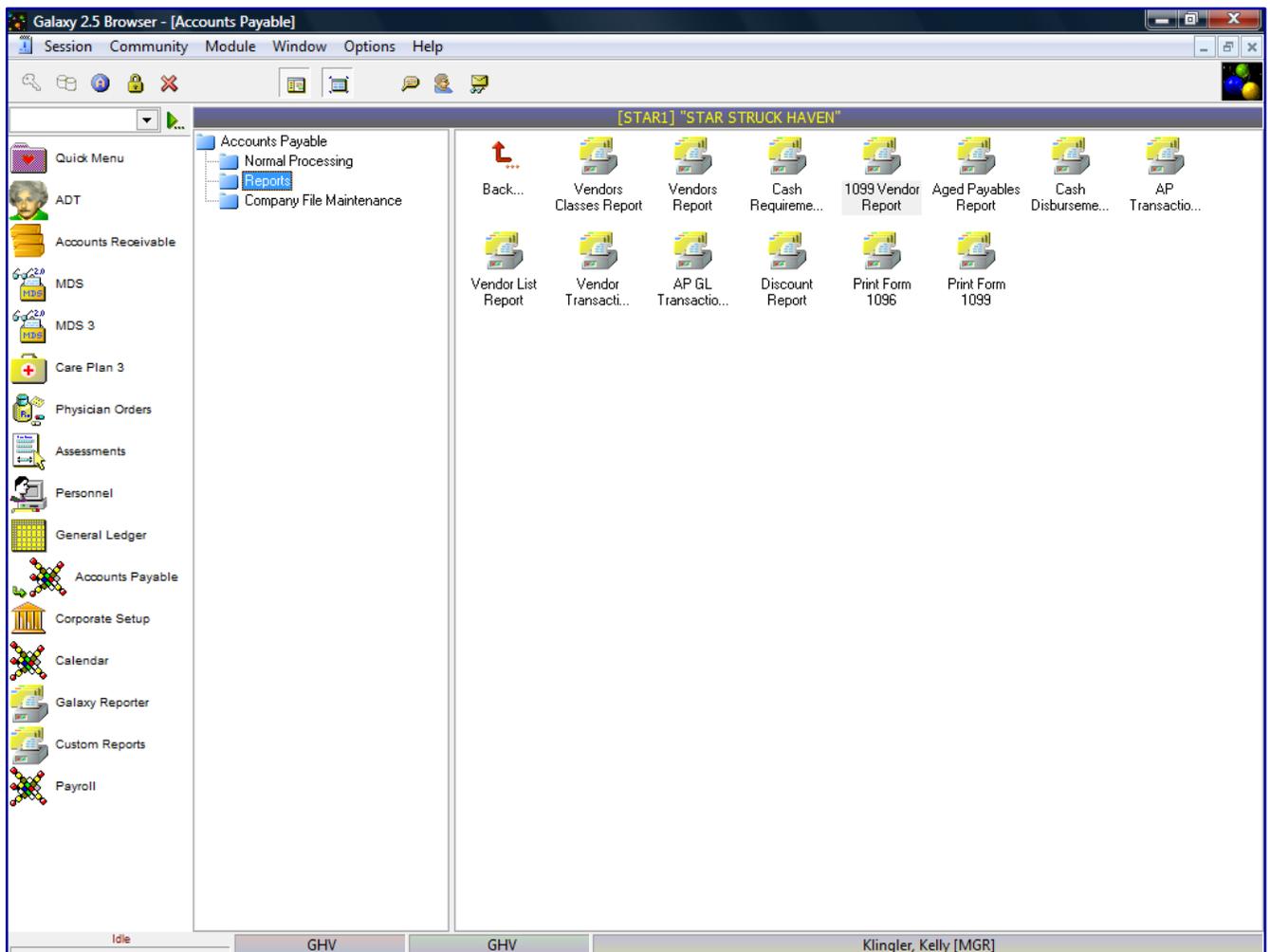# Galaxy Hosted Software
Accounts Payable
Reports
Informational Guide

Looking at **Reports**, you can see it has listed 13 different report options. You can access any report by double clicking on the icon.

- **Vendor Class Report**
- **Vendors Report**
- **Cash Requirements Report**
- **1099 Vendor Report**
- **Aged Payable Report**
- **Cash Disbursement Report**
- **AP Transaction Report**
- **Vendor List Report**
- **AP GL Transaction Report**
- **Discount Report**
- **Print Form 1096**
- **Print Form 1099**

Vendor Class Report - list of Vendor Classes that were set up in Company File Maintenance

The system will list all the Vendor Class Names and if they are currently being used in the system.

Users can print the Vendor Class list or Export the file by clicking on the Export option. The system will show a list of standard export options.

Excel Spreadsheet (XML)

PDF file

CSV file

Text file

JPEG file

HTML file

Vendor Report - list of Vendor Maintenance

The system will list all the vendors entered in Vendor Maintenance. The user cannot pick and choose what is on the report. The report will list vendor demographic information from Vendor Maintenance:

Vendor ID - vendor ID

Vendor Name – vendor's full name

Class – vendor class category set up in Vendor Class maintenance

 Address – vendor's address

City – vendor's city

State - vendor's state

Zip – vendor's zip code

Phone 1 - vendor's telephone number

Phone 2 – additional telephone number

Email – vendor's email address

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor information.

Vendor ID – vendor ID assigned in Vendor master

Vendor Tax ID - vendor tax ID assigned in Vendor master

Sales Tax - if the vendor is set up for sales tax in the Vendor master

Contact Name – vendor's contact person

Demographic information - vendor's demographic information set up in the Vendor master

Current Use – if vendor is currently an active vendor
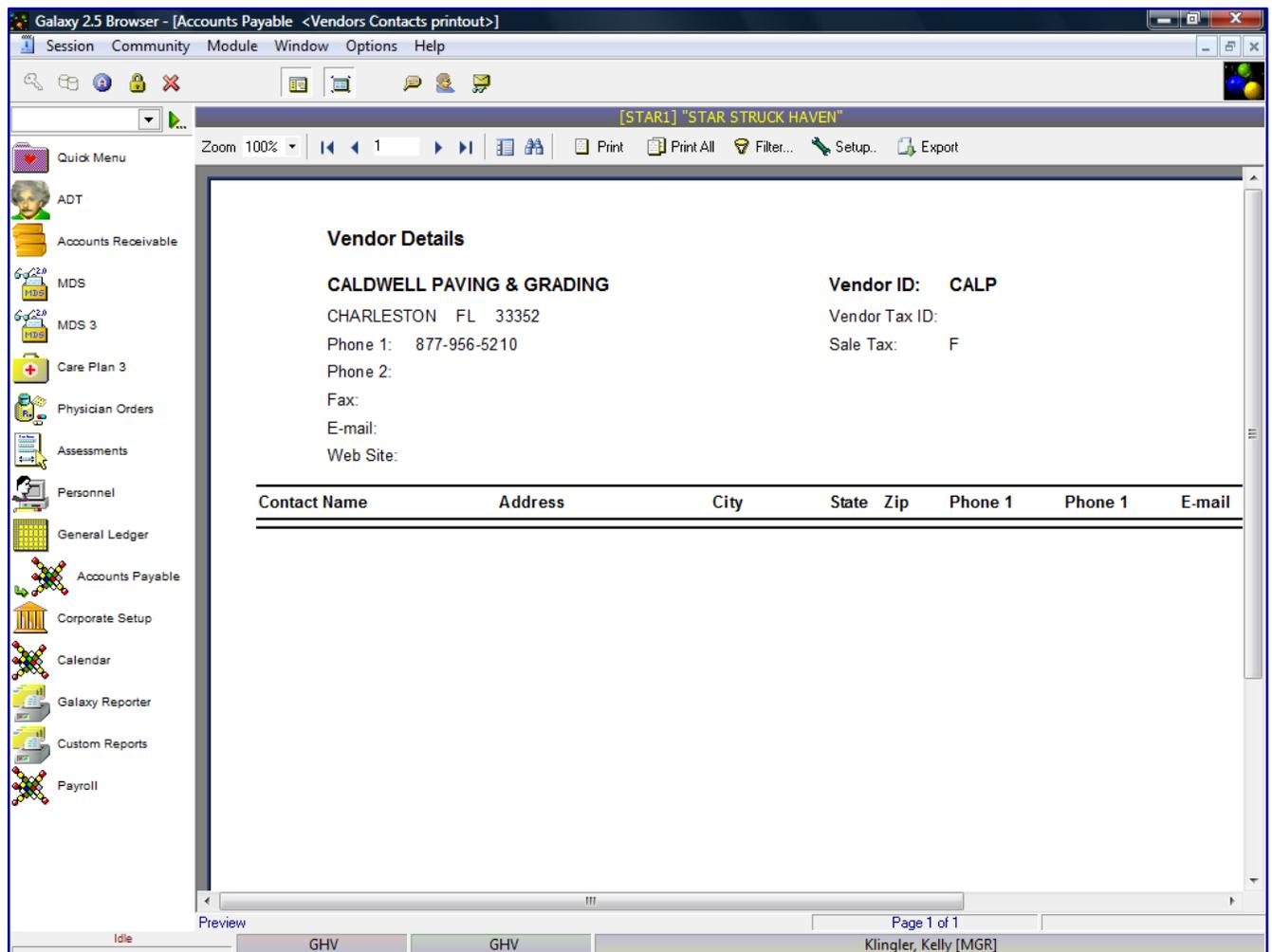
Users can print the Vendor list or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Cash Requirements Report – List all invoices due for vendors

The Cash Requirements report will show a list of all invoices dues for a specified date and the cash requirements that are due to be current as of the specified date. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

For Date – enter the **"as of date"** user wants to see all invoices due/cash requirements
Invoice Status
　　　　All – will create a reports that shows all invoices due to be paid
　　　　Due - No Discount Available - will create a report that shows invoices that are not eligible for discounts, but are due to be paid
　　　　Discount Available – will create a report that shows the invoices that are available for discounts
　　　　Due or With Discount Available - will create a report that shows invoices that are due to be paid and are eligible for discounts

Vendor Type – if user wants to select vendors by certain vendor class to show just that class of vendors on the report

Order by

       Vendor ID – will order the vendors on the report by vendor id

       Vendor Name – will order the vendors on the report by vendor name

Appearance – Show heading on each page (checked a default setting)

Vendors

       All vendors – will show all current vendors for your facility

       One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

              Use ID – search for the one vendor based on vendor ID

              Use Name – search for the one vendor based on vendor name

       Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

              Use ID – option to search for the one vendor based on vendor ID

              Use Name – option to search for the one vendor based on vendor name

       Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

              Click to select vendors – check multiple vendors from vendor list that you want a report for

              Use ID – option to search for the one vendor based on vendor ID

              Use Name – option to search for the one vendor based on vendor name

Amount Due

       All

       Range of – enter FROM/TO amount

       Greater Than – enter FROM amount

       Less Than – enter FROM amount

       Equal To – enter FROM amount

Days Past Due

       All

       Range of – enter FROM/TO date

       Greater Than – enter FROM date

       Less Than – enter FROM date

       Equal To – enter FROM date

Click the Generate button to generate the report

The following screen will be displayed.

The report will list each vendor's Vendor ID and Vendor Name with an outstanding amount for the requested *"as of date"*. The report will show the details of the invoice:

Invoice/Credit Memo # - the Invoice # or Credit Memo # assigned in entry

Date – Invoice or Credit Memo transaction date

Date Due – Invoice or Credit Memo due date

Amount Due – outstanding amount due for the *"as of date"*

Disc Amount – if discount is applicable for this vendor's – the amount of the discount, if the invoice is paid by specified discount date

Disc Date - if discount is applicable for this vendor's – the date the invoice payment must be paid to get vendor discount

Amount Due After Discount - outstanding amount due after discount has been applied

Age - days the invoice is outstanding from the *"as of date"*

The report will include a **Total Amount** by vendor and also **Report Total** for all vendors' amounts added together.

The user can go back to the report selection criteria screen by clicking on the ⬅ **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details from the AP Posting Report. The system will highlight the specific invoice the user selected.

The following screen will be displayed.

The drill down option will now display:

Vendor ID - vendor ID assigned in Vendor master
Vendor – vendor's full name
Transaction Type
        I - Invoice
        C- Check
        M – Credit Memo
Number – Invoice number, Check number or Credit Memo number
Description – Invoice, Check or Credit Memo description
Date – Invoice, Check or Credit Memo transaction date
Due Date - Invoice, Check or Credit Memo due date
Invoice Discount Date - if discount is applicable for this vendor's – the date the invoice payment must be made to get vendor discount
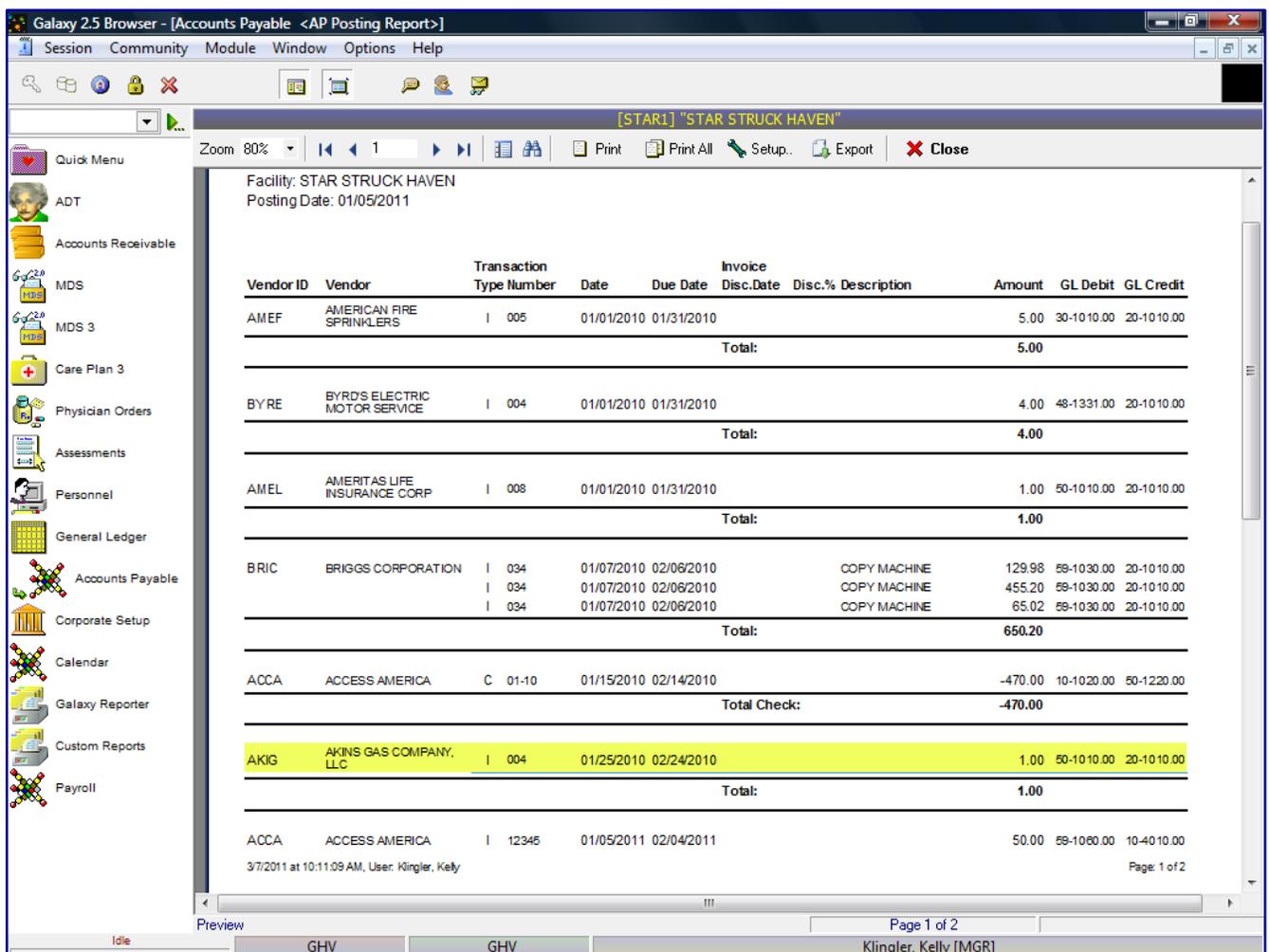**Discount %** – if discount is applicable for this vendor's – the amount of the discount, if the invoice is paid by specified discount date
Amount - Invoice, Check or Credit Memo amount due

GL Debit - Check or Credit Memo debit account number

GL Credit - Invoice credit account number

The report will display a GL Summary for all Invoice, Check and/or Credit Memo transactions showing the Debit and Credit accounts affected for the *"as of date"*.

The user can drill down again to actual invoice.

This screen will reflect the actual entry of the Invoice, Check or Credit Memo transaction.

User can print the Cash Requirements Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

1099 Vendor – list of vendors with 1099 requirements and limit information

The 1099 vendor report will show a list of all vendors who are set up as a 1099 vendor and transactions that occurred toward the 1099 limit. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report

To Date – enter the end date the user wants to run the report

Vendor Type – if user wants to select vendors by certain vendor class

Order by

Vendor ID – will order the vendors on the report by vendor id
Vendor Name – will order the vendors on the report by vendor name

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

1099 Type

Yes – will print only vendors set up as a 1099 vendor

No – will not print vendors not set up as a 1099 vendor

All – will print all vendors

Appearance – Show heading on each page (checked as default setting)

Click the Generate button to generate the report

The following screen will be displayed.

The drill down option will now display:

Vendor ID - vendor ID assigned in Vendor master
Vendor – vendor's full name
1099 Box – which box of the 1099 the information will be displayed
Box Description – 1099 box description
Date – Check transaction date
Trans No – Check number
Trans Amount – Check amount
Limit Met – indicator whether vendor met 1099 required limit

The user can go back to the report selection criteria screen by clicking on the ⬅ **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details from the AP Posting Report. The system will highlight the specific check the user selected.

The following screen will be displayed.

The system will display the actual check that was written and printed for the vendor.

Users can print the 1099 Vendor Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Aged Payables Report - list of outstanding vendors invoices and/or credit memo information

The Aged Payables Report will show a list of outstanding invoices and credit memos for all vendors, by due date and order by vendor id. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

For Date – enter the "as of date" user wants to see all invoices/credit memos

The Aged Payable report will allow the user to select specific selection report criteria to meet the user's needs:

> **Vendor Type** – if user wants to select vendors by certain vendor class
> **Vendors**
>> All vendors – will show all current vendors for your facility
>> One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor
>>> Use ID – search for the one vendor based on vendor ID
>>> Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

    Use ID – option to search for the one vendor based on vendor ID

    Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

    Click to select vendors – check multiple vendors from vendor list that you want a report for

    Use ID – option to search for the one vendor based on vendor ID

    Use Name – option to search for the one vendor based on vendor name

Aging Columns

Due Date

Invoice Date

Number of Periods

Period Length, days

Ranges

    0, 30, 60, 90

    90

    0, 30

    0, 90

    0, 7, 14, 21, 28

    0, 15, 30, 45, 60, 75, 90

Order by

Vendor ID – will order the vendors on the report by vendor id

Vendor Name – will order the vendors on the report by vendor name

Appearance – Show heading on each page (checked as default setting)

Print Output

All data – will list vendor (s) individual invoice/credit memo #, date, amount of invoice/credit memo, due date, aging columns, disc amount, discount date, limit, credit memo

Detail – will list vendor(s) invoice/credit memo #, date, aging columns, amount due

Summary – will list vendor(s), aging columns, amount due

Click the Generate button to generate the report

The following screen is displayed.

The report will list each vendor's Vendor ID and Vendor Name with an outstanding amount for the requested *"as of date"*.   The report will show the following details:

Invoice/Credit Memo # - the Invoice # or Credit Memo # assigned in entry

Date – Invoice or Credit Memo transaction date

Invoice/CM Amt – the amount of the invoice or credit memo

Date Due – Invoice or Credit Memo due date

Current – aging column will reflect if the outstanding amount is current as the *"as of date"*

1-30 – aging column will reflect if the outstanding amount is current as the *"as of date"*

31-60 – aging column will reflect if the outstanding amount is current as the *"as of date"*

61-90 – aging column will reflect if the outstanding amount is current as the *"as of date"*

Over 91 – aging column will reflect if the outstanding amount is current as the *"as of date"*

Amount Due – outstanding amount due for the *"as of date"*

Disc Amt – if discount is applicable for this vendor – the amount of the discount, if the invoice is paid by specified discount date

Disc Date – if discount is applicable for this vendor – the date the invoice payment must be made to get the vendor's discount

Limit – indicator whether vendor met the 1099 required limit

Credit Memo – if a credit memo was used against invoice

The report will include each vendor's amount in **Vendor Total** and **Report Total** for all vendors amounts added together.

The user can go back to the report selection criteria screen by clicking on the ⬅ **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor information.

The drill down option will now display:

Vendor ID – vendor ID assigned in Vendor master

Vendor Tax ID - vendor tax ID assigned in Vendor master

Sales Tax - if the vendor is set up for sales tax in the Vendor master

Contact Name – vendor's contact person

Demographic information - vendor's demographic information set up in the Vendor master

Current Use – if vendor is currently an active vendor

Users can print the Aged Receivables Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Cash Disbursements Report – list all checks disbursed to vendors

The Cash Disbursements report will show a list of all vendors and the checks that where disbursed for those vendors. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

       From Date – enter the beginning date user wants to run the report

       To Date – enter the end date the user wants to run the report

       Account – select bank account to generate check information

       Checks

              All

              Handwritten

              Electronic

              From – beginning check number

              To – ending check number

Order by

Check Number – will generate the report based on chronological check order

Date – will generate the report based on the check date

Payee – will generate the report based on the Payee Name alphabetically

Payee ID – will generate the report based on the payee ID

Check Amount – will generate the report based on the amount for the check from lowest to highest (ascending order).

Appearance – Show heading on each page (checked as default setting)
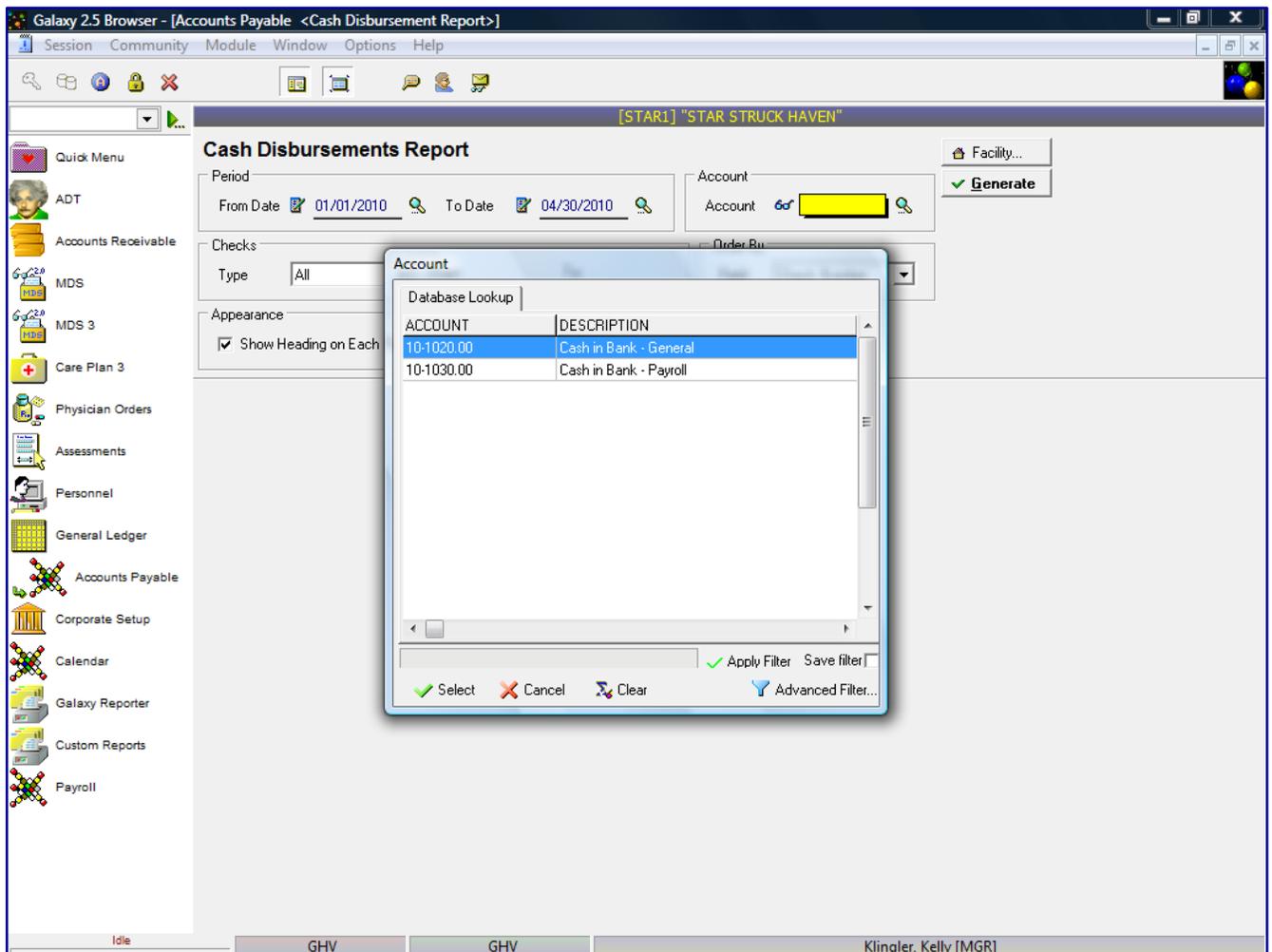
The user must select Account in order to generate the report.

Click the ✔ Generate button to generate the report

The following screen is displayed.

The report will list all check written for the *"as of date"* by check order.

> **Date** – Check transaction date
> **Check #** - check number assigned in system
> **Payee ID** – vendor id assigned in Vendor maintenance
> **Payee** – to whom the check was written
> **Amount** – amount of the check

The report will include a **Report Total** amount for all check written and also in include the number of regular checks and voided checks.

The user can go back to the report selection criteria screen by clicking on the **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details for the AP Posting Report. The system will highlight the specific check the user selected.

Quick Menu

ADT

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MDS 3

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Payroll

AP Posting Report
Facility: STAR STRUCK HAVEN
Posting Date: 01/05/2011

Vendor ID	Vendor	Transaction Type	Number	Description	Date	Due Date	Invoice Disc.Date	Disc.%	Description	Amount	GL Debit	GL Credit
AMEF	AMERICAN FIRE SPRINKLERS	I	005		01/01/2010	01/31/2010				5.00	30-1010.00	20-1010.00
							Total:			5.00		
BYRE	BYRD'S ELECTRIC MOTOR SERVICE	I	004		01/01/2010	01/31/2010				4.00	48-1331.00	20-1010.00
							Total:			4.00		
AMEL	AMERITAS LIFE INSURANCE CORP	I	008		01/01/2010	01/31/2010				1.00	50-1010.00	20-1010.00
							Total:			1.00		
BRIC	BRIGGS CORPORATION	I	034	COPY MACHINE	01/07/2010	02/06/2010			COPY MACHINE	129.98	59-1030.00	20-1010.00
		I	034		01/07/2010	02/06/2010			COPY MACHINE	455.20	59-1030.00	20-1010.00
		I	034		01/07/2010	02/06/2010			COPY MACHINE	65.02	59-1030.00	20-1010.00
							Total:			650.20		
ACCA	ACCESS AMERICA	C	01-10		01/15/2010	02/14/2010				-470.00	10-1020.00	50-1220.00
							Total Check:			-470.00		
AKIG	AKINS GAS COMPANY, LLC	I	004		01/25/2010	02/24/2010				1.00	50-1010.00	20-1010.00
							Total:			1.00		

Preview

Idle

GHV   GHV   Klingler, Kelly [MGR]

Page 1 of 2

The following screen is displayed.

The system will display the actual check that was written and printed for the vendor.

Users can print the Cash Disbursement Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

AP Transactions Report – list of all vendor transactions

The AP Transactions report will show a list of all vendor transactions for a specified date and the status of the transactions and the balance. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report

To Date – enter the end date the user wants to run the report

Vendor Type – if user wants to select vendors by certain vendor class
Order by
    Vendor ID – will sort the vendors on the report alphabetically or numerically by vendor ID
    Vendor Name – will sort the vendors on the report alphabetically by vendor name

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Appearance – Show heading on each page (checked as default setting)

Click the Generate button to generate the report

The following screen is displayed.

The report will list each vendor's Vendor ID and Vendor Name with the transactions the occurred during the *"as of date"*. The report will show the details of the vendor transactions:

Date – Invoice, Check or Credit Memo transaction date

Trans No – Invoice, Check or Credit Memo number assigned during entry

Type – type of transaction **I** - Invoice, **C**- Check or **M-** Credit Memo

Paid – Invoice transaction paid status **Fully, Partially** or **No**

Debit Amt – Check or Credit Memo transaction amount

Credit Amt – Invoice transaction amount

Balance – Balance Forward and plus and/or minus any transaction for *"as of date"*

The report will include a **Report Total** amount for all check written and also in include the number of regular checks and voided checks.

The user can go back to the report selection criteria screen by clicking on the ⬅ **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details for the AP Posting Report. The system will highlight the specific transaction the user selected.

The drill down option will now display:

Vendor ID - vendor ID assigned in Vendor master
Vendor – vendor's full name
Transaction Type
      I - Invoice
      C- Check
      M – Credit Memo
Number – Invoice number, Check number or Credit Memo number
Description – Invoice, Check or Credit Memo description
Date – Invoice, Check or Credit Memo transaction date
Due Date - Invoice, Check or Credit Memo due date
Invoice Discount Date - if discount is applicable for this vendor's – the date the invoice payment must be made to get vendor discount

Discount % – if discount is applicable for this vendor's – the amount of the discount, if the invoice is paid by specified discount date

Amount - Invoice, Check or Credit Memo amount due

GL Debit - Invoice, Check or Credit Memo debit account number

GL Credit - Invoice, Check or Credit Memo credit account number

The report will display a GL Summary for all Invoice, Check and/or Credit Memo transactions showing the Debit and Credit accounts affected for the *"as of date".*

The user can drill down again to actual selected transaction.

This screen will reflect the actual entry of the Invoice, Check or Credit Memo transaction.

User can print the AP Transactions Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Vendor List Report – list of the Vendor Maintenance

The Vendor Details report allows the user to choose specific vendor(s) unlike the Vendor Report. This report will show a list of all vendor maintenance details. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

Vendor Type – if user wants to select vendors by certain vendor class

Order by

Vendor ID – will order the vendors on the report by vendor id
Vendor Name – will order the vendors on the report by vendor name

Vendors

All vendors – will show all current vendors for your facility
One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID
Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

1099 Type

Yes – will print only vendors set up as a 1099 vendor

No – will not print vendors not set up as a 1099 vendor

All – will print all vendors

Current Use – current status of vendor

Active – will only print vendors set as active vendors in Vendor Maintenance

Inactive – will only print vendors set as inactivate vendors in Vendor Maintenance

Misc – will only print vendors set as misc vendors in Vendor Maintenance

All – will print all vendors on the report

Appearance – Show heading on each page (checked as default setting)

Click the Generate button to generate the report

[STAR1] "STAR STRUCK HAVEN"
Vendor Detail Report
All vendors; Order by Vendor ID

Vendor ID / Vendor / City ST ZIP	Address line 1 / Address line 2	Primary Contact / Phone 1 / Phone 2 / Fax	E-mail / Web Site / Vendor Class / Due Days	1099? / Vendor Tax ID / Default Expense / Our Account No
AANAC AANAC DENVER, CO 80222	1873 S. BELLAIRE ST., SUITE	800-562-3656 800-562-3656	EDUCATIONAL 30	No [59-2041.00] Seminars & Education Cert.
ABAC ABACUS ACCOUNTING CONSULTANTS PASSA, FL 33348	7000 EGERTON RD	888-562-5698 888-562-5698	SERVICES 30	Yes [59-1010.00] Acounting and Audit
ABCT ABC TREE SERVICE, INC. HIXSON, FL 37343	673 EMORY	800-621-5236 800-621-5236	MAINTENANCE 30	No [55-1340.00] Maintenance Contract Labor Cert
ACCA ACCESS AMERICA OAKRIDGE, FL 37830	6703 EMORY VALLEY RD	800-362-6523 800-362-6523	TELEPHONE 30	No [59-1060.00] Telephone
ACEA ACE AMERCAN INSURANCE COMPANY BREA, CA 92822	P.O. BOX 9758	800-256-4582 800-256-4582	INSURANCE 30	Yes [56-1230.00] Administrative Benefits Cert

Vendor ID - vendor ID

Vendor Name – vendor's full name

Address – vendor's address line 1 and line 2

City – vendor's city

State - vendor's state

Zip – vendor's zip code

Primary Contact – primary vendor's contact name

Phone 1 - vendor's telephone number

Phone 2 – additional telephone number

Fax – vendor's fax number

Email – vendor's email address

Website – vendor's website address

Vendor Class – vendor class category set up in Vendor Class maintenance

Due Days – number of days until payment is due

**1099?** – vendor set up for 1099 processing

Vendor Tax ID - vendor tax ID assigned in Vendor maintenance

Default Expense – default expense GL account # set up in Vendor maintenance

Our Account No - account number the vendor assigned to the facility

The user can go back to the report selection criteria screen by clicking on the **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor information.
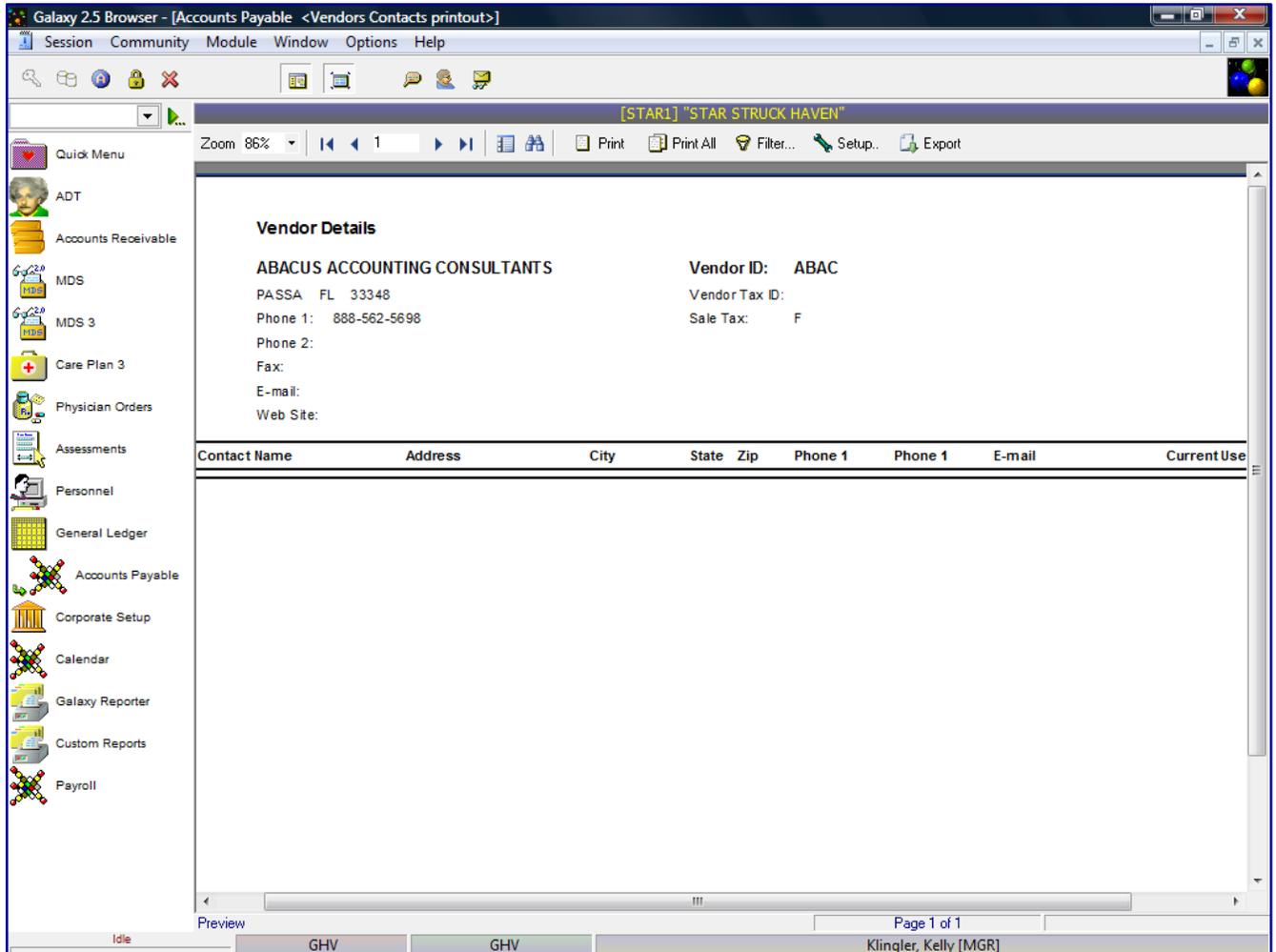
Vendor ID – vendor ID assigned in Vendor master
Vendor Tax ID - vendor tax ID assigned in Vendor master
Sales Tax - if the vendor is set up for sales tax in the Vendor master
Contact Name – vendor's contact person
Demographic information - vendor's demographic information set up in the Vendor master
Current Use – if vendor is currently an active vendor

User can print the Vendor Detail Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Vendor Transaction History Report – list vendor invoice status for specified date

The Vendor Transactions History report will show a list of all vendor invoice status for a specified date and the balance. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report

To Date – enter the end date the user wants to run the report

Vendor Type – if user wants to select vendors by certain vendor class

Order by

Vendor ID – will order the vendors on the report by vendor id
Vendor Name – will order the vendors on the report by vendor name

Vendors

All vendors – will show all current vendors for your facility
One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Invoices

All – will show both Paid and Unpaid Invoices

Paid – will only show Paid Invoices

Unpaid - will only show Unpaid Invoices

Appearance – Show heading on each page (checked as default setting)

Click the Generate button to generate the report

The following screen is displayed.

The report will list each vendor's Vendor ID and Vendor Name with the transactions the occurred during the **"as of date".** The report will show the details of the vendor transactions:

Vendor ID - vendor ID assigned in Vendor master
Vendor Name – vendor's full name
Transaction Type
    I - Invoice
    C- Check
    M – Credit Memo
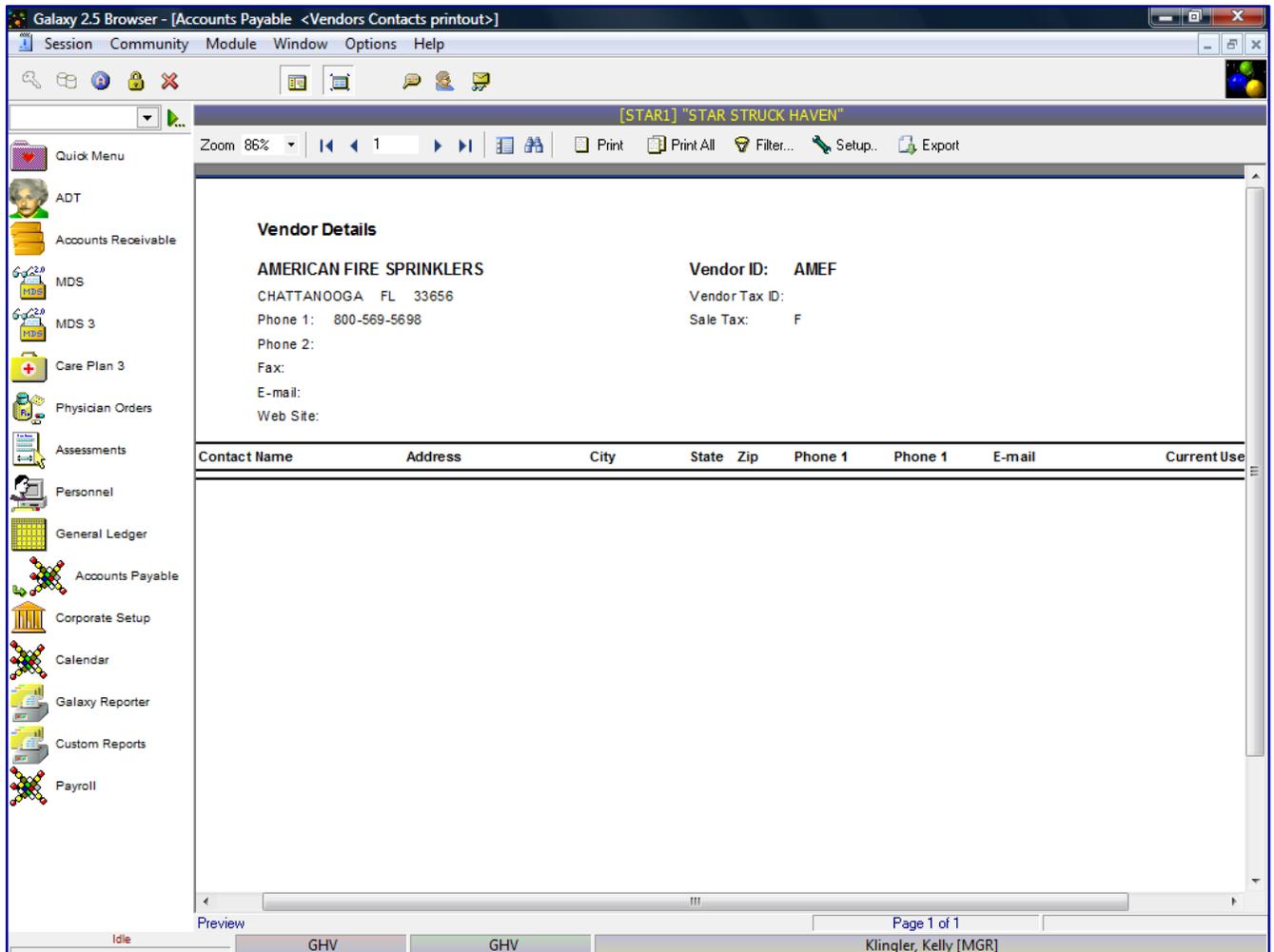**Trans No** – Invoice, Check or Credit Memo number assigned during entry
Date – Invoice, Check or Credit Memo transaction date
Amount – amount of transaction

The report will display a **Subtotal** amount for the transaction for each vendor, **Total** for each vendor and **Report Total** for all vendors.

The user can go back to the report selection criteria screen by clicking on the ⬅ **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor information.

The drill down option will now display:

Vendor ID – vendor ID assigned in Vendor master
Vendor Tax ID - vendor tax ID assigned in Vendor master
**Sales Tax** - if the vendor is set up for sales tax in the Vendor master
Contact Name – vendor's contact person
Demographic information - vendor's demographic information set up in the Vendor master
Current Use – if vendor is currently an active vendor

User can print the Vendor Transaction report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

AP GL Transaction Report – will list vendors AP transactions and the effect GL accounts
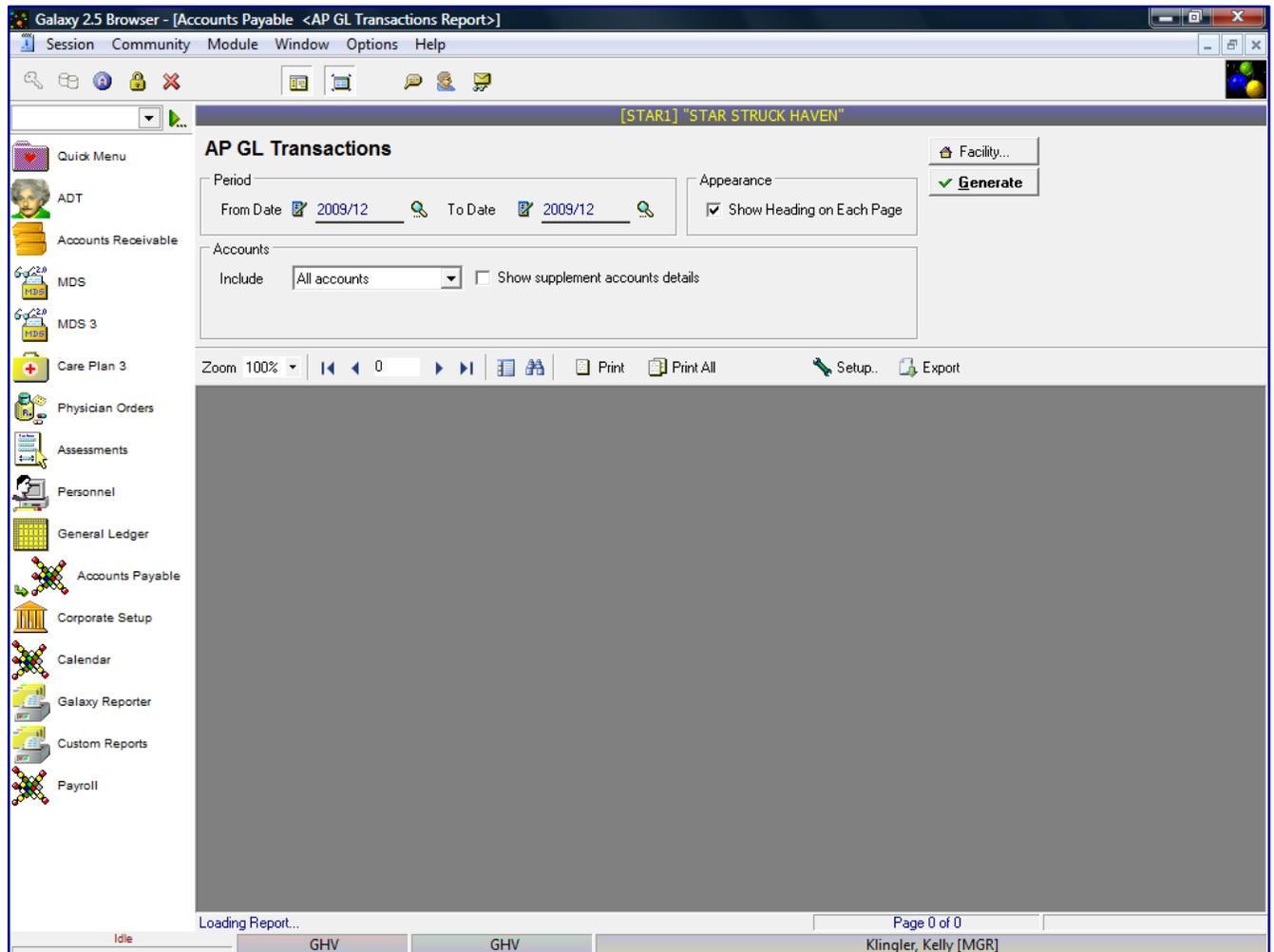
The AP GL Transactions report will show a list of all vendor invoice status for a specified date and the balance. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report
To Date – enter the end date the user wants to run the report
Appearance – Show heading on each page (checked as default setting)
Accounts
    All accounts
    One account
    Range of Accounts - enter selected FROM account and TO account
        From account #
        To account #
    Selected accounts - click to select accounts – check multiple accounts from account list
    Supplemental
Show Supplemental account details

The user must select Account in order to generate the report.

Click the ✔ Generate button to generate the report

The following screen is displayed.

The report will list each vendor's Vendor ID and Vendor Name broken down by the GL account numbers each vendor's transaction affected. The report will show the following details:

Account # - GL account number the transaction affected

Trans Desc – transaction description

Date - date of transaction

Debit Amt – Check or Credit Memo transaction amount

Credit Amt – Invoice transaction amount

The report will include a **Grand Total** amount for all transactions in include the number of regular checks and voided checks.

The user can go back to the report selection criteria screen by clicking on the ⬅ **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details from the AP Posting Report. The system will highlight the specific invoice the user selected.

The drill down option will now display:

Vendor ID - vendor ID assigned in Vendor master
Vendor – vendor's full name
Transaction Type
> I - Invoice
> C- Check
> M – Credit Memo
Number – Invoice number, Check number or Credit Memo number
Description – Invoice, Check or Credit Memo description
Date – Invoice, Check or Credit Memo transaction date
Due Date - Invoice, Check or Credit Memo due date
Invoice Discount Date - if discount is applicable for this vendor – the date the invoice payment must be paid to get vendor discount

Discount % – if discount is applicable for this vendor – the amount of the discount, if the invoice is paid by specified discount date

Amount - Invoice, Check or Credit Memo amount due

GL Debit - Check or Credit Memo debit account number

GL Credit - Invoice credit account number

The report will display a GL Summary for all Invoice, Check and/or Credit Memo transactions showing the Debit and Credit accounts affected for the *"as of date"*.

The user can drill down again to actual transaction selected.

Users can print the AP GL Transaction report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Discounts Report – shows discounts taken or lost for vendors set up with discounts in the Vendor Master

The Discount report will show a list of all vendors who are set up with discounts to show all discounts taken or lost for those vendors. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report

To Date – enter the end date the user wants to run the report

Vendor Type – if user wants to select vendors by certain vendor class

Order by

Vendor ID – will order the vendors on the report by vendor id

Vendor Name – will order the vendors on the report by vendor name

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Invoices

All – will show both Paid and Unpaid Invoices

Paid – will only show Paid Invoices

Unpaid - will only show Unpaid Invoices

Appearance – Show heading on each page (checked as default setting)

Click the   Generate button to generate the report

The report will list each vendor's Vendor ID and Vendor Name with the transactions the occurred during the **"as of date".** The report will show the details of the vendor transactions:

Vendor ID - vendor ID assigned in Vendor master
Vendor Name – vendor's full name
Date – Invoice, Check or Credit Memo transaction date
Invoice # - the Invoice # assigned in entry
Discount Taken - amount of discount taken for invoice
Discount Lost – amount of discount lost for invoice

The report will display a **Report Total** showing total of discounts taken and discounts lost for all vendors.

The user can go back to the report selection criteria screen by clicking on the ⬅ **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details from the AP Posting Report. The system will highlight the specific transaction the user selected.

The drill down option will now display:

Vendor ID - vendor ID assigned in Vendor master

Vendor – vendor's full name

Transaction Type

      I - Invoice

      C- Check

      M – Credit Memo

Number – Invoice number, Check number or Credit Memo number

Description – Invoice, Check or Credit Memo description

Date – Invoice, Check or Credit Memo transaction date

Due Date - Invoice, Check or Credit Memo due date

Invoice Discount Date - if discount is applicable for this vendor – the date the invoice payment must be paid to get vendor discount

Discount % – if discount is applicable for this vendor – the amount of the discount, if the invoice is paid by specified discount date

Amount - Invoice, Check or Credit Memo amount due

GL Debit - Invoice, Check or Credit Memo debit account number

GL Credit - Invoice, Check or Credit Memo credit account number

The report will display a GL Summary for all Invoice, Check and/or Credit Memo transactions showing the Debit and Credit accounts affected for the *"as of date"*.

The user can drill down again to actual invoice.

Users can print the Discounts Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Print Form 1096 – print 1096 summary to send to IRS at end of year

This screen will allow you to select the specific report selection criteria. You can print or reprint the 1096 forms for all or specific vendors or year.

For Year – enter the year of 1096 forms to be printed/reprinted

Name of Preparer – person who prepared the 1096 form

Vendors

All vendors – will show all current vendors for your facility
One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor
    Use ID – search for the one vendor based on vendor ID
    Use Name – search for the one vendor based on vendor name
Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)
    Use ID – option to search for the one vendor based on vendor ID
    Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Click the Generate button to generate the report

Print Form 1099 – print individual 1099 forms for appropriate vendors at end of year

This screen will allow you to select the specific report selection criteria. You can print or reprint the 1099 forms for all or specific vendors or year.

For Year – enter the year of 1096 forms to be printed/reprinted

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Click the Generate button to generate the report