

Accounts Payable Sample Reports



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Version 17 (January 2014)

Tabs3 Accounts Payable Software Sample Reports

Purposes & Benefits of APS Reports

The following table shows the various reports in APS including their purposes and benefits.

PURPOSES & BENEFITS OF APS REPORTS			
Report	Purpose	Benefit	When to Run
Bank Account List	Shows the bank accounts that have been set up using the Bank Account program. Bank account numbers, descriptions, the last check number used and the GLS cash account and accounts payable account numbers are shown.	Used to verify the information entered for each bank account.	As needed.
Recurring Entry List	Shows the recurring entries that have been defined using the Recurring Entry program. GLS information will be included if you are integrated with GLS.	Determine if recurring entries are on hold and which recurring entries will be posted when the Post Recurring Entries program is run.	Before posting recurring entries and as needed.
Vendor List	Shows information about each vendor that has been defined. The list can be printed in either a detail or summary format.	Easily review which vendors offer a discount for early payment. It can also be used to review address information and Federal ID numbers.	As needed.
Vendor Labels	Used to print mailing labels based on the vendor information.	Labels can be used on envelopes for special mailings. The label information can optionally be saved to a file for use with a third-party labels program.	As needed.
Invoice Data Entry Lists	Data Entry lists are used to provide transactions that can be accessed using one of the data entry programs. Separate entry lists can be printed according to date, User ID or attorney.	Provides the ability to instantly print the items in your data entry list without leaving the data entry window.	As needed.
Verification Lists Invoice Manual Check	Used to verify invoices and manual checks that have been added, changed or deleted. GLS information will be included if you are integrated with GLS. Separate verification lists are maintained for each User ID. Verification lists are maintained until they are deleted by the user.	Allows the data entry operators to check their work after each data entry session.	Usually after each data entry session, daily or weekly.

PURPOSES & BENEFITS OF APS REPORTS			
Report	Purpose	Benefit	When to Run
Invoice by Vendor List *	Prints a list of invoices in vendor order. Optionally include paid invoices, unpaid invoices or both. When printing unpaid invoices, you can select posted, unposted or both.	Easily print a list of partially paid invoices. Optionally include GLS information and/or Tabs3 information.	As needed.
Invoice by Voucher List *	Prints a list of invoices in voucher order. Optionally include paid invoices, unpaid invoices or both.	Particularly useful for finding missing voucher numbers. Optionally include GLS information and/or Tabs3 information.	As needed.
Aged Unpaid Invoice Report	Prints a list of aged payables sorted by vendor. A detail, summary or totals only report can be run. Option to include invoices set to hold, pay or both.	Easily pinpoint older unpaid invoices and review invoices on hold. This report is designed to be used as a forecasting tool to project cash flow requirements for user definable aging periods.	Before printing checks.
Cash Requirements Report *	Provides a list of unpaid invoices in due date order with daily totals. If integrating with GLS, the beginning cash account balance is retrieved from GLS and a running daily balance is printed as well as GLS journal entry information. A detail, summary or totals only report can be run. Tabs3 information can be shown in a detail report.	Easily determine daily cash requirements. Also determine total cash required for batch of checks before payment.	Before printing checks.
Pre-Check Register *	Prints a list of unpaid invoices in vendor order with totals.	Easily see total check amounts for vendors with multiple invoices before checks are printed. Optionally includes GLS and/or Tabs3 information.	As needed.
Check Register *	Provides a list of checks in check number order. Optionally include posted checks, unposted checks or both. Voided checks are included. Optionally include GLS information and/or Tabs3 information.	Provides a complete list of checks in check number order. Easy to spot missing check numbers.	Usually after printing checks. Also annually and as needed.
Voided Check List	Includes checks that have been voided since the last time transactions were purged during the Purge Checks program.	Provides an audit trail of voided checks in check number order that includes the date the check was voided.	Annually and as needed.
Vendor Analysis Report	Provides amounts paid and discounts taken for each vendor. Select MTD, YTD or TD period.	Concise report makes it easy to review total amounts paid to vendors.	As needed.
Paid Invoices by Vendor Report	Includes a list of paid invoices for selected vendors. Option to include posted checks, unposted checks or both. Optionally specify check date range and whether or not to include descriptions.	Quickly review detail purchase and payment history with vendor.	As needed.
1099 Report	Verify 1099 information before printing forms or preparing disk file. Provides a list of vendors who have been paid more than a specified amount YTD.	Eliminates manual preparation of forms. Streamlines mandatory annual chore. Includes payees merged from TAS.	Annually and as needed.
1099 Forms	Fulfills IRS reporting requirements.	Eliminates manual preparation of forms. Streamlines mandatory annual chore. Includes payees merged from TAS.	Annually and as needed.

* Optionally includes GLS and/or Tabs3 information. In addition to detail journal entry information, a summary sheet is provided that lists the total per GLS account number per GLS journal along with a grand total.

Sample Reports

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Standard Program Tabs for Reports

The selection criteria for many reports are broken down into program tabs. Program tabs include the **Vendor** tab, **Invoices** tab and **Options** tab. The program tabs classify the selection criteria in a consistent format making it easy for the operator to select the desired options.

The information on the **Vendor** and **Invoices** tabs is the same for all reports that use these tabs. Examples of the two standard program tabs are shown above. The information on the **Options** tab is unique for each report that uses it.

The following descriptions of each report include the program tabs that are used by the report. If the report uses the **Options** tab, then the parameters that can be selected on this unique program tab are listed.

Standard **Vendor** Tab

Standard **Invoices** Tab

Optional Report Footer

The software can be configured to include an optional footer on the reports. The footer includes the day of the week, date, and time the report is printed. You can optionally include a horizontal ruling line and the initials of the User ID who prints the report.

The footer is configured at the printer level for each workstation in the Advanced Printing Options window (*File | Print Setup | Advanced Printing Options*).

The following is an example of a footer with the user initials and horizontal ruling line.

Bank Account List

The list shown below is a Bank Account List. This list shows the information in the bank account file.

Date: 11/17/2014		APS Bank Account List		Page: 1	
Jensen, Martin & Anderson, P.C.					
Bank Account	Description	Last Check	Cash Acct	A/P Acct	
1	First National Bank	1105	110.01	220.03	
2	E.F. Hutton ARA Account	2208	110.02	220.03	

Definitions

- Date** The date the list was printed.
- Bank Account** The bank account number defined in APS. Up to 99 different bank accounts can be assigned.
- Last Check** The last check number used. This field is used to determine the default check number when adding a manual check, printing checks or reprinting a check. The default check number is determined by adding "1" to the number in this field.
- Cash Acct** The GLS cash account that represents this bank account. This column will only be printed if you are integrating with Tabs3 General Ledger Software.
- A/P Acct** The GLS accounts payable account that represents the account you want unpaid invoices posted to. This column will only be printed if you are integrating with Tabs3 General Ledger Software and is optional.

Recurring Entry List

The Recurring Entry List shows the information in the recurring entry file. Recurring entries are printed in numerical vendor order.

Date: 11/17/2014		APS Recurring Entry List					Page: 1			
Burns, Jensen & Powers, P.C.										
Ref #	Vendor #	Bank	H/P	Last Post	Due Day	Amount	G/L Acct	Jr	G/L Amount	
1	250.00	2	P	11/03/2014	01	5,200.00	520.01	01	4,500.00	
	Monthly rent including utilities						520.02	01	575.00	
	D & B Real Estate Management Co.						520.03	01	125.00	
2	700.00	1	P	11/03/2014	01	250.00	520.03	01	250.00	
	Monthly janitorial services									
	Shreiner Janitor Service									

Definitions

Date	The date the list was printed.
Ref #	A reference number identifying the recurring entry for editing purposes.
Vendor #	The vendor number the recurring entry will be paid to.
Bank	The bank account the recurring entry will be paid from.
H/P	Status field. Status indicator of the transaction. "H" ¹ = Hold, "P" = Pay. Recurring entries that are "on hold" will not be posted to the invoice file when the Post Recurring Entries program is run.
Last Post	The Posting Date from the last time the recurring entry was posted. If the recurring entry has never been posted, the Last Post date will be "mm/dd/yyyy".
Due Day	Used to determine the day of the invoice's Due Date. The month and year of the recurring entry's Due Date is taken from the posting date you enter when running the Post Recurring Entries program. A Due Day of "00" indicates the posting date will be used as the invoice's Due Date.
Amount	Invoice amount for the invoice created from the recurring entry.
G/L Acct	GLS account number(s) to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger Software.
Jr	GLS journal number to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger Software.
G/L Amount	GLS amount. Unlimited GLS journal entries can be entered for each recurring entry.
Description	The description of the recurring entry prints below each recurring entry. The vendor name prints immediately below the recurring entry description.

¹ Not shown on the sample report.

Summary Vendor List

The report shown below is a summary Vendor List. The program tabs for this report include the standard **Vendor** tab (*page 4*) as well as the **Options** tab. The **Options** tab allows you to select whether the report should be printed in detail or summary format. The list shown below is printed in summary format in numerical vendor order.

Date: 11/17/2014		Summary Numerical Vendor List			Page: 1	
Burns, Jensen & Powers, P.C.						
Vendor	Name	Phone #	Due Days	Discount %	Discount Days	
120.00	All Makes Office Equipment	402-466-2400	30	1.50	10	
201.00	Clerk of the District Court					
240.00	Lincoln Business Forms and Supplies		30	2.00	10	
250.00 *	D & B Real Estate Management Co.		30			
300.00	Federal Express	800-238-5355	10			
400.00	Alltel Communications		20			
600.00	Lancaster County/Register of Deeds		30			
700.00 *	Shreiner Janitor Service		30			
800.00	First National Bank Visa Card	800-523-1000	30			
900.00M	Miscellaneous Vendor					
991.00M	Miscellaneous Vendor - Subscriptions					
992.00M	Miscellaneous Vendor - Export Witnesses					

Definitions

Date	The Report Date entered when the list was run.
Vendor	Vendor number. An "M" following the Vendor Number indicates the vendor is set up as a "Miscellaneous Vendor".
*	An "*" following the vendor number indicates the vendor is set up to accrue 1099 information.
Due Days	The number of days from the invoice date that the vendor allows to pay the invoice. This information is used to calculate the invoice's default Due Date when adding new invoices.
Discount %	The discount percentage the vendor offers for early payment. If the value is zero, no percentage will print in this column.
Discount Days	The number of days the vendor allows you to take the discount in. If the Discount % and Discount Days are both zero, no information will print in this column.

Detail Vendor List

The report shown on the following page is a detail Vendor List and is printed in detail format in numerical order. The program tabs for this report include the standard **Vendor** tab (*page 4*) as well as the **Options** tab. The **Options** tab allows you to select whether the report should be printed in detail or summary format.

Definitions

Date	The Report Date entered when the list was run.
Vendor	Vendor number. An "M" following the Vendor Number indicates the vendor is set up as a "Miscellaneous Vendor".
*	An "*" following the vendor number indicates the vendor is set up to accrue 1099 information.
One Check/Invoice	Indicates the vendor is set up to print one check for each invoice instead of combining multiple invoices on one check. This "label" prints only if the vendor is set up to print one check per invoice.
1099 Box	Indicates whether the vendor will have a 1099 Form printed and which box the information will print in. "N" = No form will be printed. "1" = The information will print in Box 1 (Rents) on the 1099 Form. "3" = The information will print in Box 3 (Prizes, awards, etc.) on the 1099 Form. "6" = The information will print in Box 6 (Medical and health care payments) on the 1099 Form. "7" = The information will print in Box 7 (Nonemployee compensation) on the 1099 Form. "14" = The information will print in Box 14 (Gross proceeds paid to attorneys) on the 1099 Form.

(continued on the following page)

Vendor	Name/Address	Contact/Phone/E-mail
250.00 *	D & B Real Estate Management Co. 7589 Van Gogh Street P.O. Box 64352 Lincoln NE 68501 Name Search: D & B REAL ESTAT Due Days: 30	402-464-9999 1099 Box: 1 Fed ID #: 47-8383182
300.00	Federal Express P.O. Box 727 Memphis TN 38194-9999 Name Search: FEDERAL EXPRESS Due Days: 10 Disc: 2.00% Disc Days: 10 Vendor Acct #: 040228224	800-238-5355 1099 Box: N Grace Period: 10
400.00	Alltel Communications 1440 "M" Street P.O. Box 64520 Lincoln NE 64520 Name Search: ALLTEL COMMUNICA Due Days: 20 Vendor Acct #: 402-476-4477	402-434-9047 1099 Box: N
600.00	Lancaster County/Register of Deeds 555 South 10th Lincoln NE 68508 Name Search: LANCASTER COUNTY Due Days: 30	One Check/Invoice 1099 Box: N
700.00 *	Shreiner Janitor Service Rural Route 1 P.O. Box 21 Waverly NE 68498 Name Search: SHREINER JANITOR Due Days: 30 Vendor Acct #: *2233-C	Jeff Davis 402-792-7824 1099 Box: 7 Fed ID #: 42-4256413
800.00	First National Bank Visa Card 1200 "O" Street Lincoln NE 68502 Name Search: VISA-FIRST NAT'L Due Days: 30 Vendor Acct #: 4024-29932-666-4	800-523-1000 1099 Box: N
900.00M	Miscellaneous Vendor Name Search: MISC	One Check/Invoice 1099 Box: N

(continued from the previous page)

Due Days	The number of days from the invoice date that the vendor allows to pay the invoice. This information is used to calculate the invoice's default Due Date when adding new invoices.
Disc	The discount percentage the vendor offers for early payment. If the value is zero, this field does not print on the list.
Disc Days	Discount days. The number of days the vendor allows you to take the discount in. If the value is zero, this field does not print on the list.
Grace Period	The number of days beyond the Discount Date that you want to take the discount. If the value is zero, this field does not print on the list.
Vendor Acct #	The account number you have with the vendor. An "*" in the first character position of this field indicates the number will not be included on checks and 1099 Forms. If an "*" is not in the first character position of this field, the Vendor Account # will print on checks on the same line as the vendor name to the far right and also in the Account Number box on 1099 Forms.
Fed ID#	Federal ID number. The Federal ID # does not print on the list if no Federal ID # was entered for the vendor.

Criteria Page

The report shown below is an example of a Criteria Page. A Criteria Page is an optional page that can be printed at the end of most reports. This separate page lists all of the options and criteria used for generation of the report. The options listed on the Criteria Page are broken down by program tabs where applicable. The Criteria Page shown below is for a Summary Cash Requirements Report.

Date: 11/17/2014	Summary Cash Requirements Report		Page: 1
	Burns, Jensen & Powers, P.C.		
System Date: 11/17/2014	Time: 03:13 PM	User ID: DANIEL	
Vendor Selection Criteria:			
Vendor Number:	0.00	Thru:	99,999.99
Name Search Key:		Thru:	Z
Invoice Selection Criteria:			
Bank Acct:	1	Thru:	9
Invoice Date:	mm/dd/yyyy	Thru:	mm/dd/yyyy
Due Date:	mm/dd/yyyy	Thru:	11/17/2014
Voucher:		Thru:	Z
Cash Requirements Report Options:			
Report Type: Summary			
Print in Bank Account Order?: Yes			
Print General Ledger Information?: Yes			
Print Tabs3 Information?: No			
Print Description?: No			

Vendor Labels

The APS Vendor Labels program prints labels based on the APS vendor information. You can select which vendors to print labels for based on the information in specified fields in the vendor file. For example, you can select to print labels for vendors whose names start with A thru L. You can select to sort the labels so they print in a specified order, such as zip code order or alphabetical order by vendor name.

The output options include One-across Labels, Avery Laser Labels, Comma Quote Delimited Export File, WordPerfect Mail Merge Export File, or MS Word Mail Merge Export File.

<input type="checkbox"/>	Clerk of the District Court City County Building 555 South 10th Street 1st Floor Lincoln NE 68508-2468	<input type="checkbox"/>
<input type="checkbox"/>	D & B Real Estate Management Company 7589 Van Gogh Street P.O. Box 64352 Lincoln NE 68501	<input type="checkbox"/>
<input type="checkbox"/>	Federal Express P.O. Box 727 Memphis TN 38194-9999	<input type="checkbox"/>
<input type="checkbox"/>	First National Bank Visa Card Cardholder Services 1200 "O" Street Lincoln NE 68502	<input type="checkbox"/>

Invoice/Manual Check Entry List

The report shown below is an example of an Invoice/Manual Check Entry List. This list can be printed from within the Invoice/Manual Check data entry window. The contents of this list depends on the options specified in the associated View Options window. The sort order of the records is based on the sort column selected in the list.

Date: 11/17/2014	Invoice/Manual Check Entry List by Entry Date				Page: 1
	Jensen, Martin & Anderson, P.C.				
Entry Date:	11/17/2014				
Vendor #/Name	Ref #	Invoice #	Check #	Inv/Chk Amount	Description
203 Clerk of the County Court	1		2554	225.00	Documentation Fee, Filing Fee, and Sheriff Service Fee
250 D & B Real Estate Management Company	1		25645	7,500.00	Monthly Rent (Including Electric, Gas & Garbage)
700 Clean All Janitorial Services	1		25646	750.00	Monthly Cleaning Charges (Bi-Weekly Service)
250 D & B Real Estate Management Company	2		INVOICE	7,500.00	Monthly Rent (Including Electric, Gas & Garbage)
700 Clean All Janitorial Services	2		INVOICE	750.00	Monthly Cleaning Charges (Bi-Weekly Service)
225 Jackson/Wylinda	1		INVOICE	1,500.00	Catering/Firm Retreat
200 United Parcel Service	2	3243387	INVOICE	0.00	Overnight document delivery
200 United Parcel Service	3	3243387	INVOICE	25.00	Overnight document delivery
Total				18,250.00	

APS Invoice/Manual Check Verification List

Burns, Jensen & Powers, P.C.
User: DANIEL Daniel H. Brady

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	Save	H/P
1	120.00	5067	8009A	09/05/2014	09/05/2014	10/03/2014	3,028.00	45.42	09/03/2014	N	2	S	P
	Laser printer Name: All Makes Office Equipment												
	GLS Acct:	120.02	Equipment		Journal:	1	Amt:	3,028.00					
2	120.00	5068	8107A	09/12/2014	09/12/2014	10/10/2014	0.00	0.86	09/22/2014	Y	1	S	D
	Office supplies Name: All Makes Office Equipment												
1	240.00	5065	2094756	09/12/2014	09/12/2014	10/10/2014	129.95	2.60	09/22/2014	N	1	S	P
	Check orders for APS and TAS Name: Lincoln Business Forms and Supplies												
	GLS Acct:	520.04	Printing		Journal:	1	Amt:	129.95					
1	800.00		9-16-2014	09/19/2014	09/19/2014	10/17/2014	975.80				1	S	P
	Credit card charges through 9-16-2014 Name: First National Bank Visa Card												
							Amount to Pay:		300.00				
	GLS Acct:	520.11	Travel and Entertainment		Journal:	1	Amt:	770.22					
	GLS Acct:	520.15	Miscellaneous Expenses		Journal:	1	Amt:	205.58					
							GLS Subtotal:	975.80					
1	991.00M	5070	MLX-980385J	10/03/2014	09/26/2014	09/26/2014	39.95				1	S	P
	Annual subscription, Nov 14 through Oct 15 Name: Business Week McGraw-Hill Building 1221 Avenue of the Americas New York NY 10020												
	GLS Acct:	520.10	Subscriptions		Journal:	1	Amt:	39.95					
1	250.00	AUTO		09/26/2014	10/03/2014	10/03/2014	5,200.00				2	S	P
	Monthly rent including utilities Name: D & B Real Estate Management Co.												
	GLS Acct:	520.01	Rent		Journal:	1	Amt:	5,200.00					
1	201.00	5063		10/03/2014	10/03/2014	10/03/2014	60.00				1	S	P
	Check: 1019 Amount: 60.00 Date: 10/03/2014 Filing fee for Client 101.00 Name: Clerk of the District Court												
	GLS Acct:	520.16	Client Disbursements		Journal:	1	Amt:	60.00					

Invoices

Total Amount:	9,373.70	Total Discount:	48.88
Total to Pay:	8,697.90		

Manual Checks

Total Amount:	60.00	Total Discount:	0.00	Total Paid:	60.00
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Vendor Checksum = 272,200

Changed Entries**New**

1	240.00	5065	2094756	09/12/2014	09/12/2014	10/13/2014	129.95	2.60	09/22/2014	N	1	S	P
	Check orders for APS and TAS Name: Lincoln Business Forms and Supplies												
	GLS Acct:	520.04	Printing		Journal:	1	Amt:	129.95					

Old

1	240.00	5065	2094756	09/12/2014	09/13/2014	10/13/2014	129.85	2.60	09/22/2014	Y	1	S	P
	Name: Lincoln Business Forms and Supplies												

Deleted Entries

2	120.00	5068	8107A	10/03/2014	09/13/2014	10/10/2014	57.25	0.86	09/22/2014	Y	1	S	P
	Office supplies Name: All Makes Office Equipment												

Total Transaction Count = 9

Verification Lists

The reports shown on pages 9 and 10 are examples of the Invoice/Manual Check Verification List. Manual checks include an additional line that shows the Check #, the Check Amount and the Check Date. Separate totals are included for invoices and manual checks. Pages 9 and 10 portray

two-page Invoice/Manual Check Verification List. The first page consists of the invoice and manual check detail with GLS journal entry information and changes and deletions. The second page consists of a summary of the GLS Totals. (Note: The GLS Totals shown on the second page

include GLS journal entries that were changed or deleted.)

Separate verification lists are maintained for each User ID.

(continued on the following page)

APS Invoice/Manual Check Verification ListBurns, Jensen & Powers, P.C.
User: DANIEL Daniel H. Brady

GLS Acct		Journal	Amount
120.02	Equipment	1	3,028.00
520.01	Rent	1	5,200.00
520.04	Printing	1	129.95
520.10	Subscriptions	1	39.95
520.11	Travel and Entertainment	1	770.22
520.15	Miscellaneous Expenses	1	205.58
520.16	Client Disbursements	1	60.00
	Total		9,433.70

*(continued from the previous page)***Definitions**

Date	Indicates the date the list was printed.
Ref Num	Reference number identifying the entry for editing purposes.
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
Disc Amount	Amount of discount. This value will be printed only if the Discount Amount is greater than zero.
Disc Date	Date discount must be taken by. This date will be printed only if a Discount Date is entered.
Take Disc	“Y” (Yes) or “N” (No) for taking discount. This field will be printed only if a Discount Amount is entered.
Bank Acct	APS bank account number that the invoice or manual check is paid from.
Save	“S” (Save) or “P” (Purge). Indicates whether the transaction should be saved or purged when the Purge Checks program is run.
H/P	Status field. Status indicator of the transaction. “H” = Hold ¹ , “P” = Pay, “D” = Deleted, “*” = Posted ¹ .
Amount to Pay	Amount to Pay shown on the invoice. This field will only be displayed if the Amount to Pay does not equal the invoice amount.
Name	Vendor name.
GLS Acct	GLS account number that will be posted to after the transaction has been paid and posted. This information will be printed only if you are integrated with Tabs3 General Ledger Software.
Journal	GLS journal number that the journal entry will be posted to. This information will be printed only if you are integrated with Tabs3 General Ledger Software.
Amt	Dollar amount to be posted to the GLS account number. This information will be printed only if you are integrated with Tabs3 General Ledger Software. Amount reflects discount for posted items.
GLS Subtotal	Subtotal of all GLS amounts for each invoice or manual check. This line will be printed if you are integrated with Tabs3 General Ledger Software and there is more than one debit journal entry entered for the invoice or manual check.
Total Amount	Separate Total Amounts are shown for invoices and manual checks.
Total Discount	Separate Total Discounts are shown for invoices and manual checks. All discounts on the list are included in the totals regardless of whether a discount is to be taken or not.
Total Paid	Total Paid is shown in the Manual Check totals only. This figure represents the total amount paid. (Total Amount minus discounts taken.)
Total to Pay¹	Total of all Invoice Amounts that will be paid. Uses Amount to Pay rather than Invoice Amount for invoices that have an Amount to Pay that is less than the Invoice Amount.
Vendor Checksum	Total of the vendor numbers (the decimal is not used in the addition). The purpose of this number is to provide a cross-total for batched entries. By manually totaling the vendor numbers from the invoices entered and comparing the total to the checksum, you can ensure that all transactions have been entered and assigned to the proper vendor.
Changed Entries and Deleted Entries	Any entries that are edited or deleted will be listed under Changed Entries or Deleted Entries. For changed entries, the original entry will be shown under the “Old” heading and the changes will be reflected under the “New” heading. When an invoice or manual check is deleted, the Invoice Amount is automatically changed to zero and the Status field is changed to “D”.
Total Transaction Count	Total number of transactions on the list including changes and deletions. Each changed transaction (i.e., both old and new) counts as one transaction.

¹ Not shown on either sample report.

Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Net Amount	1099	Ref #	Description	Codes
120.00 All Makes Office Equipment											
5067	8009A	090514	100614	3,028.00		091614	3,028.00		1	Laser printer	1
5068	8107A	101014	101014	52.75		102014	52.75		2	Office Supplies	1
Vendor Totals				3,080.75	0.00		3,080.75				
130.00 Clerk of the District Court											
5063		100314	100314	60.00		P	60.00		1	Filing fee for Client 101.00	1
Vendor Totals				60.00	0.00		60.00				
140.00 Lincoln Business Forms and Supplies											
5065	2094756	091214	101314	129.85			129.85		1	Check orders for APS and TAS	1
Vendor Totals				129.85	0.00		129.85				
160.00 Alltel Communications											
		090814	092914	22.00			22.00		1	Charges through 9-24-2014, Client 200.01	1
		092614	101314	28.50			28.50		2	Charges through 9-24-2014, Client 100.00	1
Vendor Totals				50.50	0.00		50.50				
180.00 First National Bank Visa Card											
9-17-2014		091911	101714	975.80			300.00*		1	Credit card charges through 9-17-2014	1
Vendor Totals				975.80	0.00		300.00				
				675.80	H						
201.00 Fed Ex											
5069	5-09854393	090514	091214	29.00		P	29.00		1	Charges through 9-2-2014, Client 200.03	1
5071	5-09854399	091514	092614	22.00	0.44	092614 P	21.56		2	Charges through 9-14-2014 Client 101.00	1
5072	5-09854453	092214	100314	27.50	0.55	100314 P	26.95		3	Charges through 9-21-2014, Client 101.00	1
5073	5-09854494	092914	101314	28.50		P	28.50		4	Charges through 9-28-2014, Client 100.00	1
Vendor Totals				107.00	0.99		106.01				
240.00 NELCO											
5065	2094756	101414	111414	129.85		P	129.85		1	Check order for APS and TAS Checks	* 1
Vendor Totals				129.85	0.00		129.85				
250.00 D & B Real Estate Management Company											
AUTO		100314	100314	7,500.00		P	7,500.00	Y	1	Monthly Rent (Including Electric, Gas & Garbage)	* 1
5074		101414	101414	10.00		P	10.00	N	4	Duplicate Key	1
AUTO		102814	102814	7,500.00		P	7,500.00	Y	2	Monthly Rent (Including Electric, Gas & Garbage)	* 1
Vendor Totals				15,010.00	0.00		15,010.00				
700.00 Clean All Janitorial Services											
AUTO		100314	101314	750.00		P	750.00	Y	1	Monthly Cleaning Charges (Bi-Weekly Service)	* 1
AUTO		102814	111414	750.00		P	750.00	Y	2	Monthly Cleaning Charges (Bi-Weekly Service)	1
Vendor Totals				1,500.00	0.00		1,500.00				
991.00 Business Week (misc)											
		092614	092614	39.95		P	39.95		1	Annual Subscription, Nov 14 through Oct 15	1
Grand Totals				21,083.70	0.99		20,406.91				
				675.80	H						

Invoice by Vendor List

The reports shown on pages 11 and 13 are examples of the Invoice by Vendor List. The program tabs for this report include the standard **Vendor** and **Invoices** tabs (*page 4*) as well as the **Options** tab. The **Options** tab includes parameters that enable you to include paid invoices, unpaid invoices or both. If you select to include only unpaid invoices, you will have the option to include posted unpaid invoices, unposted unpaid invoices or both as well as the option to include invoices set to Hold, Pay or both. A list showing only partial payment invoices can be printed. A list of invoices with the **Exclude from 1099 Reporting** check box selected or cleared can be printed. Voided checks are not included on this report.

You also have the option to include GLS amounts. If you include GLS amounts, the GLS accounts, journals, amounts and the

unpaid posting date for posted unpaid invoices will be included for each invoice. GLS amounts are prorated if discounts are taken on the report. Additionally, a summary page is included at the end of the list that shows totals for each account for each journal. An example of the additional summary page is shown on the following page.

You have the option to include Tabs3 cost information. When included, the Tabs3 client ID, client name, client work description, date, amount and reference number are shown on the report for each cost transaction associated with the invoice.

Invoices and manual checks are sorted first by vendor and then by invoice number. Multiple invoices with the same vendor and invoice numbers are additionally sorted

by date and then by reference number. Invoices for miscellaneous vendors are listed under the same miscellaneous vendor number; however, multiple invoices for the same miscellaneous vendor are sorted by the name entered on the Address tab of the invoice/manual checks data entry program.

The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date. Otherwise, the Due Date on the invoice will be used.

The report shown above excludes the GLS information but includes both paid and unpaid invoices. The report shown on page 13 is for unpaid invoices only and includes GLS and Tabs3 cost information.

(continued on the following page)

(continued from the previous page)

Definitions

Date	The Report Date entered when the report was run.
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
Inv Amount	Total invoice amount. The remaining amount due and an "H" will print below the Vendor total if the Amount to Pay is less than the full Invoice Amount.
Disc Date	The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken. <i>(Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is taken and the GLS Amounts for the invoice equal the Net Amount of the invoice, the GLS amounts will be prorated on the report to equal the discount amount.)</i>
P	A "P" following the Discount Date indicates the invoice is paid.
Net Amount	Equivalent to Invoice Amount minus Discount Amount if the invoice included a Discount Amount. <i>(Note: If a discount is not taken, then the Net Amount will be equal to the Invoice Amount.)</i> If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*" will be shown to the right of the Net Amount.
1099	A "N" in the 1099 column indicates the vendor is set up to print a 1099, but the invoice has the Exclude from 1099 Reporting check box selected. A "Y" indicates the vendor is set up to print a 1099 and the invoice has that check box cleared. A blank 1099 column indicates the vendor is not set up to print a 1099.
Codes	There are 3 columns of information under this heading. The first column is the Status field. If Hold was specified, then an "H" ¹ will be printed under this heading. By default, the "P" for Pay will not be printed. An "*" will print if the invoice is paid and posted. The second column is the Save/Purge status. If Purge was specified, then a "P" ¹ will be printed in the second position under the Codes heading. By default, the "S" ¹ for Save will not be printed. The third column, which prints for all entries, indicates the APS Bank Account # the invoice is to be paid from.
Original Amount	Original invoice amount. This figure will only be shown for invoices that have been partially paid.
Last Paid by Check #	Last Check number used to pay the invoice. This figure will only be shown for invoices that have been partially paid.
Unpaid Post Date ¹	The date the unpaid invoice was posted to GLS. This date will only be included with posted unpaid invoices when GLS amounts are included on the list.

Vendor Totals

Amt	Total of invoice amounts (including invoices on "Hold").
Hold	Total of invoices on "Hold" plus the remaining amount for partial invoices (i.e., Invoice Amount minus Amount to Pay).
Disc	Total of all Discount Amounts that will be taken excluding invoices on "Hold."
Net	Total Net Amounts (Net = Amt minus Hold minus Disc).

GLS Summary Page

The summary page includes amounts for invoices on hold, discounts and the Amount to Pay on partial invoices. The GLS Total may not match the Grand Totals for the report because of invoices on hold.

GLS Total Amount Net + Invoices on Hold (i.e., "H" in the Codes column—not the amount in the Hold total) = GLS Total.

¹ Not shown on either sample report.

Date: 11/17/2014

Invoice by Vendor List
Jensen, Martin & Anderson, P.C.

Page: 1

Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Net Amount	1099	Ref #	Description	Codes
120.00 All Makes Office Equipment											
5067	8009A	090514	100314	3,028.00		091914	3,028.00		1	Laser printer	1
	GLS Acct:	8050.00	Equipment Repair & Maint.			Journal:	1 Amt:		3,028.00		
	Client:	1.00	Administrative Account							For tracking all Firm and interest adjustments	10/03/2014 3,028.00 1
5068	8107A	101014	101014	52.75		102014	52.75		2	Office Supplies	1
	GLS Acct:	8040.00	Office Supplies			Journal:	3 Amt:		52.75		
Vendor Totals				3,080.75	0.00		3,080.75				
140.00 Lincoln Business Forms and Supplies											
5065	2094756	091214	101314	129.85			129.85		1	Check orders for APS and TAS	1
Vendor Totals				129.85	0.00		129.85				
160.00 Alltel Communications											
	GLS Acct:	090814	093014	22.00			22.00		1	Charges through 9-24-2014, Client 200.01	1
		8200.00	Other Office Expense			Journal:	3 Amt:		22.00		
	Client:	200.01	Peterson Insurance Co.							General Legal Counsel	11/14/2014 22.00 1
	GLS Acct:	092614	101214	28.50			28.50		2	Charges through 9-24-2014, Client 100.00	1
		8200.00	Other Office Expense			Journal:	3 Amt:		28.50		
	Client:	100.00	Larson/Michael							Larson v. Bel-Cor	11/14/2014 28.50 1
Vendor Totals				50.50	0.00		50.50				
180.00 First National Bank Visa Card											
9-17-2014		091914	101714	975.80			300.00*		1	Credit card charges through 9-17-2014	1
	GLS Acct:	7020.00	Client Entertainment			Journal:	3 Amt:		208.08		
	GLS Acct:	8200.00	Other Office Expense			Journal:	1 Amt:		91.92		
Vendor Totals				975.80	0.00		300.00				
				675.80	H						
700.00 Clean All Janitorial Services											
AUTO		102814	111414	750.00			750.00	Y	2	Monthly Cleaning Charges (Bi-Weekly Service)	1
	GLS Acct:	8200.00	Other Office Expense			Journal:	3 Amt:		750.00		
Vendor Totals				750.00	0.00		750.00				
Grand Totals				4,986.90	0.00		4,311.10				
				675.80	H						

Date: 11/15/2014

Invoice by Vendor List GLS Totals
Jensen, Martin & Anderson, P.C.

Page: 1

GLS Acct	Journal	Amount
7020.00 Client Entertainment	3	208.08
8040.00 Office Supplies	3	52.75
8050.00 Equipment Repair & Maint.	1	3,028.00
8200.00 Other Office Expense	1	91.92
8200.00 Other Office Expense	3	800.50
Total		4,181.25

Description and definitions can be found on the previous pages.

Invoice by Voucher List
Burns, Jensen & Powers, P.C.

Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Hold	Bank Acct	Save	Ref #	
400.00	Alltel Communications Charges through 9-26-2014, Client 100.00		9-26-2014	092614	101214	28.50 Net: 28.50				1	S	1	
400.00	Alltel Communications Charges through 9-07-2014, Client 200.02		9-07-2014	090714	092814	22.00 Net: 22.00		P	U	1	S	2	
991.00M	Business Week Annual subscription, Nov 14 through Oct 15		MLX-980385J	092714	092714	39.95 Net: 39.95				1	S	1	
201.00	Clerk of the District Court Filing fee for client 101.00	5063		100314	100314	60.00 Net: 60.00				1	S	1	
240.00	Lincoln Business Forms and Supplies Check orders for APS and TAS	5065	2094756	091214	101214	129.85 Net: 127.25	2.60	092114	P	U	1	S	1
120.00	All Makes Office Equipment Laser Printer	5067	8009A	090614	100314	3,028.00 Net: 2,982.58	45.42	091314	P	U	1	S	1
120.00	All Makes Office Equipment Office Supplies	5068	8107A	091214	101014	52.75 Net: 52.75		092014	P	U	1	S	2
300.00	Federal Express Charges through 9-02-2014, Client 200.03	5070	5-09854393	090614	091214	29.00 Net: 29.00			P	U	1	S	1
300.00	Federal Express Charges through 9-07-2014, Client 100.00	5071	5-09854399	090514	091914	28.50 Net: 28.50			P	U	1	S	2
300.00	Federal Express Charges through 9-14-2014, Client 101.00	5071	5-09854399	091214	092614	22.00 Net: 22.00			P	U	1	S	3
300.00	Federal Express Charges through 9-21-2014, Client 101.00	5072	5-09854344	092114	100314	27.50 Net: 27.50				1	S	4	
800.00	First National Bank Visa Card Credit cards charges through 9-16-2014 Original Amount: 975.80	9-16-2014		091914	101714	675.80 Net: 675.80				1	S	1	
			Last Paid by Check # 1008										
800.00	First National Bank Visa Card Credit cards charges through 9-16-2014 Original Amount: 975.80	9-16-2014		091914	101714	300.00 Net: 300.00			P	U	1	S	2
			Last Paid by Check # 1008										
250.00	D & B Real Estate Management Co. Monthly rent including utilities	AUTO		100314	100314	5,200.00 Net: 5,200.00				2	S	1	
700.00	Shreiner Janitor Service Monthly janitorial services	AUTO		100314	101014	250.00				H	1	S	1
Grand Totals	Amt: 9,893.85	Hold: 250.00	Disc: 48.02	Net: 9,595.83									

Invoice by Voucher List

The report shown above and on the following page are examples of the Invoice by Voucher List. The program tabs for this report include the standard **Vendor** and **Invoices** tabs (*page 4*) as well as the **Options** tab. The **Options** tab includes parameters that enable you to include paid invoices, unpaid invoices or both. If you select to include only unpaid invoices, you will have the option to include posted unpaid invoices, unposted unpaid invoices or both as well as the option to include invoices set to Hold, Pay or both. A list showing only partial payment invoices can be printed. Invoices and manual checks are sorted first by voucher. Multiple invoices and manual checks for the same voucher

number are further sorted by vendor number and then by reference #. Voided checks are not included on this report.

You also have the option to include GLS amounts. If you include GLS amounts, the GLS accounts, journals, amounts and the unpaid posting date for posted unpaid invoices will be included for each invoice. GLS amounts are prorated if discounts are taken on the report. Additionally, a summary page is included at the end of the list that shows totals for each account for each journal.

You have the option to include Tabs cost information. When included, the Tabs3

client ID, client name, client work description, date, amount and reference number are shown on the report for each cost transaction associated with the invoice.

The report shown on the following page includes GLS and Tabs3 cost information whereas the report shown above excludes the GLS and Tabs3 cost information.

The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date. Otherwise, the Due Date on the invoice will be used.

Definitions

Date	The Report Date entered when the report was run.
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
Disc Date	The date the discount must be taken by. A "Y" ¹ following the Discount Date indicates that the discount will be taken. (<i>Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is taken and the GLS Amounts for the invoice equal the Net Amount of the invoice, the GLS amounts will be prorated on the report to equal the discount amount.</i>) A "P" following the Discount Date indicates the invoice is paid.
Net	Equivalent to Invoice Amount minus Discount Amount if the invoice included a Discount Amount. (<i>Note: If a discount is not taken, then the Net Amount will be equal to the Invoice Amount.</i>) If the invoice included an

¹ Not shown on the sample reports.

(continued on the following page)

Date: 11/17/2014		Invoice by Voucher List										Page: 1	
Burns, Jensen & Powers, P.C.													
Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Hold	Bank Acct	Save	Ref #	
800.00	First National Bank Visa Card		9-16-2014	091814	101714	975.80				1	S	1	
	Credit card charges through 9-16-2014				Net:	975.80							
	GLS Acct: 520.11 Travel and Entertainment			Journal:	1	Amt:	770.22						
	GLS Acct: 520.15 Miscellaneous Expenses			Journal:	1	Amt:	205.58						
201.00	Clerk of the District Court	5063		100314	100314	60.00				1	S	1	
	Filing fee for Client 101.00				Net:	60.00							
	GLS Acct: 520.16 Client Disbursements			Journal:	1	Amt:	60.00						
	Client: 101.00 Barrett/Karen			Apartment Management				10/03/2014		75.00		8	
240.00	Lincoln Business Forms and Supplies	5065	2094756	091214	101214	129.85		092214		1	S	1	
	Check orders for APS and TAS				Net:	129.85							
	GLS Acct: 520.04 Printing			Journal:	1	Amt:	129.85						
120.00	All Makes Office Equipment	5067	8009A	090514	100314	3,028.00		091214		2	S	1	
	Laser printer				Net:	3,028.00							
	GLS Acct: 120.02 Equipment			Journal:	1	Amt:	3,028.00						
120.00	All Makes Office Equipment	5068	8107A	091214	101014	57.25		091914		2	S	2	
	Office supplies				Net:	57.25							
	GLS Acct: 520.05 Supplies			Journal:	1	Amt:	57.25						
250.00	D & B Real Estate Management Co.	AUTO		100314	100314	5,200.00				H	2	S	1
	Monthly rent including utilities												
	GLS Acct: 520.01 Rent			Journal:	1	Amt:	5,200.00						
Grand Totals						Amt: 9,450.90				Hold: 5,200.00		Disc: 0.00	Net: 4,250.90

Date: 11/17/2014		Invoice by Voucher List GLS Totals			Page: 1	
Burns, Jensen & Powers, P.C.						
GLS Acct		Journal		Amount		
120.02	Equipment	1		3,028.00		
520.01	Rent	1		5,200.00		
520.04	Printing	1		129.85		
520.05	Supplies	1		57.25		
520.11	Travel and Entertainment	1		770.22		
520.15	Miscellaneous Expenses	1		205.58		
520.16	Client Disbursements	1		60.00		
	Total			9,450.90		

(continued from the previous page)

Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*"¹ will be shown to the right of the Net Amount.

- Hold** Hold/Pay status. An "H" (Hold) indicates the invoice is on "Hold." The "P" (Pay) does not print by default. A "U" indicates the invoice is posted.
- Save** Save/Purge status. An "S" (Save) indicates the transaction will be saved and a "P"¹ (Purge) indicates the transaction will be purged when the Purge Checks program is run.
- Ref #** Reference number identifying the transaction for editing purposes.

Grand Totals

- Amt** Total of all Invoice Amounts on the list.
- Hold** Total of invoices on "Hold" plus the remaining amount for partial invoices (i.e., Invoice Amount minus Amount to Pay).
- Disc** Total of all Discount Amounts that will be taken excluding invoices on "Hold."
- Net** Total Net Amounts (Net = Amt minus Hold minus Disc).

GLS Summary Page

The summary page includes amounts for invoices on hold, discounts and the Amount to Pay on partial invoices. The GLS Total may not match the Grand Totals for the report because of invoices on hold.

GLS Total Amount Net + Invoices on Hold (i.e., "H" in the Codes column—not the amount in the Hold total) = GLS Total.

¹ Not shown on the sample reports.

Detail Aged Unpaid Invoice Report

Burns, Jensen & Powers, P.C.

Ref #	Invoice #	Description	+91	+90-61	+60-31	+30-0	-1-30	-31+	Total
201.00 Clerk of the District Court									
1		Filing fee for Client 101.00					60.00		60.00
240.00 Lincoln Business Forms and Supplies									
1	2094756	Check orders for TAS and APS					129.85		129.85
250.00 D & B Real Estate Management Co.									
1		Monthly rent including utilities				5,200.00			5,200.00
300.00 Federal Express									
3	5-09854399	Charges through 10-15-2014, Client 100.00					27.93		27.93
4	5-09854410	Charges through 10-31-2014, Client 100.00					27.50		27.50
Total for 300.00 Federal Express							55.43		55.43
400.00 Alltel Communications									
2	10-23-2014	Charges through 10-23-2014, Client 100.00					28.50		28.50
700.00 Shreiner Janitor Service									
1		Monthly janitorial services (H)				250.00			250.00
800.00 First National Bank Visa Card									
1	10-17-2014	Credit card charges through 10-17-2014					300.00		300.00*
Total			0.00	0.00	0.00	5,450.00	573.78	0.00	6,023.78

Summary Aged Unpaid Invoice Report

Burns, Jensen & Powers, P.C.

Vendor #	Name	+91	+90-61	+60-31	+30-0	-1-30	-31+	Total
201.00	Clerk of the District Court					60.00		60.00
240.00	Lincoln Business Forms and Supplies					129.85		129.85
250.00	D & B Real Estate Management Co.				5,200.00			5,200.00
300.00	Federal Express					55.43		55.43
400.00	Alltel Communications					28.50		28.50
700.00	Shreiner Janitor Service				250.00			250.00
800.00	First National Bank Visa Card					300.00		300.00
Total		0.00	0.00	0.00	5,450.00	573.78	0.00	6,023.78

Total Aged Unpaid Invoice Report

Burns, Jensen & Powers, P.C.

	+91	+90-61	+60-31	+30-0	-1-30	-31+	Total
Total	0.00	0.00	0.00	5,450.00	573.78	0.00	6,023.78

Description and definitions can be found on the following page.

Detail Aged Unpaid Invoice Report
Burns, Jensen & Powers, P.C.

Ref #	Invoice #	Description	+29	+28-15	+14-8	+7-0	-1-7	-8+	Total
201.00 Clerk of the District Court									
1		Filing fee for Client 101.00						60.00	60.00
240.00 Lincoln Business Forms and Supplies									
1	2094756	Check orders for TAS and APS					129.85		129.85
250.00 D & B Real Estate Management Co.									
1		Monthly rent including utilities			5,200.00				5,200.00
300.00 Federal Express									
3	5-09854399	Charges through 10-15-2014, Client 100.00						27.93	27.93
4	5-09854410	Charges through 10-31-2014, Client 100.00						27.50	27.50
Total for 300.00 Federal Express									55.43
400.00 Alltel Communications									
2	10-23-2014	Charges through 10-23-2014, Client 100.00					28.50		28.50
700.00 Shreiner Janitor Service									
1		Monthly janitorial services (H)			250.00				250.00
800.00 First National Bank Visa Card									
1	10-17-2014	Credit card charges through 10-17-2014					300.00		300.00*
Total			<u>0.00</u>	<u>0.00</u>	<u>5,450.00</u>	<u>0.00</u>	<u>458.35</u>	<u>115.43</u>	<u>6,023.78</u>

Aged Unpaid Invoice Report

The reports shown on pages 16 and 17 are examples of the Aged Unpaid Invoice Report. This report is designed to be used as a forecasting report for budgeting purposes. The Unpaid Invoice Report is an aging report of unpaid invoices by vendor. By default, the aging is divided into 30 day intervals that range from not due for 90 days or more to past due 31 days or more. However, you can configure the aging periods as desired using the APS Customization program. The default aging categories are: +91, +90-61, +60-31, +30-0, -1-30 and -31+. The aging is determined by comparing the Due Date of

each invoice and the Report Date. (*Note: The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date.*)

The three reports shown on the previous page represent detail, summary and total reports that use the default aging categories. The report shown above represents a detail report with customized aging periods. All four examples portray the same data.

The program tabs for this report include the standard **Vendor** and **Invoices** tabs (page 4) as well as the **Options** tab. The **Options** tab includes parameters that enable you to include invoices set to hold, pay or both, print a detail, summary or "totals only" report and the ability to print the report in bank account order. When printing a detail report, you can optionally have each vendor's information begin on a new page of the report. The invoices are sorted by bank account if specified and then by vendor order and reference number order.

Definitions

Date	The date the report was printed. This date is used to determine the aging of each invoice.
Ref #	Reference number identifying the transaction for editing purposes.
(H)	Printed after the invoice description. Indicates the invoice is on "hold."
Amount	Net Amount of the invoice. On partial invoices, the Amount to Pay will be shown as the amount on this report.
*	An "*" printed to the right of the total on a detail list indicates the invoice is a partial invoice (the Amount to Pay is shown rather than the full invoice amount).

Detail Cash Requirements Report

Burns, Jensen & Powers, P.C.

Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Invoice Amount	Disc Amount	Disc Date	Net Amount	Ref #
300.00	Federal Express GLS Acct: 520.16 Client Disbursements	5071	5-09854399 Journal: 1	101014 Amt: 27.93	103114	27.93		110114	27.93	3
	Client: 100.00 Dawson/Charles L. Estate							10/10/2014	0.00	14
	Mon 10/20/2014	Amt:	27.93	Hold:	0.00	Disc:	0.00	Net Amt:	27.93	
300.00	Federal Express GLS Acct: 520.16 Client Disbursements	5072	5-09854410 Journal: 1	102414 Amt: 27.50	110714	27.50		110714	27.50	4
	Client: 100.00 Dawson/Charles L. Estate							10/24/2014	27.50	13
	Wed 11/05/2014	Amt:	27.50	Hold:	0.00	Disc:	0.00	Net Amt:	27.50	
201.00	Clerk of the District Court GLS Acct: 520.15 Miscellaneous Expenses	5063		110714 Amt: 60.00	110714	60.00			60.00	1
	Client: 101.00 Barrett/Karen Apartment Management							11/07/2014	60.00	15
	Tue 11/11/2014	Amt:	60.00	Hold:	0.00	Disc:	0.00	Net Amt:	60.00	
240.00	Lincoln Business Forms and Supplies GLS Acct: 520.04 Printing	5065	2094756 Journal: 1	101314 Amt: 129.85	102714	129.85		102714	129.85	1
400.00	Alltel Communications GLS Acct: 520.16 Client Disbursements		10-24-2014 Journal: 1	102414 Amt: 28.50	110714	28.50			28.50	2
	Client: 100.00 Dawson/Charles L. Estate							10/24/2014	28.50	12
	Thu 11/13/2014	Amt:	158.35	Hold:	0.00	Disc:	0.00	Net Amt:	158.35	
800.00	First National Bank Visa Card GLS Acct: 520.11 Travel and Entertainment GLS Acct: 520.15 Miscellaneous Expenses		10-17-2014 Journal: 1 Journal: 1	101714 Amt: 236.80 Amt: 63.20	111814	975.80			300.00*	1
	Mon 11/18/2014	Amt:	975.80	Hold:	675.80	Disc:	0.00	Net Amt:	300.00	
250.00	D & B Real Estate Management Co. GLS Acct: 520.01 Rent GLS Acct: 520.02 Utilities GLS Acct: 520.03 Maintenance and Repairs	AUTO		110314 Amt: 4,500.00 Amt: 575.00 Amt: 125.00	120514	5,200.00			5,200.00	1
700.00	Shreiner Janitor Service	AUTO		110314 Amt: 5,450.00	120514	250.00			H 5,200.00	1
	Tue 12/02/2014	Amt:	5,450.00	Hold:	250.00	Disc:	0.00	Net Amt:	5,200.00	
	Total:	Amt:	6,699.58	Hold:	925.80	Disc:	0.00	Net Amt:	5,773.78	

Cash Requirements Report

The Cash Requirements Report allows you to print a list of unpaid invoices in Due Date order with daily totals. The report shown above is an example of a detail report. The reports shown on the following page are examples of a summary report and a "totals only" report. The program tabs for this report include the standard **Vendor** and **Invoices** tabs (page 4) as well as the **Options** tab. The **Options** tab includes parameters that enable you to print a detail, summary or "totals only" report, include GLS information and print the information in bank account order. When printing a detail report, you have the option of including the description for each invoice. If you print the report for more than one bank account in bank account order, each bank account will start on a new page.

If you include GLS amounts, detail GLS journal entries for each invoice are included on the Detail Report and a summary page is included at the end of the report that shows totals for each account for each journal. The summary page will not include amounts for invoices on hold

but will include discounts and the Amount to Pay on partial invoices. The Summary Report shown on the following page includes an example of the summary page of GLS information.

If you are integrated with GLS, an option to include the GLS bank account balance on the report can be configured on the **General Ledger** tab of APS Customization. If this option is enabled, the beginning and ending bank account balance is included on the report along with a running balance for each day on the report. The Beginning Bank Balance is taken from the GLS current month's balance in the GLS Chart of Accounts for the specified cash account. The Report Date, Beginning Due Date and Ending Due Date specified for the Cash Requirements Report do not affect the Beginning Bank Balance. The daily and Ending Bank Account Balances are calculated by deducting daily totals from the Beginning Bank Account Balance. The total report shown on the following page portrays this optional integration feature.

You have the option to include Tabs3 cost information. When included, the Tabs3 client ID, client name, client work description, date, amount and reference number are shown on the report for each cost transaction associated with the invoice.

The invoice entries will print in due date order (or discount date if applicable). The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date. Multiple invoices with the same Due Date are sorted in vendor order. If there are multiple invoices for the same vendor with the same Due Date, then those invoices are sorted in Reference # order. A daily subtotal line will be printed for each Due Date showing the total amount of invoices on "Hold," invoices due, discount amount and net amount subtotals for that day.

(continued on the following page)

Date: 11/17/2014		Summary Cash Requirements Report					Page: 1	
		Burns, Jensen & Powers, P.C.						
Fri 10/25/2014	Amt:	27.93	Hold:	0.00	Disc:	0.00	Net Amt:	27.93
Fri 11/07/2014	Amt:	27.50	Hold:	0.00	Disc:	0.00	Net Amt:	27.50
Mon 11/10/2014	Amt:	60.00	Hold:	0.00	Disc:	0.00	Net Amt:	60.00
Wed 11/12/2014	Amt:	158.35	Hold:	0.00	Disc:	0.00	Net Amt:	158.35
Tue 11/18/2014	Amt:	975.80	Hold:	675.80	Disc:	0.00	Net Amt:	300.00
Mon 11/25/2014	Amt:	5,450.00	Hold:	250.00	Disc:	0.00	Net Amt:	5,200.00
Total:	Amt:	6,699.58	Hold:	925.80	Disc:	0.00	Net Amt:	5,773.78

Summary Cash Requirements Report

Date: 11/17/2014		Summary Cash Requirements Report GLS Totals			Page: 1	
		Burns, Jensen & Powers, P.C.				
<u>GLS Acct</u>		<u>Journal</u>		<u>Amount</u>		
520.01	Rent	1		4,500.00		
520.02	Utilities	1		575.00		
520.03	Maintenance and Repairs	1		125.00		
520.04	Printing	1		129.85		
520.11	Travel and Entertainment	1		236.80		
520.15	Miscellaneous Expenses	1		123.20		
520.16	Client Disbursements	1		83.93		
	Total			5,773.78		

GLS Summary Page for Cash Requirements Report

Date: 11/17/2014		Total Cash Requirements Report					Page: 1	
		Burns, Jensen & Powers, P.C.						
						Beginning Combined Bank Balance:	124,107.13	
Total:	Amt:	6,699.58	Hold:	925.80	Disc:	0.00	Net Amt:	5,773.78
						Ending Combined Bank Balance:	118,333.35	

Total Cash Requirements Report

(continued from the previous page)

Definitions

Date	The Report Date entered when the report was run.
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
Inv Date	Invoice Date.
Invoice Amount	Invoice Amount.
Disc Amount	Discount Amount.
Disc Date	The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken. (Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is taken and the GLS Amounts for the invoice equal the Net Amount of the invoice, the GLS amounts will be prorated on the report to equal the discount amount.)
Net Amount	Invoice Amount minus Discount Amount if applicable. An "H" after the Net Amount indicates that the invoice is on "Hold." If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*" will be shown to the right of the Net Amount.

Vendor Totals

Amt	Total of invoice amounts (including invoices on "Hold").
Hold	Total of invoices on "Hold" for the Vendor plus the remaining amount for partial invoices (i.e., Invoice Amount minus Amount to Pay).
Disc	Total of all Discount Amounts that will be taken excluding invoices on "Hold."
Net Amt	Total Net Amounts (Net = Amt minus Hold minus Disc).

Bank Account: 1 First National Bank

Voucher #	Vendor # Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Net Amount	Ref #	Description
5068	8107A	120.00 101014	All Makes Office Equipment 110714	52.75		101514	52.75	2	Office supplies
							Check Total:		52.75
5065	2094756	240.00 101914	Lincoln Business Forms and Supplies 112114	129.85	2.60	111814 Y	127.25	1	Check orders for APS and TAS
							Check Total:		127.25
		400.00 10-03-2014	Alltel Communications 100314 102714	32.50			32.50	3	Charges through 10-05-2014
		09-23-2014	101014 102714	28.50			28.50	1	Charges through 9-23-2014, Client 100.00
		09-07-2014	101014 102714	22.00			22.00	2	Charges through 9-23-2014, Client 200.01
							Check Total:		83.00
AUTO		700.00 110314	Shreiner Janitor Service 112714	250.00			250.00	1	Monthly janitorial services
							Check Total:		250.00
		800.00 09-16-2014	First National Bank Visa Card 101714 111714	975.80			300.00*	1	Credit card charges through 9-16-2014
							Check Total:		300.00
							Bank Account Total:		813.00

Pre-Check Register

The Pre-Check Register allows you to print a report of unpaid invoices for each bank account in vendor order with totals. The program tabs for this report include the standard **Vendor** and **Invoices** tabs (*page 4*) as well as the **Options** tab. The **Options** tab includes parameters that enable you to include GLS amounts.

If you include GLS amounts, detail GLS journal entries for each invoice are included and a summary page is included at the end of

the report that shows totals for each account for each journal.

You have the option to include Tabs cost information. When included, the Tabs3 client ID, client name, client work description, date, amount and reference number are shown on the report for each cost transaction associated with the invoice.

Neither GLS or Tabs3 information is included on the report shown above.

Invoices that are marked with a "Hold" status are not included on the report. The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date. Otherwise, the Due Date on the invoice will be used.

Each bank account will start on a new page. Multiple invoices for a vendor will print in Due Date order and then Reference # order.

Definitions

Date	The Report Date entered when the report was run.
AUTO	Indicates the invoice was posted from a recurring entry.
Disc Date	The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken. (<i>Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is taken and the GLS Amounts for the invoice equal the Net Amount of the invoice, the GLS amounts will be prorated on the report to equal the discount amount.</i>)
Net Amount	Equivalent to Invoice Amount minus Discount Amount if the invoice included a Discount Amount. (<i>Note: If a discount is not taken, then the Net Amount will be equal to the Invoice Amount.</i>) If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*" will be shown to the right of the Net Amount.
Check Total	Total of all net invoice amounts for that vendor.
Bank Account Total	Grand total of the Check Totals for that bank account.

YOUR FIRM NAME HERE 5018

DATE	DESCRIPTION	INVOICE #	CHECK AMOUNT	DEDUCTION	NET AMOUNT
300.00	Federal Express				
10/19/14	Charges through 10-19-2014	5-54473891	27.50		27.50
10/20/14	Charges through 10-20-2014	5-85062410	14.50		14.50
10/25/14	Charges through 10-25-2014, Client	5-09854393	29.25		29.25
100.00					

CHECK DATE: 11/16/14 CONTROL NUMBER: 5018 TOTALS ▶ Gross: 71.25 Ded: 0.00 Net: 71.25

YOUR FIRM NAME HERE
1765 SHERIDAN DR. PH. 123-456-7890
YOUR CITY, STATE 12345

NATIONAL STATE BANK
DOWNTOWN OFFICE
YOUR CITY, STATE 12345
00-6789-0000

DATE: 11/16/14 CHECK: 5018 AMOUNT: *****\$71.25

PAY TO THE ORDER OF: Federal Express
P.O. Box 727
Memphis TN 38194-9999

Acct: 040228224

YOUR FIRM NAME HERE
Vendor: 300.00 Federal Express

Date	Description	Invoice #	Amount	Disc	Net Amt
10/19/14	Charges through 10-19-2014	5-54473891	27.50		27.50
10/20/14	Charges through 10-20-2014	5-85062410	14.50		14.50
10/25/14	Charges through 10-25-2014, Client	5-09854393	29.25		29.25
100.00					

Check Date	Check #	Gross Amt	Disc Amt	Net Amt
11/16/14	5018	71.25	0.00	71.25

Nelco Check Layout L1445

APS Checks

The checks shown above and on the next page were printed by APS. Checks can be printed by a laser printer or a printer that uses continuous form checks. The program tabs for the Print Checks program include the standard **Vendor** and **Invoices** tabs (page 4) as well as the **Options** tab. The **Options** tab allows you to specify the desired check date.

Before printing checks, you will be given the option to overwrite the default beginning check number provided and print unlimited test patterns. If a test pattern is printed and you are using checks with pre-printed check numbers, the check number used for the test pattern(s) will automatically be voided.

If the "Take Discount" check box on an invoice is selected and the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Check Date, the discount will be taken and the

Discount Date on the invoice will be used as the Due Date.

The Nelco check layout on which each check is printed is defined for each bank account. You can select L1445 or L1572.

The check shown above is printed on the Nelco Check Layout L1445. It includes the check number, vendor number and spelled out check amount. The check shown below is printed on the Nelco Check Layout L1572. It includes the vendor number, spelled out check amount, and Memo field. For both images, the information from the check stub is duplicated on the third part of the laser check form. These options are defined in the APS Check Printer Setup program.

The optional vendor account number is included on the check if there is not an "*" in the first position of the "Vendor Account #" field in the vendor file. You can specify whether or not you want "One Check Per

Invoice" at the vendor level. The sample checks shown contain multiple invoices. Up to 12 invoices can print on a check stub depending on the number of description lines. When the number of invoices (or invoice description lines) exceeds 12 lines, then the first check is automatically voided and the remaining invoices (or description lines) are printed on the following check form along with the check.

The APS check program was designed to print checks using a 12 point font (10 characters per inch) on forms from Nelco.

Unposted checks can be easily voided or reprinted by using the Void/Reprint Unposted Checks program. Posted checks can be easily voided by using the Void Posted Checks program.

Checks are sorted first by bank account, then vendor, then invoice date, and then entry order.

COMPANY NAME				1572	
123 Main Street, Anywhere, US 12345					
DATE	DESCRIPTION	INVOICE #	AMOUNT	DEDUCTION	NET AMOUNT
10/31/14	700 Clean All Janitorial Services Monthly Cleaning Charges (Bi-Weekly Service)		750.00		750.00
CHECK DATE	CONTROL NUMBER	TOTALS ▶	Gross:	Ded:	Net:
11/17/14	25653		750.00	0.00	750.00

Your Company Name		YOUR BANK NAME HERE		1572	
124 Main Street		ANYTOWN US			
Anywhere, US 12345		66-85031			
Pn. 555.555.5555		DATE		AMOUNT	
Fx. 555.555.5556		11/17/14		****\$750.00	
PAY		*** SEVEN HUNDRED FIFTY & 00/100 DOLLARS		VOID after 60 days Company Name	
TO THE ORDER OF: Clean All Janitorial Services		AUTHORIZED SIGNATURE		AUTHORIZED SIGNATURE	
OF: Rural Route 1					
P.O. Box 21					
Waverly NE 68498					
MEMO: Cleaning Charges					
⑈001572⑈ ⑆001111111111⑆⑉0000000000⑈					

COMPANY NAME				1572	
123 Main Street, Anywhere, US 12345					
Vendor:	700 Clean All Janitorial Services				
Date	Description	Invoice #	Amount	Disc	Net Amt
10/31/14	Monthly Cleaning Charges (Bi-Weekly Service)		750.00		750.00
Check Date	Check #	Gross Amt	Disc Amt	Net Amt	
11/17/14	25653	750.00	0.00	750.00	

Optional 35 character Memo field can be printed for each Invoice.

Nelco Check Layout L1572

Definitions

- Date (check stub)** Invoice Date.
- Date (check form)** Check Date.
- Description** The entire description prints on the check stub (up to 60 characters per invoice).
- Memo** The entire Memo field prints on the check form, if the Nelco Check Layout L1572 is selected for the bank account. If multiple invoices are included on a single check and the Memo fields are not identical, the Memo field will not print on the check form.

Posted and Unposted Check Register

Burns, Jensen & Powers, P.C.

Bank Account: 1 First National Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number	Ref #
	Automatically Voided Check					091214	**VOID**	1001	
120.00	All Makes Office Equipment Laser Printer	5067	8009A	090514	3,028.00	091214	2,982.58	1002	1
300.00	Federal Express Charges through 8-31-2014, Client 200.03	5070	5-09854393	090514	29.00	091214	29.00	1003	1
120.00	All Makes Office Equipment Office Supplies	5068	8107A	091214	52.75	092614	52.75	1004	2
240.00	Lincoln Business Forms and Supplies Check orders for APS and TAS	5065	2094756	091214	129.85	092614	127.25	1005	1
300.00	Federal Express Charges through 9-07-2014, Client 100.00 Charges through 9-14-2014, Client 101.00	5071	5-09854399	090814	28.50	092614	28.50	1006	2
		5071	5-09854399	091514	22.00	092614	22.00		3
		Check Totals:			50.50		50.50		
400.00	Alltel Communications Charges through 9-07-2014, Client 200.02		9-08-2014	090714	22.00	092614	22.00	1007	2
800.00	First National Bank Visa Card Credit cards charges through 9-17-2014	9-17-2014		091914	300.00	092614	300.00	1008	2
Bank Account Totals:					3,612.10		3,564.08		
Voided checks are NOT included in the totals.									

Check Register

The Check Register allows you to print a report of posted checks, unposted checks or both posted and unposted checks. Voided checks (including those voided by APS for test patterns and overflow descriptions) within the specified date range are optionally included in the report and are indicated by the text "***VOID**" in the Amount Paid field. The program tabs for this report include the standard **Vendor** and **Invoices** tabs (*page 4*) as well as the **Options** tab. The **Options** tab includes parameters that let you specify a range of check numbers, whether or not to include the description, GLS amounts and voided checks. You can include voided checks only if desired. You can also specify to

include posted checks, unposted checks or both and manual checks, printed checks or both.

If you include GLS amounts, detail GLS journal entries for each invoice are included and a summary page is included at the end of the report that shows totals for each account for each journal. The report shown above represents the same information as the report shown on the following page with the exception that the report on the following page includes GLS and Tabs3 cost information.

You have the option to include Tabs cost information. When included, the Tabs3

client ID, client name, client work description, date, amount and reference number are shown on the report for each cost transaction associated with the invoice.

The information on the Check Register is sorted by check number. If there are multiple checks with the same check number, the checks are sorted by date paid and reference number.

Each bank account starts printing on a new page. Invoices that have been purged do not print on the Check Register.

Definitions

Date	The Report Date entered when the report was run.
Name	If the check was automatically voided by APS, "Automatically Voided Check" will be shown in the Name column.
AUTO¹	(In the Voucher # field.) Indicates the invoice was posted from a recurring entry.
Amount Paid	"**VOID**" indicates the check is voided.
Inv Amount	The amount of the invoice paid by the check. If a partial invoice was paid, the Amount Paid will be shown as the invoice amount.
Check Number	An "M" ¹ following the check number indicates the check is a manual check. A "U" ¹ following the check number indicates the check is unposted.
Ref #	Reference number identifying the transaction for editing purposes.

Bank Account Totals

Invoice Amount	Total of all invoice amounts for all vendors on the report.
Amount Paid	Total of all checks on the report.

¹ Not shown on the sample reports.

Posted and Unposted Check Register

Burns, Jensen & Powers, P.C.

Bank Account: 1 First National Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number	Ref #
Automatically Voided Check									
120.00	All Makes Office Equipment Laser Printer GLS Acct: 120.02 Equipment	5067	8009A Journal: 1 Amt: 45.42	090514	3,028.00	091214	2,982.58	1002	1
300.00	Federal Express Charges through 8-31-2014, Client 200.03 GLS Acct: 520.16 Client Disbursements	5070	5-09854393 Journal: 1 Amt: 29.00	090514	29.00	091214	29.00	1003	1
	Client: 200.03 Jefferson Insurance Co.		Acquisition of Mid-State Insurance			09/04/2014	29.00	9	
120.00	All Makes Office Equipment Office Supplies GLS Acct: 520.05 Supplies	5068	8107A Journal: 1 Amt: 52.75	091214	52.75	092614	52.75	1004	2
240.00	Lincoln Business Forms and Supplies Check orders for APS and TAS GLS Acct: 520.04 Printing	5065	2094756 Journal: 1 Amt: 2.60	091214	129.85	092614	127.25	1005	1
300.00	Federal Express Charges through 9-07-2014, Client 100.00 GLS Acct: 520.16 Client Disbursements	5071	5-09854399 Journal: 1 Amt: 28.50	090814	28.50	092614	28.50	1006	2
	Client: 100.00 Dawson/Charles L.		Settlement of Grandfather's Estate			09/08/2014	28.50	4	
	Charges through 9-14-2014, Client 101.00 GLS Acct: 520.16 Client Disbursements	5071	5-09854399 Journal: 1 Amt: 22.00	091514	22.00	092614	22.00	1007	3
	Client: 101.00 Barrett/Karen		Apartment Management			09/15/2014	22.00	7	
Check Totals:					<u>50.50</u>		<u>50.50</u>		
400.00	Alltel Communications Charges through 9-07-2014, Client 200.02 GLS Acct: 520.16 Client Disbursements		9-08-2014 Journal: 1 Amt: 22.00	090814	22.00	092614	22.00	1007	2
	Client: 200.02 Jefferson Insurance Co.		Hail Damage - Palmer farm			09/07/2014	22.00	4	
800.00	First National Bank Visa Card Credit cards charges through 9-17-2014 GLS Acct: 520.11 Travel and Entertainment GLS Acct: 520.15 Miscellaneous Expenses	9-17-2014	Journal: 1 Amt: 236.80 Journal: 1 Amt: 63.20	091914	300.00	092614	300.00	1008	2
Bank Account Totals:					<u>3,612.10</u>		<u>3,564.08</u>		
Voided checks are NOT included in the totals.									

Posted and Unposted Check Register GLS Totals

Burns, Jensen & Powers, P.C.

Bank Account: 1 First National Bank

GLS Acct	Journal	Amount
120.02 Equipment	1	45.42
520.04 Printing	1	2.60
520.05 Supplies	1	52.75
520.11 Travel and Entertainment	1	236.80
520.15 Miscellaneous Expenses	1	63.20
520.16 Client Disbursements	1	101.50
Total		<u>502.27</u>

Bank Account: 1 First National Bank

Check #	Vendor #	Date	User ID	Invoice #	Amount
1001	Auto Void	09/15/2014	DANIEL		0.00
1008	400.00	10/31/2014	DANIEL	10-29-2009	124.89
Bank Acct Total:					124.89

Voided Check List

The Voided Check List offers an audit trail of voided checks in check number order that have not been purged by the Purge Checks program. This list includes both posted and unposted voided checks. Checks automatically voided by APS for test patterns and overflow descriptions will also be included on this list. This list can include a range of bank accounts and void dates. If multiple bank accounts are included on the report, each bank account will begin on a new page.

Tip: A Check Register can be printed that includes voided checks only.

Definitions

Date (Heading)	The Report Date entered when the report was run.
Vendor #	The vendor number shown on the check. If the check was automatically voided by APS because it was used for a test pattern or overflow descriptions, "Auto Void" will be shown in the Vendor # column.
Date	If the check was an unposted check when it was voided, the date shown will be the system date when the check was voided. If the check was a posted check when it was voided, the date shown will be the Void Date.

Accounts Payable TD Vendor Analysis Report
Burns, Jensen & Powers, P.C.

Vendor #	Name	Fed ID #	MTD		YTD		TD	
			Paid	Disc	Paid	Disc	Paid	Disc
120.00	All Makes Office Equipment		57.25	0.00	406.00	0.00	406.00	0.00
201.00	Clerk of the District Court		60.00	0.00	810.00	0.00	810.00	0.00
240.00	Lincoln Business Forms and Supplies		127.25	2.60	127.25	2.60	127.25	2.60
250.00	D & B Real Estate Management Co.	47-8383182	5,200.00	0.00	46,800.00	0.00	46,800.00	0.00
300.00	Federal Express		71.00	0.00	338.50	0.00	338.50	0.00
400.00	Alltel Communications		678.24	0.00	3,246.70	0.00	3,246.70	0.00
700.00	Shreiner Janitor Service	42-4256413	250.00	0.00	2,250.00	0.00	2,250.00	0.00
800.00	First National Bank Visa Card		1,041.55	0.00	1,483.10	0.00	1,483.10	0.00
991.00M	Miscellaneous Vendor - Subscriptions		39.95	0.00	39.95	0.00	39.95	0.00
Totals:			7,525.24	2.60	55,501.50	2.60	55,501.50	2.60

Vendor Analysis Report

The Vendor Analysis Report shows the cumulative paid amounts and discount amounts by vendor for month-to-date, year-to-date and to-date time frames. The program tabs for this report include the standard **Vendor** tab (*page 4*) as well as the **Options** tab. The **Options** tab allows you to select whether you want vendors who were paid month-to-date, year-to-date or to-date to be included on the report. The Vendor Analysis Report shown above includes vendors who were paid to-date. Purged invoices are included in the totals of the Vendor Analysis Report.

Definitions

- Date** The Report Date entered when the report was run.
- Paid** Amounts paid in the current month, current year or since inception.
- Disc** Amount of the discount taken in the current month, current year or since inception.

Paid Invoices by Vendor Report

Burns, Jensen & Powers, P.C.

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number	Ref #
120.00	All Makes Office Equipment								
	Laser Printer	5067	8009A	090514	3,028.00	091214	2,982.58	1002-1	1
	Office Supplies	5068	8107A	091214	52.75	092614	52.75	1004-1	2
	Vendor Totals				<u>3,080.75</u>		<u>3,035.33</u>		
240.00	Lincoln Business Forms and Supplies								
	Check orders for APS and TAS	5065	2094756	091214	129.85	092614	127.25	1005-1	1
	Vendor Totals				<u>129.85</u>		<u>127.25</u>		
250.00	D & B Real Estate Management Co.								
	Monthly rent including utilities	AUTO		100314	5,200.00	100614	5,200.00	1110-2	U 1
	Vendor Totals				<u>5,200.00</u>		<u>5,200.00</u>		
300.00	Federal Express								
	Charges through 9-21-2014, Client 101.00	5072	5-09854344	092214	27.50	100614	27.50	1009-1	U 4
	Charges through 9-02-2014, Client 200.03	5070	5-09854393	090814	29.00	091214	29.00	1003-1	1
	Charges through 9-08-2014, Client 100.00	5071	5-09854399	090914	28.50	092614	28.50	1006-1	2
	Charges through 9-14-2014, Client 101.00	5071	5-09854399	091514	22.00	092614	22.00	1006-1	3
	Vendor Totals				<u>107.00</u>		<u>107.00</u>		
400.00	Alltel Communications								
	Charges through 9-07-2014, Client 200.02		9-08-2014	090814	22.00	092614	22.00	1007-1	2
	Charges through 9-24-2014, Client 100.00		9-23-2014	092314	28.50	100614	28.50	1010-1	U 1
	Vendor Totals				<u>50.50</u>		<u>50.50</u>		
800.00	First National Bank Visa Card								
	Credit cards charges through 9-16-2014	9-16-2014		091914	300.00	092614	300.00	1008-1	2
	Credit cards charges through 9-16-2014	9-16-2014		091914	675.80	100614	675.80	1011-1	U 1
	Vendor Totals				<u>975.80</u>		<u>975.80</u>		
991.00M	Business Week								
	Annual subscription, Nov 14 through Oct 15		MLX-980385J	092614	39.95	100514	39.95	1012-1	U 1
	Vendor Totals				<u>39.95</u>		<u>39.95</u>		
	Grand Totals				<u>9,583.85</u>		<u>9,535.83</u>		

Paid Invoices by Vendor Report

The Paid Invoices by Vendor Report allows you to print a report of paid invoices that are posted, unposted or both in vendor order. Both invoices and manual checks are included. The program tabs for this report include the standard **Vendor** and **Invoices** tabs (*page 4*) as well as the **Options** tab. The **Options** tab includes parameters that enable you to include the invoice description and include posted checks, unposted checks or both. The information on the report is sorted by vendor, invoice number and then check number. Multiple invoices with the same vendor, invoice number and check number are additionally sorted by invoice/manual check and reference number. Invoices that have been purged do not print on this report.

Definitions

Date	The Report Date entered when the report was run.
Inv Amount	The amount of the invoice paid by the check. If a partial invoice was paid, the Amount Paid will be shown as the invoice amount.
Check Number	The single digit following the dash in the Check Number represents the bank account the check was written on. An "M" ¹ following the check number and bank account number indicates the check is a manual check. A "U" following the check number and bank account number indicates the check is unposted.
Ref #	Reference number identifying the transaction for editing purposes.
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.

Grand Totals

Invoice Amount	Total of all invoice amounts for all vendors on the report.
Amount Paid	Total amount paid for all vendors on the report.

¹ Not shown on the sample report.

Vendor #	Name	Federal ID	YTD Paid	Box
225	Jackson/Wylinda	43-433252	1,500.00	7
250	D & B Real Estate Management Company	47-8383182	7,500.00	1
Grand Total:			9,000.00	
Totals for Box 1:			7,500.00	
Totals for Box 7:			1,500.00	

1099 Report & 1099 Form

You have the ability to print a 1099 report, 1099 forms or generate an ASCII file on disk that can be used for filing 1099-MISC forms on magnetic media with the IRS. The report shown above is an Accounts Payable 1099 Report. The following page shows the same information printed on IRS Form 1099-MISC.

The program tabs for the 1099 Report, 1099 Forms and Create 1099 Disk File programs include the standard **Vendor** tab (*page 4*) as well as the **Options** tab. The **Options** tab includes a field to specify a minimum year-to-date amount paid and a tax year. All checks that should be included in 1099 figures must be posted. The **Options** tab for the Create 1099 Disk File program also allows you to specify a Payer Name Control, a Transmitter Control Code

and whether you are creating a test file. Checks that have not been posted will not be included on the report. Additionally, invoices whose **Exclude from 1099 Reporting** check box is selected will not be included on the report.

The 1099 Report and 1099 Form shown include 1099 information from Tabs3 Trust Accounting Software (TAS). TAS allows you to specify whether each trust account should use the firm or the trust account as the payer on 1099 forms. The 1099 information for trust accounts that are set up to use the firm as the payer can be sent to a merge file using the Create APS 1099 Merge File program in TAS. The information in this file is used by the APS 1099 programs to combine the TAS

amounts with APS amounts for common entities.

The APS 1099 Forms program was designed to print using a 12 point font (10 characters per inch). The paid information will print on the form in Box 1, Box 3, Box 6, Box 7 or Box 14 depending on the **1099 Info** option in the vendor file. The Vendor Account # will print on the 1099 Form unless there is an "*" in the first character position of that field in the vendor file. The third street address line for the vendor is not used. The Name, Address Line 1, Address Line 2, City and State fields will be truncated to properly fit on the 1099 Form.

Definitions

Date	The Report Date entered when the report was run.
Vendor #	The vendor's number. "TAS" will print for payees from TAS for which there is no associated vendor in APS (i.e., there is no APS vendor with the same Federal ID #).
YTD Paid	The amount to the right of the Federal ID # is calculated based on the total amount from paid and posted invoices for the year specified. If 1099 information from TAS is included on the report, the text "TAS Amount:" will print with the amount of the 1099 information from TAS and a total. The total amount shown will be the amount that prints on the 1099 Form. (Note: This amount is calculated and is not retrieved from the YTD Vendor Totals.)
Box	Indicates the box on the 1099-MISC Form that the 1099 information will print in. "1" = The information will print in Box 1 (Rents) on the 1099 Form. "3" = The information will print in Box 3 (Prizes, awards, etc.) on the 1099 Form. "6" = The information will print in Box 6 (Medical and health care payments) on the 1099 Form. "7" = The information will print in Box 7 (Nonemployee compensation) on the 1099 Form. "14" = The information will print in Box 14 (Gross proceeds paid to attorneys) on the 1099 Form. (Note: The minimum year-to-date amount specified does not apply to Box 14. Payers who have their 1099 Info field set to Box 14 and have an amount greater than zero are always included on the report, regardless of the minimum year-to-date amount specified.)

9595 VOID CORRECTED

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. Jensen, Martin & Anderson, P.C. 1621 Cushman Drive Lincoln, NE 68512 Phone: 402-419-2200		1 Rents	OMB No. 1545-0115 <div style="font-size: 2em; font-weight: bold;">2013</div> Form 1099-MISC		Miscellaneous Income
		\$			
		2 Royalties			
		3 Other income	4 Federal income tax withheld	Copy A For Internal Revenue Service Center	
		\$	\$		
PAYER'S federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds	6 Medical and health care payments	File with Form 1096.	
12-3456789	43-433252	\$	\$		
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.	
Wylinda Jackson		\$	\$		
Street address (including apt. no.)		\$ 1,500.00	\$		
Suite 257		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds		
3423 Crooked Creek Road		\$	\$		
City or town, province or state, country, and ZIP or foreign postal code		11 Foreign tax paid	12 Foreign country or U.S. possession		
Atlanta GA 33432		\$	\$		
Account number (see instructions)	2nd TIN not <input type="checkbox"/>	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
\$		\$	\$		
15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income	
\$	\$	\$		\$	

Form 1099-MISC 38-2099803
Department of the Treasury - Internal Revenue Service

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DETACH BEFORE MAILING

9595 VOID CORRECTED

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. Jensen, Martin & Anderson, P.C. 1621 Cushman Drive Lincoln, NE 68512 Phone: 402-419-2200		1 Rents	OMB No. 1545-0115 <div style="font-size: 2em; font-weight: bold;">2013</div> Form 1099-MISC		Miscellaneous Income
		\$ 7,500.00			
		2 Royalties			
		3 Other income	4 Federal income tax withheld	Copy A For Internal Revenue Service Center	
		\$	\$		
PAYER'S federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds	6 Medical and health care payments	File with Form 1096.	
12-3456789	47-8383182	\$	\$		
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.	
D & B Real Estate Management Company		\$	\$		
Street address (including apt. no.)		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds		
7589 Van Gogh Street		\$	\$		
P.O. Box 64352		11 Foreign tax paid	12 Foreign country or U.S. possession		
City or town, province or state, country, and ZIP or foreign postal code		\$	\$		
Lincoln NE 68501		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
Account number (see instructions)	2nd TIN not <input type="checkbox"/>	\$	\$		
\$		\$	\$		
15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income	
\$	\$	\$		\$	

Form 1099-MISC 38-2099803
Department of the Treasury - Internal Revenue Service

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