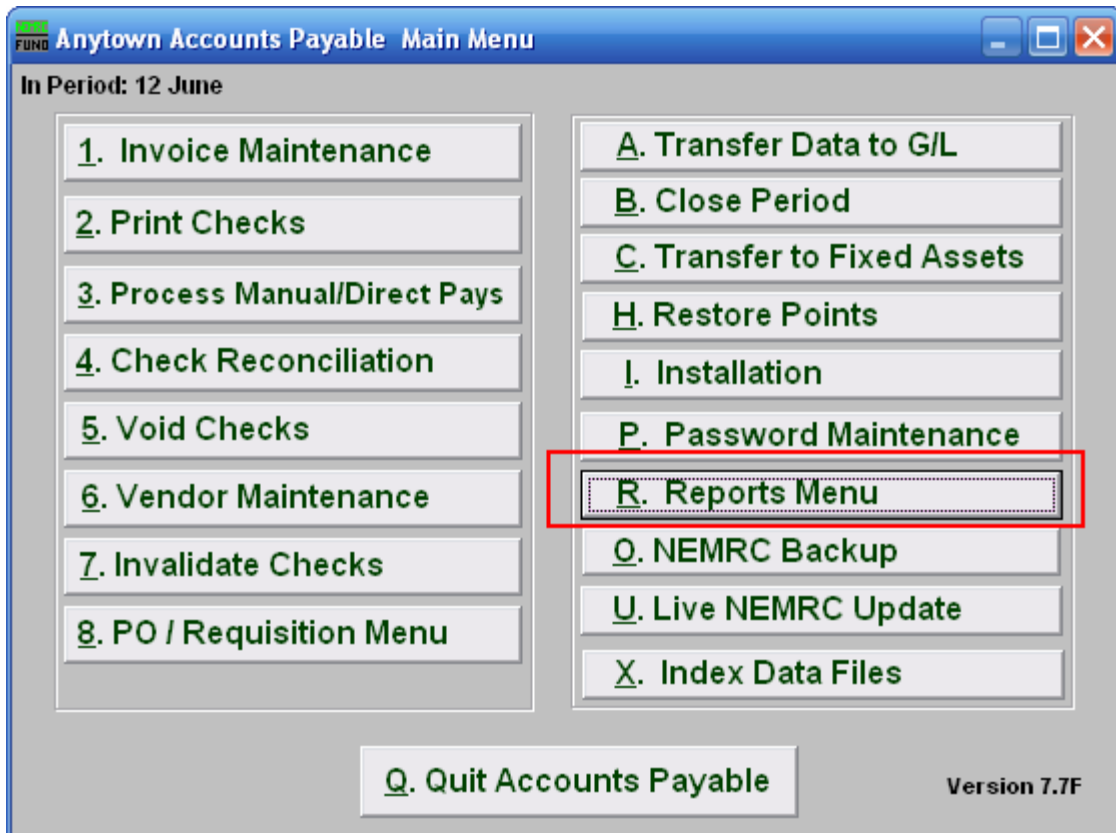


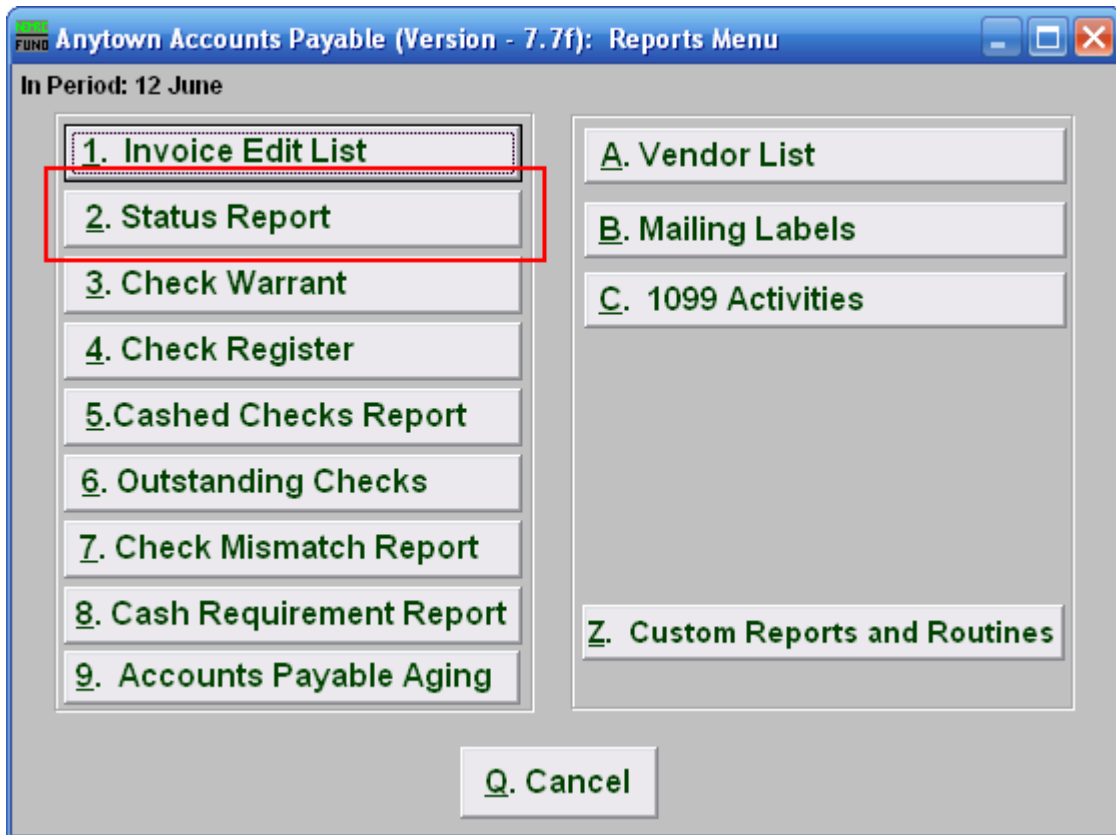
Accounts Payable

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

Accounts Payable Status Report

1 Invoice Status ☒ Paid ☒ Open ☒ Manual Direct ☒ Debit

Vendor (Blank for All) **2** **Find**

3 ☒ Order by Vendor Number
☐ Order by Company Name

Invoice Date Range (Blank for All) **4** to **4**

☐ **Include General Ledger Account Detail** **5**

Enter Checking Account Code (Blank for All) **6**

7 Preview **8 Print** **9 File** **10 Cancel**

- 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.