

Accounts Payable Report Pack



Accounts Payable Report Pack

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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
<u>1099 Forms</u>	Fulfills IRS reporting requirements.	Eliminates manual preparation of forms. Streamlines mandatory annual chore. Includes payees merged from TAS.	Annually and as needed.
<u>1099 Report</u>	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.
<u>Aged Unpaid Invoice Report</u>	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.
<u>Bank Account List</u>	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.
<u>Cash Requirements Report</u> *	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.
<u>Check Register</u> *	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.

Purposes & Benefits of APS Reports			
Report	Purpose	Benefit	When to Run
<u>Invoice by Vendor List *</u>	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.
<u>Invoice by Voucher List *</u>	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.
<u>Invoice Data Entry Lists</u>	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.
<u>Paid Invoices by Vendor Report</u>	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.
<u>Recurring Entry List</u>	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.
<u>Pre-Check Register *</u>	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.
<u>Vendor Analysis Report</u>	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.
<u>Vendor Labels</u>	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.

Purposes & Benefits of APS Reports			
Report	Purpose	Benefit	When to Run
<u>Vendor List</u>	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.
<u>Verification Lists:</u> 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.
<u>Voided Check List</u>	Includes checks that have been voided.	Provides an audit trail of voided checks in check number order that includes the date the check was voided.	Annually and as needed.
* Optionally includes GLS and/or Tabs3 information. In addition to detail GLS journal entry information shown on the report, a summary page is provided that lists the total per GLS account number per GLS journal along with a grand total.			

Optional Report Footer

Footer

☒ Print Footer

☒ Print User Initials

☒ Print Horizontal Ruling Line

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.

DKH	Monday 11/28/2016 9:51 am
-----	---------------------------

Criteria Page

Date: 11/28/2016	Summary Cash Requirements Report		Page: 1
Jensen, Martin & Anderson, P.C.			
System Date: 11/28/2016	Time: 08:50 AM	User ID: DANIEL	
Vendor Selection Criteria:			
Vendor Number:	0	Thru:	999999999
Name Search Key:		Thru:	Z
Invoice Selection Criteria:			
Bank Acct:	1	Thru:	99
Invoice Date:	mm/dd/yyyy	Thru:	mm/dd/yyyy
Due Date:	mm/dd/yyyy	Thru:	11/28/2016
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			

The report shown above 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 above is for a Summary Cash Requirements Report.

Bank Account List

Date: 11/28/2016		APS Bank Account List		Page: 1
Bank Account	Description	Last Check	Cash Acct	A/P Acct
1	First Bank	25655	1110.00	2280.00
2	E.F. Hutton ARA Account	22068	1120.00	2280.00

Task Folder [Reports | Bank Account List](#)

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

Definitions for Bank Account List

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

Date: 11/28/2016		APS Recurring Entry List						Page: 1	
		Jensen, Martin & Anderson, P.C.							
Ref #	Vendor #	Bank	H/P	Last Post	Due Day	Amount	G/L Acct	Jr	G/L Amount
4	250	1	P	10/31/2016	01	7,500.00	8010.00	03	7,500.00
	Monthly Rent (Including Electric, Gas & Garbage) D & B Real Estate Management Company								
5	700	1	P	10/31/2016	15	750.00	8200.00	03	750.00
	Monthly Cleaning Charges (Bi-Weekly Service) Clean All Janitorial Services								

Task Folder

Reports | Recurring Entry List

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

Definitions for Recurring Entry List

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

Date: 11/28/2016		Summary Numerical Vendor List Jensen, Martin & Anderson, P.C.			Page: 1	
Vendor	Name	Phone #	Due Days	Discount %	Discount Days	
200	United Parcel Service					
201	Fed Ex	800.622.1147				
202	Software Technology, Inc.	402-419-2200	5			
203	Clerk of the County Court					
204	Clerk of the District Court					
205	Business Week					
225 *	Jackson/Wylinda					
240	NELCO	800-266-4669	30	2.00	10	
242	Office Supply Megastore		30	1.50	5	
250 *	D & B Real Estate Management Company	402-222-5543				
400	Sprint Local & Long Distance		20			
700 *	Clean All Janitorial Services		30			
999M	Miscellaneous Vendor					

Task Folder

Reports | Vendor List

The report shown above is a summary Vendor List. The program tabs for this report include the standard **Vendor** tab 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 above is printed in summary format in numerical vendor order.

Definitions for Summary Vendor List

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

Date: 11/28/2016

Detail Numerical Vendor List

Jensen, Martin & Anderson, P.C.

Page: 1

Vendor	Name/Address	Contact/Phone/E-mail
200	<div>United Parcel Service</div> <div>55 Glenlake Parkway, NE</div> <div>Atlanta GA 30328</div> <div>Name Search: UPS</div> <div>Vendor Acct #: 21-332424-2</div>	<div>Hector Mundelez</div> <div>1099 Box: N</div>
201	<div>Fed Ex</div> <div>3965 Airways, Module G</div> <div>Memphis TN 38116</div> <div>Name Search: FEDEX</div> <div>Vendor Acct #: 3345-3324-3</div>	<div>Yolanda Bonner</div> <div>1.800.622.1147</div> <div>1099 Box: N</div>
202	<div>Software Technology, Inc.</div> <div>1621 Cushman Drive</div> <div>Lincoln NE 68512</div> <div>Name Search: TABS3</div> <div>Due Days: 5</div> <div>Vendor Acct #: T340000</div>	<div>Accounts Payable</div> <div>402-419-2200</div> <div>sales@tabs3.com</div> <div>1099 Box: N</div>
203	<div>Clerk of the County Court</div> <div>11237 Main Avenue</div> <div>Chicago IL 60665</div> <div>Name Search: COUNTY COOK</div>	<div>One Check/Invoice</div> <div>1099 Box: N</div>
204	<div>Clerk of the District Court</div> <div>City/County Building</div> <div>1st Floor</div> <div>555 South 10th Street</div> <div>Lincoln NE 68508</div> <div>Name Search: COUNTY LANCASTER</div>	<div>One Check/Invoice</div> <div>1099 Box: N</div>
225 *	<div>Jackson/Wylinda</div> <div>Suite 257</div> <div>3423 Crooked Creek Road</div> <div>Atlanta GA 33432</div> <div>Name Search: JACKSON/WYLINDA</div>	<div>1099 Box: 7</div> <div>Fed ID #: 43-433252</div>

Task Folder

[Reports | Vendor List](#)

The report shown above 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 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 for Detail Vendor List

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.
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.

Vendor Labels

Task Folder [Vendor | Print 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, Two-across Labels, Avery Laser Labels, Comma Quote Delimited Export File, WordPerfect Mail Merge Export File, or Microsoft Word Mail Merge Export File.

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

Invoice/Manual Check Entry List

Date: 11/28/2016

Invoice/Manual Check Entry List by Entry Date
Jensen, Martin & Anderson, P.C.

Page: 1

Entry Date: 11/15/2016

Vendor #/Name	Ref #	Invoice #	Check #	Inv/Chk Amount	Description
225 Jackson/Wylinda	2		25653	750.00	Holiday Party
203 Clerk of the County Court	2		25654	225.00	Documentation Fee, Filing Fee, and Sheriff Service Fee
200 United Parcel Service	3	3243387	INVOICE	75.00	Overnight document delivery
Total				1,050.00	

Date: 11/28/2016

Invoice/Manual Check Entry List by Invoice/Check Date
Jensen, Martin & Anderson, P.C.

Page: 1

Invoice/Check Date: 10/25/2016

Vendor #/Name	Ref #	Invoice #	Check #	Inv/Chk Amount	Description
250 D & B Real Estate Management Company	2		25649	7,500.00	Monthly Rent (Including Electric, Gas & Garbage)
225 Jackson/Wylinda	1		25648	1,500.00	Catering/Firm Retreat
200 United Parcel Service	2	3243387	25647	75.00	Overnight document delivery
Total				9,075.00	

Date: 11/28/2016

Invoice/Manual Check Entry List by Vendor
Jensen, Martin & Anderson, P.C.

Page: 1

202 Software Technology, Inc.

Ref #	Invoice #	Check #	Inv/Chk Date	Inv/Chk Amount	Description
1	312205	25650	11/25/2016	490.00	Software Maintenance Agreement Tabs3
2	312206	25650	11/25/2016	239.00	Software Maintenance Agreement Tabs3 General Ledger
3	312207	25650	11/25/2016	239.00	Software Maintenance Agreement Tabs3 Accounts Payable
4	312208	25650	11/25/2016	239.00	Software Maintenance Agreement Tabs3 Trust Accounting
5	312209	25650	11/25/2016	800.00	Software Maintenance Agreement PracticeMaster (9 Users)
6	312210	25650	11/25/2016	105.00	Software Maintenance Agreement Tabs3 Taskbill
7	320559	INVOICE	11/28/2016	205.00	Purchase Tabs3 Device Interface Program
Total				2,317.00	

Task Folder
[Checks | Invoice/Manual Checks | !\[\]\(4436e6b00b9d5e62c2a161129eb3e4d0_img.jpg\) Toggle List | !\[\]\(bfcd9922d5cfb781f166f1d1d2c1ae54_img.jpg\) Print List](#)

The reports shown above are examples 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.

Verification Lists

Date: 11/28/2016

APS Invoice/Manual Check Verification List

Jensen, Martin & Anderson, P.C.
User: DAN Daniel H. Brady

Page: 1

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
2	203	200.01PAM		11/28/2016	11/28/2016	11/15/2016	225.00				1	P
Documentation Fee, Filing Fee, and Sheriff Service Fee Name: Clerk of the County Court												
GLS Acct:		1210.00	Client Cost Advances	Journal:		3	Amt:	225.00				
1	242		8009A	11/28/2016	11/15/2016	12/15/2016	3,028.00	45.42	11/20/2016	Y	1	P
Laser printer rental Name: Office Supply Megastore												
GLS Acct:		8060.00	Office Equipment Lease	Journal:		1	Amt:	3,028.00				
2	242		8107A	11/28/2016	11/15/2016	12/15/2016	55.00	0.83	11/20/2016	Y	1	P
Office supplies Name: Office Supply Megastore												
GLS Acct:		8040.00	Office Supplies	Journal:		1	Amt:	55.00				
2	204			11/28/2016	10/30/2016	10/30/2016	60.00				1	P
Filing fee for client 101.00 Name: Clerk of the District Court												
GLS Acct:		1210.00	Client Cost Advances	Journal:		3	Amt:	60.00				
1	205		5070	11/28/2016	11/28/2016	11/28/2016	39.95				1	P
Check: 25655 Amount: 39.95 Date: 11/28/2016 Business Week annual subscription, Nov 16 through Oct 17 Name: Business Week												
GLS Acct:		8110.00	Books	Journal:		1	Amt:	39.95				
Invoices												
Total Amount:			3,368.00	Total Discount:		46.25						
Manual Checks												
Total Amount:			39.95	Total Discount:		0.00	Total Paid:	39.95				
Vendor Checksum = 1,096												
Changed Entries												
New												
7	202		320559	11/18/2016	11/28/2016	11/24/2016	205.00				1	P
Purchase Tabs3 Device Interface Program Name: Software Technology, Inc.												
GLS Acct:		1442.00	Software	Journal:		3	Amt:	205.00				
Old												
7	202		320559	11/18/2016	11/28/2016	11/24/2016	150.00				1	P
Name: Software Technology, Inc.												
New												
1	242		8009A	11/28/2016	11/15/2016	12/15/2016	3,028.00	45.42	11/20/2016	Y	1	P
Laser printer rental Name: Office Supply Megastore												
GLS Acct:		8060.00	Office Equipment Lease	Journal:		1	Amt:	3,028.00				
Old												
1	242		8009A	11/28/2016	11/15/2016	12/15/2016	3,028.00	45.42	11/20/2016	Y	1	P
Name: Office Supply Megastore												
Total Transaction Count = 7												

Task Folder

[Checks](#) | [Invoice/Manual Checks](#) | [Esc](#)

The report shown on pages 14 and 15 is an example 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 14 and 15 portray a 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.

Separate verification lists are maintained for each User ID. The User ID is shown in the second line of the report heading.

Date: 11/28/2016

APS Invoice/Manual Check Verification List

User: DANIEL Daniel P. Klein

Page: 1

GLS Acct	Journal	Amount
1210.00 Client Cost Advances	3	285.00
8040.00 Office Supplies	1	55.00
8060.00 Office Equipment Lease	1	3,028.00
8110.00 Books	1	39.95
	Total	3,407.95

Note: GLS amounts reflect discounts taken for posted items.

Definitions for Verification Lists

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 the 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.
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 once 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 Pay ¹	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 the Changed Entries or Deleted Entries sections. 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.

Invoice by Vendor List

Date: 11/28/2016				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
200 United Parcel Service											
200.01MLJ	3243387	062816	062816	75.00		P	75.00		1	Overnight document delivery	* 1
	3243387	102816	102816	75.00		P	75.00		2	Overnight document delivery	* 1
	3243387	112816	120616	75.00			75.00		3	Overnight document delivery	1
Vendor Totals				225.00	0.00		225.00				
202 Software Technology, Inc.											
	312205	112216	112816	490.00		P	490.00		1	Software Maintenance Agreement Tabs3	* 1
	312206	112216	112816	239.00		P	239.00		2	Software Maintenance Agreement Tabs3 General Ledger	* 1
	312207	112216	112816	239.00		P	239.00		3	Software Maintenance Agreement Tabs3 Accounts Payable	* 1
	312208	112216	112816	239.00		P	239.00		4	Software Maintenance Agreement Tabs3 Trust Accounting	* 1
	312209	112216	112816	800.00		P	800.00		5	Software Maintenance Agreement PracticeMaster (9 Users)	* 1
	312210	112216	112816	105.00		P	105.00		6	Software Maintenance Agreement Tabs3 Taskbill	* 1
	320559	112816	112416	205.00			205.00		7	Purchase Tabs3 Device Interface Program	1
Vendor Totals				2,317.00	0.00		2,317.00				
203 Clerk of the County Court											
200.01PAM		072816	072816	225.00		P	225.00		1	Documentation Fee, Filing Fee, and Sheriff Service Fee	* 1
Vendor Totals				225.00	0.00		225.00				
204 Clerk of the District Court											
850.00 RON		112216	112216	150.00			150.00		1	Petition for Dissolution of Marriage Filing Fee	1
Vendor Totals				150.00	0.00		150.00				
225 Jackson/Wylinda											
		122715	122715	750.00		P	750.00	Y	2	Holiday Party	* 1
		102116	102816	1,500.00		P	1,500.00	Y	1	Catering/Firm Retreat	* 1
Vendor Totals				2,250.00	0.00		2,250.00				
240 NELCO											
5065	2094756	102816	112816	129.85		P	129.85		1	Check order for APS and TAS Checks	* 1
Vendor Totals				129.85	0.00		129.85				
250 D & B Real Estate Management Company											
AUTO		101716	101716	7,500.00		P	7,500.00	Y	1	Monthly Rent (Including Electric, Gas & Garbage)	* 1
AUTO		102816	102816	7,500.00		P	7,500.00	Y	2	Monthly Rent (Including Electric, Gas & Garbage)	* 1
5074	KEY	111516	111516	10.00			10.00	N	3	Duplicate Key for building	1
Vendor Totals				15,010.00	0.00		15,010.00				
400 Sprint Local & Long Distance											
	402310760011	112216	112816	68.96			68.96		1	November Cell Phone Charges	1
Vendor Totals				68.96	0.00		68.96				
700 Clean All Janitorial Services											
AUTO		101716	102716	750.00		P	750.00	Y	1	Monthly Cleaning Charges (Bi-Weekly Service)	* 1
AUTO		102816	112816	750.00			750.00	Y	2	Monthly Cleaning Charges (Bi-Weekly Service)	1
Vendor Totals				1,500.00	0.00		1,500.00				
Grand Totals				21,875.81	0.00		21,875.81				

Task Folder

Reports | Invoice by Vendor List

The reports shown on pages 16 and 18 are examples of the Invoice by Vendor List. The program tabs for this report include the standard **Vendor** and **Invoices** tabs 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.

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. 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 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 on page 16 excludes the GLS information but includes both paid and unpaid invoices. The report shown on page 18 is for unpaid invoices only and includes GLS and Tabs3 cost information.

Definitions for Invoice by Vendor List

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	<p>There are two columns of information under this heading.</p> <p>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.</p> <p>The second column, which prints for all entries, indicates the APS Bank Account # the invoice is to be paid from.</p>
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 Date¹	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.

Definitions for Invoice by Vendor List – Vendor Totals

Amt	Total of invoice amounts (including invoices on "Hold").
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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).

Definitions for Invoice by Vendor List – 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: 11/28/2016		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
200 United Parcel Service											
	3243387	112816	120616	75.00			75.00		3	Overnight document delivery	1
	GLS Acct:	1210.00	Client Cost Advances			Journal:	3 Amt:		75.00		
Vendor Totals				75.00	0.00		75.00				
202 Software Technology, Inc.											
	320559	112816	112416	205.00			205.00		7	Purchase Tabs3 Device Interface Program	1
	GLS Acct:	1442.00	Software			Journal:	3 Amt:		205.00		
Vendor Totals				205.00	0.00		205.00				
204 Clerk of the District Court											
850.00 RON		112216	112216	150.00			150.00		1	Petition for Dissolution of Marriage Filing Fee	1
	GLS Acct:	1210.00	Client Cost Advances			Journal:	3 Amt:		150.00		
	Client:	850.00	White/Kelly				Divorce		10/25/2016	150.00 Arch	
Vendor Totals				150.00	0.00		150.00				
250 D & B Real Estate Management Company											
5074	KEY	111516	111516	10.00			10.00	N	3	Duplicate Key for building	1
	GLS Acct:	5400.00	Contract Labor			Journal:	3 Amt:		10.00		
Vendor Totals				10.00	0.00		10.00				
400 Sprint Local & Long Distance											
	402310760011	112216	112816	68.96			68.96		1	November Cell Phone Charges	1
	GLS Acct:	8090.00	Telephone			Journal:	3 Amt:		68.96		
Vendor Totals				68.96	0.00		68.96				
700 Clean All Janitorial Services											
AUTO		102816	112816	750.00			750.00	Y	2	Monthly Cleaning Charges (Bi-Weekly Service)	1
	GLS Acct:	8200.00	Professional Services			Journal:	3 Amt:		750.00		
Vendor Totals				750.00	0.00		750.00				
Grand Totals				1,258.96	0.00		1,258.96				

Date: 11/28/2016		Invoice by Vendor List GLS Totals			Page: 1	
	GLS Acct		Journal		Amount	
	1210.00	Client Cost Advances	3		225.00	
	1442.00	Software	3		205.00	
	5400.00	Contract Labor	3		10.00	
	8090.00	Telephone	3		68.96	
	8200.00	Professional Services	3		750.00	
		Total			1,258.96	

Invoice by Voucher List

Date: 11/28/2016			Invoice by Voucher List Jensen, Martin & Anderson, P.C.					Page: 1			
Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Hold	Bank Acct	Ref #
200	United Parcel Service Overnight document delivery		3243387	102816	102816 Net:	75.00 75.00			P	U	1 2
200	United Parcel Service Overnight document delivery		3243387	112816	120616 Net:	75.00 75.00					1 3
202	Software Technology, Inc. Software Maintenance Agreement Tabs3		312205	112216	112816 Net:	490.00 490.00			P	U	1 1
202	Software Technology, Inc. Software Maintenance Agreement Tabs3 General Ledger		312206	112216	112816 Net:	239.00 239.00			P	U	1 2
202	Software Technology, Inc. Software Maintenance Agreement Tabs3 Accounts Payable		312207	112216	112816 Net:	239.00 239.00			P	U	1 3
202	Software Technology, Inc. Software Maintenance Agreement Tabs3 Trust Accounting		312208	112216	112816 Net:	239.00 239.00			P	U	1 4
202	Software Technology, Inc. Software Maintenance Agreement PracticeMaster (9 Users)		312209	112216	112816 Net:	800.00 800.00			P	U	1 5
202	Software Technology, Inc. Software Maintenance Agreement Tabs3 Taskbill		312210	112216	112816 Net:	105.00 105.00			P	U	1 6
202	Software Technology, Inc. Purchase Tabs3 Device Interface Program		320559	112816	112416 Net:	205.00 205.00					1 7
225	Jackson/Wylinda Catering/Firm Retreat			102116	102816 Net:	1,500.00 1,500.00			P	U	1 1
225	Jackson/Wylinda Holiday Party			122715	122715 Net:	750.00 750.00			P	U	1 2
400	Sprint Local & Long Distance November Cell Phone Charges		402310760011	112216	112816 Net:	68.96 68.96					1 1
200	United Parcel Service Overnight document delivery	200.01MLJ	3243387	062816	062816 Net:	75.00 75.00			P	U	1 1
203	Clerk of the County Court Documentation Fee, Filing Fee, and Sheriff Service Fee	200.01PAM		072816	072816 Net:	225.00 225.00			P	U	1 1
240	NELCO Check order for APS and TAS Checks	5065	2094756	102816	112816 Net:	129.85 129.85		103116	P	U	1 1
250	D & B Real Estate Management Company Duplicate Key for building	5074	KEY	111516	111516 Net:	10.00 10.00					1 3
204	Clerk of the District Court Petition for Dissolution of Marriage Filing Fee	850.00 RON		112216	112216 Net:	150.00 150.00					1 1
250	D & B Real Estate Management Company Monthly Rent (Including Electric, Gas & Garbage)	AUTO		101716	101716 Net:	7,500.00 7,500.00			P	U	1 1
250	D & B Real Estate Management Company Monthly Rent (Including Electric, Gas & Garbage)	AUTO		102816	102816 Net:	7,500.00 7,500.00			P	U	1 2
700	Clean All Janitorial Services Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		101716	102716 Net:	750.00 750.00			P	U	1 1
700	Clean All Janitorial Services Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		102816	112816 Net:	750.00 750.00					1 2
Grand Totals		Amt: 21,875.81	Hold: 0.00	Disc: 0.00	Net: 21,875.81						

Task Folder

Reports | Invoice by Voucher List

The report shown above, on the following page, and on page 21 are examples of the Invoice by Voucher List. The program tabs for this report include the standard **Vendor** and **Invoices** tabs 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 #.

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 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 report shown on page 21 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 for Invoice by Voucher List

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 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.
Ref #	Reference number identifying the transaction for editing purposes.

¹ Not shown on the sample reports.

Definitions for Invoice by Voucher List – 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).

Definitions for Invoice by Voucher List – 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.
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Date: 11/28/2016

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

Page: 1

Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Hold	Bank Acct	Ref #
200	United Parcel Service		3243387	112816	120616	75.00				1	3
	Overnight document delivery				Net:	75.00					
	GLS Acct: 1210.00 Client Cost Advances			Journal: 3	Amt:	75.00					
202	Software Technology, Inc.		320559	112816	112416	205.00				1	7
	Purchase Tabs3 Device Interface Program				Net:	205.00					
	GLS Acct: 1442.00 Software			Journal: 3	Amt:	205.00					
400	Sprint Local & Long Distance		402310760011	112216	112816	68.96				1	1
	November Cell Phone Charges				Net:	68.96					
	GLS Acct: 8090.00 Telephone			Journal: 3	Amt:	68.96					
250	D & B Real Estate Management Company	5074	KEY	111516	111516	10.00				1	3
	Duplicate Key for building				Net:	10.00					
	GLS Acct: 5400.00 Contract Labor			Journal: 3	Amt:	10.00					
204	Clerk of the District Court	850.00 RON		112216	112216	150.00				1	1
	Petition for Dissolution of Marriage Filing Fee				Net:	150.00					
	GLS Acct: 1210.00 Client Cost Advances			Journal: 3	Amt:	150.00					
	Client: 850.00 White/Kelly			Divorce				10/25/2016		150.00	Arch
700	Clean All Janitorial Services	AUTO		102816	112816	750.00				1	2
	Monthly Cleaning Charges (Bi-Weekly Service)				Net:	750.00					
	GLS Acct: 8200.00 Professional Services			Journal: 3	Amt:	750.00					
Grand Totals	Amt:	1,258.96	Hold:	0.00	Disc:	0.00	Net:	1,258.96			

Date: 11/28/2016

Invoice by Voucher List GLS Totals

Page: 1

GLS Acct	Journal	Amount
1210.00 Client Cost Advances	3	225.00
1442.00 Software	3	205.00
5400.00 Contract Labor	3	10.00
8090.00 Telephone	3	68.96
8200.00 Professional Services	3	750.00
Total		1,258.96

Aged Unpaid Invoice Report

Date: 11/28/2016

Detail Aged Unpaid Invoice Report
Jensen, Martin & Anderson, P.C.

Page: 1

Ref #	Invoice #	Description	+29	+28-15	+14-8	+7-0	-1-7	-8+	Total
200 United Parcel Service									
3	3243387	Overnight document delivery			75.00				75.00
202 Software Technology, Inc.									
7	320559	Purchase Tabs3 Device Interface Program					205.00		205.00
204 Clerk of the District Court									
1		Petition for Dissolution of Marriage Filing Fee					150.00		150.00
250 D & B Real Estate Management Company									
3	KEY	Duplicate Key for building						10.00	10.00
400 Sprint Local & Long Distance									
1	402310760011	November Cell Phone Charges				68.96			68.96
700 Clean All Janitorial Services									
2		Monthly Cleaning Charges (Bi-Weekly Service)				750.00			750.00
Total			<u>0.00</u>	<u>0.00</u>	<u>75.00</u>	<u>818.96</u>	<u>355.00</u>	<u>10.00</u>	<u>1,258.96</u>

Task Folder**Reports | Aged Unpaid Invoice Report**

Aged Unpaid Invoice Reports are shown on page 21 and 22. This report is designed to be used as a forecasting report for budgeting purposes. The Aged 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 reports shown below represent summary and total reports that use the default aging categories. The report shown on page 21 represents a detail report with customized aging periods. All three examples portray the same data.

The program tabs for this report include the standard **Vendor** and **Invoices** tabs 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 for Aged Unpaid Invoice Report

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).

Date: 11/28/2016		Summary Aged Unpaid Invoice Report Jensen, Martin & Anderson, P.C.						Page: 1
Vendor #	Name	+91	+90-61	+60-31	+30-0	-1-30	-31+	Total
200	United Parcel Service				75.00			75.00
202	Software Technology, Inc.					205.00		205.00
204	Clerk of the District Court					150.00		150.00
250	D & B Real Estate Management Company					10.00		10.00
400	Sprint Local & Long Distance				68.96			68.96
700	Clean All Janitorial Services				750.00			750.00
Total		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>893.96</u>	<u>365.00</u>	<u>0.00</u>	<u>1,258.96</u>

Date: 11/28/2016		Total Aged Unpaid Invoice Report Jensen, Martin & Anderson, P.C.						Page: 1
		+91	+90-61	+60-31	+30-0	-1-30	-31+	Total
Total		0.00	0.00	0.00	893.96	365.00	0.00	1,258.96

Cash Requirements Report

Date: 11/28/2016

Detail Cash Requirements Report

Jensen, Martin & Anderson, P.C.

Page: 1

Bank Account: 1 First Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Invoice Amount	Disc Amount	Disc Date	Net Amount	Ref #
Beginning First Bank Balance:									257,464.61	
250	D & B Real Estate Management Company GLS Acct: 5400.00 Contract Labor	5074	KEY Journal:	111516 3 Amt:	111516 10.00	10.00			10.00	3
	Tue 11/15/2016	Amt:	10.00	Hold:	0.00	Disc:	0.00	Net Amt:	10.00	
First Bank Balance:									257,454.61	
204	Clerk of the District Court GLS Acct: 1210.00 Client Cost Advances	850.00 RON	Journal:	112216 3 Amt:	112216 150.00	150.00			150.00	1
	Client: 850.00 White/Kelly		Divorce					10/25/2016	150.00	Arch
	Tue 11/22/2016	Amt:	150.00	Hold:	0.00	Disc:	0.00	Net Amt:	150.00	
First Bank Balance:									257,304.61	
202	Software Technology, Inc. GLS Acct: 1442.00 Software		320559 Journal:	112816 3 Amt:	112416 205.00	205.00			205.00	7
	Thu 11/24/2016	Amt:	205.00	Hold:	0.00	Disc:	0.00	Net Amt:	205.00	
First Bank Balance:									257,099.61	
400	Sprint Local & Long Distance GLS Acct: 8090.00 Telephone		402310760011 Journal:	112216 3 Amt:	112816 68.96	68.96			68.96	1
700	Clean All Janitorial Services GLS Acct: 8200.00 Professional Services	AUTO	Journal:	102816 3 Amt:	112816 750.00	750.00			750.00	2
	Mon 11/28/2016	Amt:	818.96	Hold:	0.00	Disc:	0.00	Net Amt:	818.96	
First Bank Balance:									256,280.65	
Bank Acct 1:		Amt:	1,183.96	Hold:	0.00	Disc:	0.00	Net Amt:	1,183.96	
Ending First Bank Balance:									256,280.65	

Task Folder

Reports | 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 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 below 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.

Date: 11/28/2016

Summary Cash Requirements Report
Jensen, Martin & Anderson, P.C.

Page: 1

Bank Account: 1 First Bank

						Beginning First Bank Balance:	257,464.61
Tue 11/15/2016	Amt:	10.00	Hold:	0.00	Disc:	0.00	Net Amt: 10.00
						First Bank Balance:	257,454.61
Tue 11/22/2016	Amt:	150.00	Hold:	0.00	Disc:	0.00	Net Amt: 150.00
						First Bank Balance:	257,304.61
Thu 11/24/2016	Amt:	205.00	Hold:	0.00	Disc:	0.00	Net Amt: 205.00
						First Bank Balance:	257,099.61
Mon 11/28/2016	Amt:	818.96	Hold:	0.00	Disc:	0.00	Net Amt: 818.96
						First Bank Balance:	256,280.65
Bank Acct 1:	Amt:	1,183.96	Hold:	0.00	Disc:	0.00	Net Amt: 1,183.96
						Ending First Bank Balance:	256,280.65

Summary Cash Requirements Report

Date: 11/28/2016

Summary Cash Requirements Report GLS Totals

Page: 1

Bank Account: 1 First Bank

<u>GLS Acct</u>	<u>Journal</u>	<u>Amount</u>
1210.00 Client Cost Advances	3	150.00
1442.00 Software	3	205.00
5400.00 Contract Labor	3	10.00
8090.00 Telephone	3	68.96
8200.00 Professional Services	3	750.00
	Total	1,183.96

GLS Summary Page for Cash Requirements Report

Date: 11/28/2016

Total Cash Requirements Report
Jensen, Martin & Anderson, P.C.

Page: 1

						Beginning First Bank Balance:	257,464.61
Bank Acct 1:	Amt:	1,033.96	Hold:	0.00	Disc:	0.00	Net Amt: 1,033.96
						Ending First Bank Balance:	256,430.65

*Total Cash Requirements Report***Definitions for Cash Requirements Report****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. <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	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.

Definitions for Cash Requirements Report – 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).

Pre-Check Register

Date: 11/28/2016

Pre-Check Register

Jensen, Martin & Anderson, P.C.

Page: 1

Bank Account: 1 First Bank

Voucher #	Vendor # Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Net Amount	Ref #	Description
	202	Software Technology, Inc.							
	320559	112816	112416	205.00			205.00	7	Purchase Tabs3 Device Interface Program
	GLS Acct:	1442.00	Software			Journal:	3	Amt:	205.00
Check Total:							205.00		
850.00 RON	204	Clerk of the District Court							
	112216	112216	150.00				150.00	1	Petition for Dissolution of Marriage Filing Fee
	GLS Acct:	1210.00	Client Cost Advances			Journal:	3	Amt:	150.00
	Client:	850.00	White/Kelly			Divorce		10/25/2016	150.00 Arch
Check Total:							150.00		
5074	250	D & B Real Estate Management Company							
	KEY	111516	111516	10.00			10.00	3	Duplicate Key for building
	GLS Acct:	5400.00	Contract Labor			Journal:	3	Amt:	10.00
Check Total:							10.00		
	400	Sprint Local & Long Distance							
	402310760011	112216	112816	68.96			68.96	1	November Cell Phone Charges
	GLS Acct:	8090.00	Telephone			Journal:	3	Amt:	68.96
Check Total:							68.96		
AUTO	700	Clean All Janitorial Services							
	102816	112816	750.00				750.00	2	Monthly Cleaning Charges (Bi-Weekly Service)
	GLS Acct:	8200.00	Professional Services			Journal:	3	Amt:	750.00
Check Total:							750.00		
Bank Account Total:							1,183.96		

Task Folder **Reports | 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 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 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 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 for Pre-Check Register

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.

APS Checks

YOUR COMPANY NAME HERE 123 MAIN STREET ANYWHERE, US					3112						
DATE	DESCRIPTION	INVOICE #	AMOUNT	CHECK DEDUCTION	NET AMOUNT						
11/22/16	204 Clerk of the District Court Petition for Dissolution of Marriage Filing Fee		150.00		150.00						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">CHECK DATE 11/22/16</td> <td style="width: 15%;">CONTROL NUMBER 3112</td> <td style="width: 10%;">TOTALS ▶</td> <td style="width: 15%;">Gross: 150.00</td> <td style="width: 10%;">Ded: 0.00</td> <td style="width: 10%;">Net: 150.00</td> </tr> </table>						CHECK DATE 11/22/16	CONTROL NUMBER 3112	TOTALS ▶	Gross: 150.00	Ded: 0.00	Net: 150.00
CHECK DATE 11/22/16	CONTROL NUMBER 3112	TOTALS ▶	Gross: 150.00	Ded: 0.00	Net: 150.00						

YOUR COMPANY NAME HERE www.yourcompany.com 123 MAIN STREET ANYWHERE US 12345 (555) 555-5555		YOUR FINANCIAL INSTITUTION ANYWHERE, US 12-34/5678 3112
DATE 11/22/16		CHECK AMOUNT *****\$150.00
*** ONE HUNDRED FIFTY & 00/100 DOLLARS		
PAY TO THE ORDER OF: Clerk of the District Court City/County Building 1st Floor 555 South 10th Street Lincoln NE 68508	YOUR COMPANY NAME HERE VOID AFTER 60 DAYS _____ AUTHORIZED SIGNATURE	

⑈003112⑈ ⑆000000000⑆0000000⑈

YOUR COMPANY NAME HERE 123 MAIN STREET ANYWHERE, US					3112
Vendor: 204 Clerk of the District Court					
Date	Description	Invoice #	Amount	Disc	Net Amt
11/22/16	Petition for Dissolution of Marriage Filing Fee		150.00		150.00
Check Date	Check #	Gross Amt	Disc Amt	Net Amt	
11/22/16	3112	150.00	0.00	150.00	

NELCO [L1445HB] 1868213

Nelco Check Layout L1445

Task Folder

[Checks | Print Checks](#)

The checks shown on page 27, page 29, and page 30 were printed by APS. The program tabs for the Print Checks program include the standard **Vendor** and **Invoices** tabs 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. If using the alternate check style L1572A, select L1572.

The check shown on page 27 is printed on the Nelco Check Layout L1445. It includes the check number, vendor number and spelled out check amount. The check shown on page 27 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.

Definitions for APS Checks

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.

COMPANY NAME 123 Main Street, Anywhere, US 12345		1572															
DATE	DESCRIPTION	INVOICE #	CHECK AMOUNT	CHECK DEDUCTION	NET AMOUNT												
11/22/16	204 Clerk of the District Court Petition for Dissolution of Marriage Filing Fee		150.00		150.00												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">CHECK DATE</td> <td style="width: 15%;">CONTROL NUMBER</td> <td style="width: 15%;">TOTALS</td> <td style="width: 15%;">Gross:</td> <td style="width: 15%;">Ded:</td> <td style="width: 15%;">Net:</td> </tr> <tr> <td>11/22/16</td> <td>1572</td> <td></td> <td style="text-align: right;">150.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">150.00</td> </tr> </table>						CHECK DATE	CONTROL NUMBER	TOTALS	Gross:	Ded:	Net:	11/22/16	1572		150.00	0.00	150.00
CHECK DATE	CONTROL NUMBER	TOTALS	Gross:	Ded:	Net:												
11/22/16	1572		150.00	0.00	150.00												

Your Company Name 124 Main Street Anywhere, US 12345 Ph. 555.555.5555 Fx. 555.555.5556	YOUR BANK NAME HERE ANYTOWN, US 66-85/531	1572
DATE		AMOUNT
11/22/16		****\$150.00
*** ONE HUNDRED FIFTY & 00/100 DOLLARS		
PAY TO THE ORDER OF:	Clerk of the District Court City/County Building 1st Floor 555 South 10th Street Lincoln NE 68508	
	Void after 60 days Company Name	
	AUTHORIZED SIGNATURE	
	AUTHORIZED SIGNATURE	

⑈001572⑈ ⑈0111111111⑈0000000000⑈

COMPANY NAME 123 Main Street, Anywhere, US 12345		1572			
Vendor: 204 Clerk of the District Court					
Date	Description	Invoice #	Amount	Disc	Net Amt
11/22/16	Petition for Dissolution of Marriage Filing Fee		150.00		150.00
Check Date	Check #	Gross Amt	Disc Amt	Net Amt	
11/22/16	1572	150.00	0.00	150.00	

CHECK SAMPLES[L1572HB] 3449940

Nelco Check Layout L1572

YOUR COMPANY NAME HERE 123 Main Street				13826							
DATE	DESCRIPTION	INVOICE #	AMOUNT	CHECK DEDUCTION	NET AMOUNT						
11/22/16	204 Clerk of the District Court Petition for Dissolution of Marriage Filing Fee		150.00		150.00						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">CHECK DATE 11/22/16</td> <td style="width: 15%;">CONTROL NUMBER 13826</td> <td style="width: 15%;">TOTALS ▶</td> <td style="width: 15%;">Gross: 150.00</td> <td style="width: 15%;">Ded: 0.00</td> <td style="width: 15%;">Net: 150.00</td> </tr> </table>						CHECK DATE 11/22/16	CONTROL NUMBER 13826	TOTALS ▶	Gross: 150.00	Ded: 0.00	Net: 150.00
CHECK DATE 11/22/16	CONTROL NUMBER 13826	TOTALS ▶	Gross: 150.00	Ded: 0.00	Net: 150.00						

YOUR COMPANY NAME HERE www.yourcompany.com 123 Main Street Anywhere, US 12345 Phone: (555) 555-5551 Fax: (555) 555-5552		YOUR BANK NAME HERE ANYTOWN, US 66-85/531			
PAY TO THE ORDER OF: Clerk of the District Court City/County Building 1st Floor 555 South 10th Street Lincoln NE 68508	<table style="width: 100%;"> <tr> <th style="width: 50%;">DATE</th> <th style="width: 50%;">AMOUNT</th> </tr> <tr> <td style="text-align: center;">11/22/16</td> <td style="text-align: right;">****\$150.00</td> </tr> </table> <p style="text-align: center;">*** ONE HUNDRED FIFTY & 00/100 DOLLARS</p> <p style="text-align: right;">Void after 60 days Company Name</p> <p style="text-align: right;">_____ AUTHORIZED SIGNATURE</p> <p style="text-align: right;">_____ AUTHORIZED SIGNATURE</p>	DATE	AMOUNT	11/22/16	****\$150.00
DATE	AMOUNT				
11/22/16	****\$150.00				

⑈013826⑈ ⑆011111111⑆0000000000⑈

YOUR COMPANY NAME HERE 123 Main Street				13826	
Vendor: 204 Clerk of the District Court					
Date	Description	Invoice #	Amount	Disc	Net Amt
11/22/16	Petition for Dissolution of Marriage Filing Fee		150.00		150.00
Check Date	Check #	Gross Amt	Disc Amt	Net Amt	
11/22/16	13826	150.00	0.00	150.00	

CHECK SAMPLES [L1572AHB] 3271113

Nelco Check Layout L1572A

Check Register

Date: 11/28/2016

Posted and Unposted Check Register

Jensen, Martin & Anderson, P.C.

Page: 1

Bank Account: 1 First Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number	Ref #
203	Clerk of the County Court Documentation Fee, Filing Fee, and Sheriff Service Fee	200.01PAM		072816	225.00	072816	225.00	24995 M	1
200	United Parcel Service Overnight document delivery	200.01MLJ	3243387	062816	75.00	062816	75.00	25002 M	1
250	D & B Real Estate Management Company Monthly Rent (Including Electric, Gas & Garbage)	AUTO		101716	7,500.00	102816	7,500.00	25645	1
700	Clean All Janitorial Services Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		101716	750.00	102816	750.00	25646	1
200	United Parcel Service Overnight document delivery		3243387	102816	75.00	102516	75.00	25647	2
225	Jackson/Wylinda Catering/Firm Retreat			102116	1,500.00	102516	1,500.00	25648	1
250	D & B Real Estate Management Company Monthly Rent (Including Electric, Gas & Garbage)	AUTO		102816	7,500.00	102516	7,500.00	25649	2
202	Software Technology, Inc. Software Maintenance Agreement Tabs3 Software Maintenance Agreement Tabs3 General Ledger Software Maintenance Agreement Tabs3 Accounts Payable Software Maintenance Agreement Tabs3 Trust Accounting Software Maintenance Agreement PracticeMaster (9 Users) Software Maintenance Agreement Tabs3 Taskbill		312205 312206 312207 312208 312209 312210	112216 112216 112216 112216 112216 112216	490.00 239.00 239.00 239.00 800.00 105.00	112516 112516 112516 112516 112516 112516	490.00 239.00 239.00 239.00 800.00 105.00	25650	1 2 3 4 5 6
Check Totals:					2,112.00		2,112.00		
240	NELCO Check order for APS and TAS Checks	5065	2094756	102816	129.85	112516	129.85	25651	1
400	Sprint Local & Long Distance November Cell Phone Charges		402310760011	112216	68.96	112216	**VOID**	25652 M	2
225	Wylinda Jackson Holiday Party			122715	750.00	122715	750.00	25653 M	2
Bank Account Totals:					20,616.85		20,616.85		
Voided checks are NOT included in the totals.									

Task Folder

Reports | 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 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 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 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.

Definitions for Check Register

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.

Definitions for Check Register – 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.

Accounts Payable Report Pack

Date: 11/28/2016

Posted and Unposted Check Register
Jensen, Martin & Anderson, P.C.

Page: 1

Bank Account: 1 First Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number	Ref #
203	Clerk of the County Court Documentation Fee, Filing Fee, and Sheriff Service Fee GLS Acct: 1210.00 Client Cost Advances	200.01PAM	Journal: 3 Amt: 225.00	072816	225.00	072816	225.00	24995 M	1
	Client: 200.01 Peterson Insurance Co.		General Legal Counsel			07/25/2016	105.00	Arch	
	Client: 200.01 Peterson Insurance Co.		General Legal Counsel			07/27/2016	85.00	Arch	
	Client: 200.01 Peterson Insurance Co.		General Legal Counsel			07/27/2016	45.00	Arch	
200	United Parcel Service Overnight document delivery GLS Acct: 1210.00 Client Cost Advances	200.01MLJ	3243387 Journal: 3 Amt: 75.00	062816	75.00	062816	75.00	25002 M	1
	Client: 200.01 Peterson Insurance Co.		General Legal Counsel			06/29/2016	75.00	Arch	
250	D & B Real Estate Management Company Monthly Rent (Including Electric, Gas & Garbage) GLS Acct: 8010.00 Office Rent	AUTO	Journal: 3 Amt: 7,500.00	101716	7,500.00	102816	7,500.00	25645	1
700	Clean All Janitorial Services Monthly Cleaning Charges (Bi-Weekly Service) GLS Acct: 8200.00 Professional Services	AUTO	Journal: 3 Amt: 750.00	101716	750.00	102816	750.00	25646	1
200	United Parcel Service Overnight document delivery GLS Acct: 1210.00 Client Cost Advances		3243387 Journal: 3 Amt: 75.00	102816	75.00	102516	75.00	25647	2
	Client: 121.01 Phillips/Marcus		Real Estate Acquisition			10/28/2016	75.00	Arch	
225	Jackson/Wylinda Catering/Firm Retreat GLS Acct: 8200.00 Professional Services		Journal: 3 Amt: 1,500.00	102116	1,500.00	102516	1,500.00	25648	1
250	D & B Real Estate Management Company Monthly Rent (Including Electric, Gas & Garbage) GLS Acct: 8010.00 Office Rent	AUTO	Journal: 3 Amt: 7,500.00	102816	7,500.00	102516	7,500.00	25649	2
202	Software Technology, Inc. Software Maintenance Agreement Tabs3 GLS Acct: 8080.00 Software Maintenance		312205 Journal: 3 Amt: 490.00	112216	490.00	112516	490.00	25650	1
	Software Maintenance Agreement Tabs3 General Ledger GLS Acct: 8080.00 Software Maintenance		312206 Journal: 3 Amt: 239.00	112216	239.00	112516	239.00		2
	Software Maintenance Agreement Tabs3 Accounts Payable GLS Acct: 8080.00 Software Maintenance		312207 Journal: 3 Amt: 239.00	112216	239.00	112516	239.00		3
	Software Maintenance Agreement Tabs3 Trust Accounting GLS Acct: 8080.00 Software Maintenance		312208 Journal: 3 Amt: 239.00	112216	239.00	112516	239.00		4
	Software Maintenance Agreement PracticeMaster (9 Users) GLS Acct: 8080.00 Software Maintenance		312209 Journal: 3 Amt: 800.00	112216	800.00	112516	800.00		5
	Software Maintenance Agreement Tabs3 Taskbill GLS Acct: 1442.00 Software		312210 Journal: 3 Amt: 105.00	112216	105.00	112516	105.00		6
Check Totals:					2,112.00		2,112.00		
240	NELCO Check order for APS and TAS Checks GLS Acct: 8040.00 Office Supplies	5065	2094756 Journal: 3 Amt: 129.85	102816	129.85	112516	129.85	25651	1
400	Sprint Local & Long Distance November Cell Phone Charges		402310760011	112216	68.96	112216	**VOID**	25652 M	2
225	Wylinda Jackson Holiday Party GLS Acct: 8200.00 Professional Services		Journal: 3 Amt: 750.00	122715	750.00	122715	750.00	25653 M	2
Bank Account Totals:					20,616.85		20,616.85		
Voided checks are NOT included in the totals.									

Date: 11/28/2016

Posted and Unposted Check Register GLS Totals
Jensen, Martin & Anderson, P.C.

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Bank Account: 1 First Bank

GLS Acct	Journal	Amount
1210.00 Client Cost Advances	3	375.00
1442.00 Software	3	105.00
8010.00 Office Rent	3	15,000.00
8040.00 Office Supplies	3	129.85
8080.00 Software Maintenance	3	2,007.00
8200.00 Professional Services	3	3,000.00
Total		20,616.85

Voided Check List

Date: 11/28/2016		APS Voided Check List Jensen, Martin & Anderson, P.C.			Page: 1
Bank Account: 1 First Bank					
Check #	Vendor #	Date	User ID	Invoice #	Amount
25647	200	11/28/2016	DANIEL	3243387	75.00
25652	400	11/23/2016	DANIEL	402310760011	68.96
Bank Acct Total:					143.96

Task Folder

[Reports | Voided Check List](#)

The Voided Check List offers an audit trail of voided checks in check number order. 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 for Voided Check List

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.
User ID	User ID of the user who voided the check.

Vendor Analysis Report

Date: 11/28/2016

Accounts Payable TD Vendor Analysis Report

Jensen, Martin & Anderson, P.C.

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Vendor #	Name	Fed ID #	MTD		YTD		TD	
			Paid	Disc	Paid	Disc	Paid	Disc
200	United Parcel Service		0.00	0.00	150.00	0.00	150.00	0.00
202	Software Technology, Inc.		2,112.00	0.00	2,112.00	0.00	2,112.00	0.00
203	Clerk of the County Court		0.00	0.00	225.00	0.00	225.00	0.00
225	Jackson/Wylinda	43-433252	0.00	0.00	1,500.00	0.00	2,250.00	0.00
240	NELCO		129.85	0.00	129.85	0.00	129.85	0.00
250	D & B Real Estate Management Company	47-8383182	0.00	0.00	15,000.00	0.00	15,000.00	0.00
700	Clean All Janitorial Services	47-2531234	0.00	0.00	750.00	0.00	750.00	0.00
Totals:			2,241.85	0.00	19,866.85	0.00	20,616.85	0.00

Task Folder

Reports | 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 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.

Definitions for Vendor Analysis Report

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

Date: 11/28/2016		Paid Invoices by Vendor Report Jensen, Martin & Anderson, P.C.						Page: 1	
Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number	Ref #
200	United Parcel Service								
	Overnight document delivery	200.01MLJ	3243387	062816	75.00	062816	75.00	25002-1 M	1
	Overnight document delivery		3243387	102816	75.00	102516	75.00	25647-1	2
	Vendor Totals				150.00		150.00		
202	Software Technology, Inc.								
	Software Maintenance Agreement Tabs3		312205	112216	490.00	112516	490.00	25650-1	1
	Software Maintenance Agreement Tabs3 General Ledger		312206	112216	239.00	112516	239.00	25650-1	2
	Software Maintenance Agreement Tabs3 Accounts Payable		312207	112216	239.00	112516	239.00	25650-1	3
	Software Maintenance Agreement Tabs3 Trust Accounting		312208	112216	239.00	112516	239.00	25650-1	4
	Software Maintenance Agreement PracticeMaster (9 Users)		312209	112216	800.00	112516	800.00	25650-1	5
	Software Maintenance Agreement Tabs3 Taskbill		312210	112216	105.00	112516	105.00	25650-1	6
	Vendor Totals				2,112.00		2,112.00		
203	Clerk of the County Court								
	Documentation Fee, Filing Fee, and Sheriff Service Fee	200.01PAM		072816	225.00	072816	225.00	24995-1 M	1
	Documentation Fee, Filing Fee, and Sheriff Service Fee	101.00MLJ		112816	225.00	112816	225.00	25654-1 M U	2
	Vendor Totals				450.00		450.00		
225	Jackson/Wylinda								
	Catering/Firm Retreat			102116	1,500.00	102516	1,500.00	25648-1	1
	Holiday Party			122715	750.00	122715	750.00	25653-1 M	2
	Vendor Totals				2,250.00		2,250.00		
240	NELCO								
	Check order for APS and TAS Checks	5065	2094756	102816	129.85	112516	129.85	25651-1	1
	Vendor Totals				129.85		129.85		
250	D & B Real Estate Management Company								
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		101716	7,500.00	102816	7,500.00	25645-1	1
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		102816	7,500.00	102516	7,500.00	25649-1	2
	Vendor Totals				15,000.00		15,000.00		
700	Clean All Janitorial Services								
	Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		101716	750.00	102816	750.00	25646-1	1
	Vendor Totals				750.00		750.00		
Grand Totals					20,841.85		20,841.85		

Task Folder

Reports | 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 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.

Definitions for Paid Invoices by Vendor Report

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" 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.

Definitions for Paid Invoices by Vendor Report – 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.

1099 Report & 1099 Form

Date: 11/28/2016		Accounts Payable 1099 Report		Page: 1	
		Jensen, Martin & Anderson, P.C.			
Vendor #	Name	Federal ID	YTD Paid	Box	
225	Jackson/Wylinda	43-4332527	1,500.00	7	
250	D & B Real Estate Management Company	47-8383182	15,000.00	1	
700	Clean All Janitorial Services	47-2531234	750.00	7	
Grand Total:			17,250.00		
Totals for Box 1:			15,000.00		
Totals for Box 7:			2,250.00		

Task Folder [1099 | 1099 Report](#)
[1099 | 1099 Forms](#)

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 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 for 1099 Report & 1099 Form

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.)*

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9595 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents	OMB No: 1545-0115	
Jensen, Martin & Anderson, P.C. 1621 Cushman Drive Lincoln, NE 68512 Phone: 402-419-2200		\$	2015 Form 1099-MISC	
		2 Royalties		
		\$		
PAYER'S federal identification number		3 Other income	4 Federal income tax withheld	Miscellaneous Income Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2014 General Instructions for Certain Information Returns.
RECIPIENT'S identification number		5 Fishing boat proceeds	6 Medical and health care payments	
43-433252		\$	\$	
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	
Wylinda Jackson		\$	\$	
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	
Suite 257		\$ 1,500.00	\$	
3423 Crooked Creek Road		11	12	
City or town, state or province, country, and ZIP or foreign postal code		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney	
Atlanta GA 33432		\$	\$	
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

Do Not Cut or Separate Forms on This Page -- Do Not Cut or Separate Forms on This Page

9595 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents	OMB No: 1545-0115	
Jensen, Martin & Anderson, P.C. 1621 Cushman Drive Lincoln, NE 68512 Phone: 402-419-2200		\$ 7,500.00	2015 Form 1099-MISC	
		2 Royalties		
		\$		
PAYER'S federal identification number		3 Other income	4 Federal income tax withheld	Miscellaneous Income Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2014 General Instructions for Certain Information Returns.
RECIPIENT'S identification number		5 Fishing boat proceeds	6 Medical and health care payments	
47-8383182		\$	\$	
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	
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	12	
City or town, state or province, country, and ZIP or foreign postal code		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney	
Lincoln NE 68501		\$	\$	
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