Accounting Core: Accounts Payable – Reports

Introduction

The reports in the Accounts Payable module are designed to help users efficiently access and leverage information for informed decision-making and enhanced financial management processes. This goal is achieved through a thorough understanding of each report. Below outlines the navigation to access these reports and provide definitions for each report.

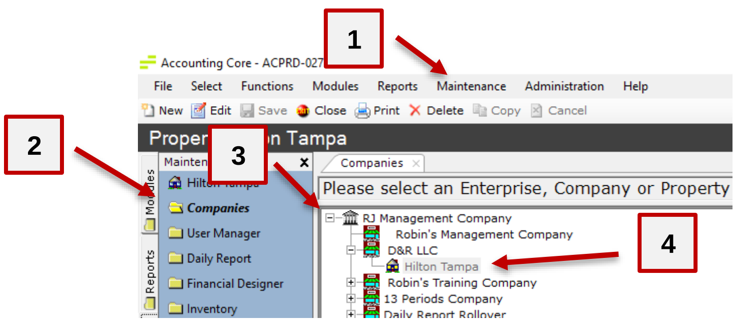
Objective

Navigate to the reports area of the Accounts Payable module. Determine the Account Payable report to use based on definition of the reports.

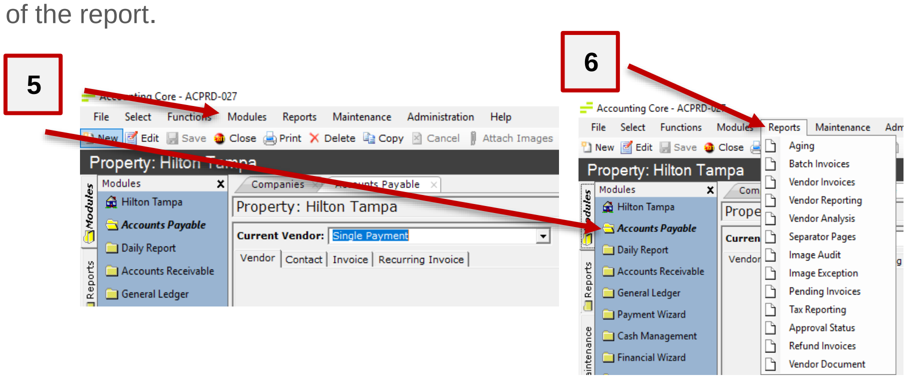
Steps

Follow the steps below to access and understand the Account Payable Reports:

1. Click **Maintenance**
2. Click **Companies.** Note: if desired to complete on property level, continue the next two steps. If not, click on **desired Company level**.
3. Expand the company / property tree by clicking on the **(+) Symbol.**
4. Click on the **Desired Property**



5. Click **Modules, Accounts Payable**
6. Click **Reports** from the top menu options. A list of all available reports will be displayed. Note: all reports can be printed / exported, and items can be viewed by "drilling down" into specific areas of the report.



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Definitions of the Reports:

7. **Aging:** The Aging report provides a summary of outstanding invoices and categorizes them based on the length of time they have been unpaid. The report breaks down the invoices into different aging periods, such as current (not yet due), 30 days past due, 60 days past due, and so on. Users can choose to organize the report by Due Date or Invoice Date. Details within the report include vendor-specific breakdowns of invoices, featuring the invoice number, payment method, Due Date, Invoice Date, amounts for each aging period, and the total invoice amount. Subtotals are provided beneath each vendor's invoices, with a Grand Total displayed at the report's bottom for each column.

8. **Batch Invoices:** The Batch Invoice report show all invoices entered for a vendor during a pre-determined date range. This report is the most versatile and allows the user to define many various options. One of the most commend reports used, the Batch Invoice report displays a ray of information of the invoice, such as Post Date, Due Date, Invoice Date, Status, Check #, Amount, GL account codes, line item amounts, line item descriptions.

9. **Vendor Invoices:** The Vendor Invoices report is specific to the vendor selected in the Vendor drop-down menu of the Accounts Payable module. It can show invoices for the vendor for a specific date range, the payment status, and can include tax details.

10. **Vendor Reporting:** The Vendor Reporting report generates any changes to the vendor list in Accounts Payable according to the specifications outlined in the dialog box. Information in the report includes the vendor ID, company (DBA) name and address, the vendor contact information, legal and/or tax information, any defaults defined GL account(s), terms, description, payment method, and accrued use tax. The report will also note the date added and by whom, as well as the date modified and by whom.

11. **Vendor Analysis:** The Vendor Analysis contains several one-off reports. Those reports are the Compliance, Volume, Usage, Payment Type, Payments, and 1099 Details.

    a. **Compliance** report, most commonly used to show if user are using the correct vendor for expense based on verbal agreements. Ex: Use US Foods to buy all food supplies.

    b. **Volume** report, most commonly used for view the amount spent on each vendor and the number of invoices.

    c. **Usage** report, most used to see when the vendor was last used.

    d. **Payment Type** report, most used to show how vendors are being paid rather than via Check, Manual Check or ACH.

    e. **Payment** report, most used to show what vendor is using a certain GL code. Ex: Select the Food Expense and the list of vendors who used this account will be list with the amount spent.

    f. **1099 Details** report, most used to generate the list of vendors who will need a 1099 printed for tax reporting purposes.

12. **Separator Pages:** The Separator Pages report is used in attaching images. This report will generate separator (cover) pages for each invoice of a group of invoices that is to be scanned in as a batch. The separator page contains details of the invoice and a unique bar code for Accounting Core to locate the invoice to which it is to be attached.

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13. **Image Audit:** The Image Audit report is to be used in conjunction with the "Search Images" feature and displays the person and date the image quality was reviewed, and the person and date the image was approved. It will show invoice details such as vendor name (and vendor #), invoice number, Post/Due/Invoice dates, and the payment status of each invoice (Pending, Posted, Paid, Part-Paid, Voided).

14. **Image Exception:** The Image Exception report will show any invoice that does not currently have at least one image attached. It can include invoices at any payment status, rather that is pending, posted, paid, partly paid or even voided.

15. **Pending Invoices:** The Pending Invoices report shows any invoices currently in Pending status.

16. **Tax Reporting:** The Tax Reporting report is used to identify invoices to which Tax has been applied, and will show all details of the invoice, including the tax details.

17. **Approval Status:** The Approval Status report will show the list of invoices per the search criteria, along with the approval status (approved, unapproved), who approved it, and the date it was approved.

18. **Refund Invoices:** The Refund Invoices report will show all invoices that have a refund associated with them.

19. **Vendor Document:** The Vendor Document report shows all vendors with attached documentation (contracts, insurance, W9s, Other) and the expiration date of the document.