

# Accounts Payable Report Pack



Tabs3 Billing



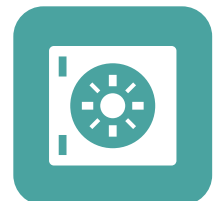
PracticeMaster



General Ledger



Accounts Payable



Trust Accounting

## Accounts Payable Report Pack

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Version 19 (Monday, April 29, 2019)

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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
<b><u>1099 Forms</u></b>	Fulfills IRS reporting requirements.	Eliminates manual preparation of forms. Streamlines mandatory annual reporting. Includes payees merged from TAS.	Annually and as needed.
<b><u>1099 Report</u></b>	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.	Helps eliminate manual preparation of forms. Includes payees merged from TAS.	Annually and as needed.
<b><u>Aged Unpaid Invoice Report</u></b>	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.
<b><u>Bank Account List</u></b>	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 used for integration are shown.	Used to verify the information entered for each bank account.	As needed.
<b><u>Cash Requirements Report</u> *</b>	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.
<b><u>Check Register</u> *</b>	Provides a list of checks and EFTs 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, as well as electronic funds transfers. 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
<b><u>Invoice by Vendor List *</u></b>	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.
<b><u>Invoice by Voucher List *</u></b>	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.
<b><u>Invoice Data Entry Lists</u></b>	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.
<b><u>Paid Invoices by Vendor Report</u></b>	Includes a list of paid invoices for selected vendors. Option to include posted checks and EFTs, unposted checks and EFTs, 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.
<b><u>Recurring Entry List</u></b>	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.
<b><u>Pre-Check Register *</u></b>	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.
<b><u>Vendor Analysis Report</u></b>	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.
<b><u>Vendor Labels</u></b>	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
<b><u>Vendor List</u></b>	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.
<b><u>Verification Lists:</u></b> <b>Invoice</b> <b>Manual Check</b>	Used to verify invoices, manual checks, and EFTs 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.
<b><u>Voided Check List</u></b>	Includes checks and EFTs that have been voided.	Provides an audit trail of voided checks and EFTs in check number order that includes the date they were 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.

MLJ	Monday 11/26/2018 9:51 am
-----	---------------------------

## Criteria Page

Date: 11/28/2018	<b>Summary Cash Requirements Report</b>		Page: 1
Jensen, Martin & Anderson, P.C.			
System Date: 11/28/2018	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:	11/28/2018
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: 11/26/2018		<b>APS Bank Account List</b> Jensen, Martin & Anderson, P.C.		Page: 1
Bank Account	Description	Last Check	Cash Acct	A/P Acct
1	First Bank	25653	1110.00	2280.00
2 <i>Inactive</i>	E.F. Hutton ARA Account	22068	1120.00	2280.00

Menu

[Reports](#) | [Miscellaneous](#) | [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

<b>Date</b>	The date the list was printed.
<b>Bank Account</b>	The bank account number defined in APS. Up to 99 different bank accounts can be assigned.
<b>Inactive</b>	If the bank account is marked as inactive, "Inactive" will be displayed in red.
<b>Last Check</b>	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.
<b>Cash Acct</b>	The GLS cash account that represents this bank account. This column will only be printed if you are integrating with Tabs3 General Ledger Software.
<b>A/P Acct</b>	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: 11/28/2018		<b>APS Recurring Entry List</b> Jensen, Martin & Anderson, P.C.						Page: 1	
Ref #	Vendor #	Bank	H/P	Last Post	Due Day	Amount	G/L Acct	Jr	G/L Amount
4	250	1	P	10/31/2018	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	10/31/2018	15	750.00	8200.00	03	750.00
	Monthly Cleaning Charges (Bi-Weekly Service) Clean All Janitorial Services								

### Menu

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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

<b>Date</b>	The date the list was printed.
<b>Ref #</b>	A reference number identifying the recurring entry for editing purposes.
<b>Vendor #</b>	The vendor number the recurring entry will be paid to.
<b>Bank</b>	The bank account the recurring entry will be paid from.
<b>H/P</b>	Status field. Status indicator of the transaction. "H" <sup>1</sup> = 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.
<b>Last Post</b>	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".
<b>Due Day</b>	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.
<b>Amount</b>	Invoice amount for the invoice created from the recurring entry.
<b>G/L Acct</b>	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.
<b>Jr</b>	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.
<b>G/L Amount</b>	GLS amount. Unlimited GLS journal entries can be entered for each recurring entry.
<b>Description</b>	The description of the recurring entry prints below each recurring entry. The vendor name prints immediately below the recurring entry description.

<sup>1</sup> Not shown on the sample report.

## Summary Vendor List

Date: 11/28/2018		<b>Summary Numerical Vendor List</b> 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, LLC	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					

### Menu

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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

<b>Date</b>	The Report Date entered when the list was run.
<b>Vendor</b>	Vendor number. An "M" following the Vendor Number indicates the vendor is set up as a "Miscellaneous Vendor". Inactive vendors are indicated by parentheses around the vendor number.
<b>*</b>	An "*" following the vendor number indicates the vendor is set up to accrue 1099 information.
<b>Due Days</b>	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.
<b>Discount %</b>	The discount percentage the vendor offers for early payment. If the value is zero, no percentage will print in this column.
<b>Discount Days</b>	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: 11/28/2018		<b>Detail Numerical Vendor List</b> Jensen, Martin & Anderson, P.C.		Page: 1
Vendor	Name/Address	Contact/Phone/Email		
(200)	<b>United Parcel Service</b> 55 Glenlake Parkway, NE Atlanta GA 30328 Name Search: UPS Vendor Acct #: 21-332424-2	Hector Mundelez  1099 Box: N		
201	<b>Fed Ex</b> 3965 Airways, Module G Memphis TN 38116 Name Search: FEDEX Vendor Acct #: 3345-3324-3	Yolanda Bonner 1.800.622.1147  1099 Box: N		
202	<b>Software Technology, LLC</b> 1621 Cushman Drive  Lincoln NE 68512 Name Search: TABS3 Due Days: 5 Vendor Acct #: T340000	Accounts Payable 402-419-2200 sales@tabs3.com  1099 Box: N		
203	<b>Clerk of the County Court</b> 11237 Main Avenue Chicago IL 60665 Name Search: COUNTY COOK	One Check/Invoice 1099 Box: N		
204	<b>Clerk of the District Court</b> City/County Building 1st Floor 555 South 10th Street Lincoln NE 68508 Name Search: COUNTY LANCASTER	One Check/Invoice 1099 Box: N		
225 *	<b>Jackson/Wylinda</b> Suite 257 3423 Crooked Creek Road Atlanta GA 33432 Name Search: JACKSON/WYLINDA	1099 Box: 7 Fed ID #: 43-433252		

### Menu

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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". Inactive vendors are indicated by parentheses around the vendor number.

**\*** An "\*" following the vendor number indicates the vendor is set up to accrue 1099 information.

<b>One Check/Invoice</b>	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.
<b>1099 Box</b>	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.
<b>Due Days</b>	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.
<b>Disc</b>	The discount percentage the vendor offers for early payment. If the value is zero, this field does not print on the list.
<b>Disc Days</b>	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.
<b>Grace Period</b>	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.
<b>Vendor Acct #</b>	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.
<b>Fed ID#</b>	Federal ID number. The Federal ID # does not print on the list if no Federal ID # was entered for the vendor.

## Vendor Labels

### Menu

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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: 11/28/2018		<b>Invoice/Manual Check Entry List by Entry Date</b>				Page: 1
		Jensen, Martin & Anderson, P.C.				
<b>Entry Date:</b>		<b>11/15/2018</b>				
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		EFT	225.00	Documentation Fee, Filing Fee, and Sheriff Service Fee	
200 United Parcel Service	3	3243387	INVOICE	75.00	Overnight document delivery	
<b>Total</b>				1,050.00		

Date: 11/28/2018		<b>Invoice/Manual Check Entry List by Invoice/Check Date</b>				Page: 1
		Jensen, Martin & Anderson, P.C.				
<b>Invoice/Check Date:</b>		<b>10/25/2018</b>				
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	
<b>Total</b>				9,075.00		

Date: 11/28/2018

Invoice/Manual Check Entry List by Vendor

Jensen, Martin & Anderson, P.C.

Page: 1

202 Software Technology, LLC

Ref #	Invoice #	Check #	Inv/Chk Date	Inv/Chk Amount	Description
1	312205	25650	11/25/2018	490.00	Software Maintenance Agreement Tabs3
2	312206	25650	11/25/2018	239.00	Software Maintenance Agreement Tabs3 General Ledger
3	312207	25650	11/25/2018	239.00	Software Maintenance Agreement Tabs3 Accounts Payable
4	312208	25650	11/25/2018	239.00	Software Maintenance Agreement Tabs3 Trust Accounting
5	312209	25650	11/25/2018	800.00	Software Maintenance Agreement PracticeMaster (9 Users)
6	312210	25650	11/25/2018	105.00	Software Maintenance Agreement Tabs3 Taskbill
7	320559	INVOICE	11/28/2018	205.00	Purchase Tabs3 Device Interface Program
Total				2,317.00	

## Menu

File | Open | Invoice/Manual Checks |  Toggle List |  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: 11/28/2018

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		11/28/2018	11/28/2018	11/15/2018	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	11/28/2018	11/15/2018	12/15/2018	3,028.00	45.42	11/20/2018	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	11/28/2018	11/15/2018	12/15/2018	55.00	0.83	11/20/2018	Y	1	P
Office supplies Name: Office Supply Megastore												
GLS Acct:		8040.00	Office Supplies		Journal:	1	Amt: 55.00					
2	204			11/28/2018	10/30/2018	10/30/2018	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	11/28/2018	11/28/2018	11/28/2018	39.95				1	P
Check: 25655 Amount: 39.95 Date: 11/28/2018 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	11/18/2018	11/28/2018	11/24/2018	205.00				1	P
Purchase Tabs3 Device Interface Program Name: Software Technology, LLC												
GLS Acct:		1442.00	Software		Journal:	3	Amt: 205.00					
Old												
7	202		320559	11/18/2018	11/28/2018	11/24/2018	150.00				1	P
Name: Software Technology, Inc.												
New												
1	242		8009A	11/28/2018	11/15/2018	12/15/2018	3,028.00	45.42	11/20/2018	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	11/28/2018	11/15/2018	12/15/2018	3,028.00	45.42	11/20/2018	Y	1	P
Name: Office Supply Megastore												
Total Transaction Count = 7												

### Menu

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

The report shown on pages 14 and 15 is an example of the Invoice/Manual Check Verification List. Manual checks and EFTs include an additional line that shows the Check #, the Check Amount, and the Check Date. Separate totals are included for invoices, manual checks, and EFTs. Pages 14 and 15 portray a two-page Invoice/Manual Check Verification List. The first page consists of the invoice, manual check, and EFT 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 report heading.

Date: 11/28/2018

**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
	<b>Total</b>	<b>3,407.95</b>

Note: GLS amounts reflect discounts taken for posted items.

**Definitions for Verification Lists**

<b>Date</b>	Indicates the date the list was printed.
<b>Ref Num</b>	Reference number identifying the entry for editing purposes.
<b>AUTO</b>	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
<b>Disc Amount</b>	Amount of discount. This value will be printed only if the Discount Amount is greater than zero.
<b>Disc Date</b>	Date discount must be taken by. This date will be printed only if a Discount Date is entered.
<b>Take Disc</b>	"Y" (Yes) or "N" (No) for taking the discount. This field will be printed only if a Discount Amount is entered.
<b>Bank Acct</b>	APS bank account number that the invoice or manual check is paid from.
<b>H/P</b>	Status field. Status indicator of the transaction. "H" = Hold <sup>1</sup> , "P" = Pay, "D" = Deleted, "*" = Posted <sup>1</sup> .
<b>Amount to Pay<sup>1</sup></b>	Amount to Pay shown on the invoice. This field will only be displayed if the Amount to Pay does not equal the invoice amount.
<b>Name</b>	Vendor name.
<b>GLS Acct</b>	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.
<b>Journal</b>	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.
<b>Amt</b>	Dollar amount to be posted to the GLS account number. Amount reflects discount for posted items. This information will be printed only if you are integrated with Tabs3 General Ledger Software.
<b>GLS Subtotal</b>	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, manual check, or EFT.
<b>Total Amount</b>	Separate Total Amounts are shown for invoices and manual checks.
<b>Total Discount</b>	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.
<b>Total Paid</b>	Total Paid is shown in the Manual Check and EFT totals only. This figure represents the total amount paid. (Total Amount minus discounts taken.)
<b>Total to Pay<sup>1</sup></b>	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.
<b>Vendor Checksum</b>	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.
<b>Changed Entries and Deleted Entries</b>	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.

<sup>1</sup> Not shown on sample report.

## Invoice by Vendor List

Date: 11/26/2018

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
<b>200 United Parcel Service</b>											
200.01MLJ	3243387	062618	062618	75.00		P	75.00		1	Overnight document delivery	* 1
	3243387	062718	062718	75.00		P	75.00		3	Postage	* 1
	3243387	102618	102618	75.00		P	75.00		2	Overnight document delivery	* 1
Vendor Totals				225.00	0.00		225.00				
<b>202 Software Technology, LLC</b>											
	312205	112018	112618	490.00		P	490.00		1	Software Maintenance Agreement Tabs3	* 1
	312206	112018	112618	239.00		P	239.00		2	Software Maintenance Agreement Tabs3 General Ledger	* 1
	312207	112018	112618	239.00		P	239.00		3	Software Maintenance Agreement Tabs3 Accounts Payable	* 1
	312208	112018	112618	239.00		P	239.00		4	Software Maintenance Agreement Tabs3 Trust Accounting	* 1
	312209	112018	112618	800.00		P	800.00		5	Software Maintenance Agreement PracticeMaster (9 Users)	* 1
	312210	112018	112618	105.00		P	105.00		6	Software Maintenance Agreement Tabs3 Taskbill	* 1
	320559	112618	112218	205.00			205.00		7	Purchase Tabs3 Device Interface Program	1
Vendor Totals				2,317.00	0.00		2,317.00				
<b>203 Clerk of the County Court</b>											
200.01PAM		072618	072618	225.00		P	225.00		1	Documentation Fee, Filing Fee, and Sheriff Service Fee	* 1
Vendor Totals				225.00	0.00		225.00				
<b>204 Clerk of the District Court</b>											
		062718	062718	75.00		P	75.00		2	Filing fee	* 1
		082018	082018	75.00		P	75.00		3	Filing fee	* 1
850.00 RON		112018	112018	150.00			150.00		1	Petition for Dissolution of Marriage Filing Fee	1
Vendor Totals				300.00	0.00		300.00				
<b>225 Jackson/Wylinda</b>											
		122417	122417	750.00		P	750.00	Y	2	Holiday Party	* 1
		102618	102618	1,500.00		P	1,500.00	Y	1	Catering/Firm Retreat	* 1
Vendor Totals				2,250.00	0.00		2,250.00				
<b>240 NELCO</b>											
5065	2094756	102618	112618	129.85		P	129.85		1	Check order for APS and TAS Checks	* 1
Vendor Totals				129.85	0.00		129.85				
<b>250 D &amp; B Real Estate Management Company</b>											
AUTO		102218	102218	7,500.00		P	7,500.00	Y	1	Monthly Rent (Including Electric, Gas & Garbage)	* 1
AUTO		102618	102618	7,500.00		P	7,500.00	Y	2	Monthly Rent (Including Electric, Gas & Garbage)	* 1
5074	KEY	111318	111318	10.00			10.00	N	3	Duplicate Key for building	1
Vendor Totals				15,010.00	0.00		15,010.00				
<b>300 Thomson Reuters Payment Center</b>											
		072518	072518	4.00		P	4.00		3	Online Legal Research	* 1
		082418	082418	75.00		P	75.00		1	Online Legal Research	* 1
		092518	092518	40.00		P	40.00		4	Online Legal Research	* 1
		102918	102918	4.00		P	4.00		2	Online Legal Research	* 1
		103018	103018	50.00		P	50.00		5	Online Legal Research	* 1
		103018	103018	50.00		P	50.00		6	Online Legal Research	* 1
		103018	103018	50.00		P	50.00		7	Online Legal Research	* 1
		103018	103018	50.00		P	50.00		8	Online Legal Research	* 1
Vendor Totals				323.00	0.00		323.00				
<b>325 Professional Messenger Services</b>											
		092118	092118	20.00		P	20.00	Y	2	Courier Fee	* 1
		092418	092418	25.00		P	25.00	Y	4	Courier Fee	* 1
		102618	102618	47.50		P	47.50	Y	1	Courier Fee	* 1
		102618	102618	35.00		P	35.00	Y	3	Courier Fee	* 1
Vendor Totals				127.50	0.00		127.50				
<b>400 Sprint Local &amp; Long Distance</b>											
	402310760011	112018	112618	68.96			68.96		1	November Cell Phone Charges	1
Vendor Totals				68.96	0.00		68.96				
<b>700 Clean All Janitorial Services</b>											
AUTO		102218	102518	750.00		P	750.00	Y	1	Monthly Cleaning Charges (Bi-Weekly Service)	* 1
AUTO		102618	112618	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				22,476.31	0.00		22,476.31				



## Menu

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The reports shown on pages 16 and 19 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, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

Invoices, manual checks, and EFTs 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. Inactive vendors are indicated by parentheses around the vendor number<sup>1</sup>.

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 19 is for unpaid invoices only and includes GLS and Tabs3 cost information.

## Definitions for Invoice by Vendor List

<b>Date</b>	The Report Date entered when the report was run.
<b>AUTO</b>	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
<b>Inv Amount</b>	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 <sup>1</sup> .
<b>Disc Date</b>	The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken <sup>1</sup> . <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>
<b>P</b>	A "P" following the Discount Date indicates the invoice is paid.
<b>Net Amount</b>	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 <sup>1</sup> .
<b>1099</b>	A "N" in the 1099 column indicates the vendor is set up to print a 1099, but the invoice has the <b>Exclude from 1099 Reporting</b> 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.
<b>Codes</b>	There are two columns of information under this heading.  The first column is the <b>Status</b> field. If <b>Hold</b> was specified, then an "H" <sup>1</sup> will be printed under this heading. By default, the "P" for <b>Pay</b> will not be printed. An "*" will print if the invoice is paid and posted.  The second column, which prints for all entries, indicates the <b>APS Bank Account #</b> the invoice is to be paid from.
<b>Original Amount</b>	Original invoice amount. This figure will only be shown for invoices that have been partially paid.

<b>Last Paid by Check #</b>	Last Check number used to pay the invoice. This figure will only be shown for invoices that have been partially paid.
<b>Unpaid Post Date<sup>1</sup></b>	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

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

<b>GLS Total Amount</b>	Net + Invoices on Hold (i.e., "H" in the Codes column—not the amount in the Hold total) = GLS Total.
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<sup>1</sup> Not shown on either sample report.

**Accounts Payable Report Pack**

Date: 11/26/2018

**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
<b>202 Software Technology, LLC</b>											
312205	112018	112618		490.00		P	490.00			1 Software Maintenance Agreement Tabs3	* 1
GLS Acct:	8080.00	Software Maintenance				Journal:	3 Amt:			490.00	
312206	112018	112618		239.00		P	239.00			2 Software Maintenance Agreement Tabs3 General Ledger	* 1
GLS Acct:	8080.00	Software Maintenance				Journal:	3 Amt:			239.00	
312207	112018	112618		239.00		P	239.00			3 Software Maintenance Agreement Tabs3 Accounts Payable	* 1
GLS Acct:	8080.00	Software Maintenance				Journal:	3 Amt:			239.00	
312208	112018	112618		239.00		P	239.00			4 Software Maintenance Agreement Tabs3 Trust Accounting	* 1
GLS Acct:	8080.00	Software Maintenance				Journal:	3 Amt:			239.00	
312209	112018	112618		800.00		P	800.00			5 Software Maintenance Agreement PracticeMaster (9 Users)	* 1
GLS Acct:	8080.00	Software Maintenance				Journal:	3 Amt:			800.00	
312210	112018	112618		105.00		P	105.00			6 Software Maintenance Agreement Tabs3 Taskbill	* 1
GLS Acct:	1442.00	Software				Journal:	3 Amt:			105.00	
<b>Vendor Totals</b>				<b>2,112.00</b>	<b>0.00</b>		<b>2,112.00</b>				
<b>300 Thomson Reuters Payment Center</b>											
GLS Acct:	102918	102918		4.00		P	4.00			2 Online Legal Research	* 1
	1210.00	Advanced Client Costs				Journal:	3 Amt:			4.00	
Client:		101.00 Williams/John State v. Williams							10/29/2018	TCode: 106 A Paid	4.00 Arch
GLS Acct:	103018	103018		50.00		P	50.00			5 Online Legal Research	* 1
	1210.00	Advanced Client Costs				Journal:	3 Amt:			50.00	
Client:		200.02 Peterson Insurance Co. Maintenance of Insurance Policies							10/30/2018	TCode: 106 A Paid	50.00 Arch
GLS Acct:	103018	103018		50.00		P	50.00			6 Online Legal Research	* 1
	1210.00	Advanced Client Costs				Journal:	3 Amt:			50.00	
Client:		200.02 Peterson Insurance Co. Maintenance of Insurance Policies							10/30/2018	TCode: 106 A Paid	50.00 Arch
GLS Acct:	103018	103018		50.00		P	50.00			7 Online Legal Research	* 1
	1210.00	Advanced Client Costs				Journal:	3 Amt:			50.00	
Client:		200.02 Peterson Insurance Co. Maintenance of Insurance Policies							10/30/2018	TCode: 106 A Paid	50.00 Arch
GLS Acct:	103018	103018		50.00		P	50.00			8 Online Legal Research	* 1
	1210.00	Advanced Client Costs				Journal:	3 Amt:			50.00	
Client:		200.02 Peterson Insurance Co. Maintenance of Insurance Policies							10/30/2018	TCode: 106 A Paid	50.00 Arch
<b>Vendor Totals</b>				<b>204.00</b>	<b>0.00</b>		<b>204.00</b>				
<b>400 Sprint Local &amp; Long Distance</b>											
402310760011	112018	112618		68.96		P	68.96			1 November Cell Phone Charges	1
GLS Acct:	8090.00	Telephone				Journal:	3 Amt:			68.96	
<b>Vendor Totals</b>				<b>68.96</b>	<b>0.00</b>		<b>68.96</b>				
<b>Grand Totals</b>				<b>2,384.96</b>	<b>0.00</b>		<b>2,384.96</b>				

Date: 11/26/2018

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

Page: 1

GLS Acct	Journal	Amount
1210.00 Advanced Client Costs	3	204.00
1442.00 Software	3	105.00
8080.00 Software Maintenance	3	2,007.00
8090.00 Telephone	3	68.96
<b>Total</b>		<b>2,384.96</b>

## Invoice by Voucher List

Date: 11/26/2018				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	102618	102618 Net:	75.00 75.00			P U	1	2
200	United Parcel Service Postage		3243387	062718	062718 Net:	75.00 75.00			P U	1	3
202	Software Technology, LLC Software Maintenance Agreement Tabs3		312205	112018	112618 Net:	490.00 490.00			P U	1	1
202	Software Technology, LLC Software Maintenance Agreement Tabs3 General Ledger		312206	112018	112618 Net:	239.00 239.00			P U	1	2
202	Software Technology, LLC Software Maintenance Agreement Tabs3 Accounts Payable		312207	112018	112618 Net:	239.00 239.00			P U	1	3
202	Software Technology, LLC Software Maintenance Agreement Tabs3 Trust Accounting		312208	112018	112618 Net:	239.00 239.00			P U	1	4
202	Software Technology, LLC Software Maintenance Agreement PracticeMaster (9 Users)		312209	112018	112618 Net:	800.00 800.00			P U	1	5
202	Software Technology, LLC Software Maintenance Agreement Tabs3 Taskbill		312210	112018	112618 Net:	105.00 105.00			P U	1	6
202	Software Technology, LLC Purchase Tabs3 Device Interface Program		320559	112618	112218 Net:	205.00 205.00				1	7
204	Clerk of the District Court Filing fee			062718	062718 Net:	75.00 75.00			P U	1	2
204	Clerk of the District Court Filing fee			082018	082018 Net:	75.00 75.00			P U	1	3
225	Jackson/Wylinda Catering/Firm Retreat			102618	102618 Net:	1,500.00 1,500.00			P U	1	1
225	Jackson/Wylinda Holiday Party			122417	122417 Net:	750.00 750.00			P U	1	2
325	Professional Messenger Services Courier Fee			102618	102618 Net:	47.50 47.50			P U	1	1
325	Professional Messenger Services Courier Fee			092118	092118 Net:	20.00 20.00			P U	1	2
325	Professional Messenger Services Courier Fee			102618	102618 Net:	35.00 35.00			P U	1	3
325	Professional Messenger Services Courier Fee			092418	092418 Net:	25.00 25.00			P U	1	4
400	Sprint Local & Long Distance November Cell Phone Charges		402310760011	112018	112618 Net:	68.96 68.96			P	1	1
200	United Parcel Service Overnight document delivery	200.01MLJ	3243387	062618	062618 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		072618	072618 Net:	225.00 225.00			P U	1	1
240	NELCO Check order for APS and TAS Checks	5065	2094756	102618	112618 Net:	129.85 129.85		102918	P U	1	1
250	D & B Real Estate Management Company Duplicate Key for building	5074	KEY	111318	111318 Net:	10.00 10.00				1	3
204	Clerk of the District Court Petition for Dissolution of Marriage Filing Fee	850.00 RON		112018	112018 Net:	150.00 150.00				1	1
250	D & B Real Estate Management Company Monthly Rent (Including Electric, Gas & Garbage)	AUTO		102218	102218 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		102618	102618 Net:	7,500.00 7,500.00			P U	1	2
700	Clean All Janitorial Services Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		102218	102518 Net:	750.00 750.00			P U	1	1
700	Clean All Janitorial Services Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		102618	112618 Net:	750.00 750.00				1	2
Grand Totals		Amt:	22,153.31	Hold:	0.00	Disc:	0.00	Net:	22,153.31		

## Menu

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The report shown above, on the following page, and on page 22 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, manual checks, and EFTs are sorted first by voucher. Multiple invoices, manual checks, or EFTs for the same voucher number are further sorted by vendor number and then by reference #. Inactive vendors are indicated by parentheses around the vendor number<sup>1</sup>.

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, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

The report shown on page 22 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

<b>Date</b>	The Report Date entered when the report was run.
<b>AUTO</b>	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
<b>Disc Date</b>	The date the discount must be taken by. A "Y" <sup>1</sup> 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.
<b>Net</b>	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 "*" <sup>1</sup> will be shown to the right of the Net Amount.
<b>Hold</b>	Hold/Pay status. An "H" (Hold) indicates the invoice is on "Hold" <sup>1</sup> . The "P" (Pay) does not print by default. A "U" indicates the invoice is posted <sup>1</sup> .
<b>Ref #</b>	Reference number identifying the transaction for editing purposes.

<sup>1</sup> Not shown on the sample reports.

### Definitions for Invoice by Voucher List – Grand Totals

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

<b>GLS Total Amount</b>	Net + Invoices on Hold (i.e., "H" in the Codes column—not the amount in the Hold total) = GLS Total.
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*Accounts Payable Report Pack*

Date: 11/26/2018		<b>Invoice by Voucher List</b> 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	102618	102618	75.00			P	U	1	2
	Overnight document delivery				Net:	75.00						
	GLS Acct: 1210.00	Advanced Client Costs		Journal: 3	Amt: 75.00							
	Client: 121.01	Phillips/Marcus Real Estate Acquisition				10/26/2018	TCode: 102	A Paid			75.00	Arch
225	Jackson/Wylinda			102618	102618	1,500.00			P	U	1	1
	Catering/Firm Retreat				Net:	1,500.00						
	GLS Acct: 8200.00	Professional Services		Journal: 3	Amt: 1,500.00							
325	Professional Messenger Services			102618	102618	47.50			P	U	1	1
	Courier Fee				Net:	47.50						
	GLS Acct: 1210.00	Advanced Client Costs		Journal: 3	Amt: 47.50							
	Client: 101.00	Williams/John State v. Williams				10/26/2018	TCode: 102	A Paid			47.50	Arch
325	Professional Messenger Services			102618	102618	35.00			P	U	1	3
	Courier Fee				Net:	35.00						
	GLS Acct: 1210.00	Advanced Client Costs		Journal: 3	Amt: 35.00							
	Client: 121.01	Phillips/Marcus Real Estate Acquisition				10/26/2018	TCode: 102	A Paid			35.00	Arch
240	NELCO	5065	2094756	102618	112618	129.85		102918	P	U	1	1
	Check order for APS and TAS Checks				Net:	129.85						
	GLS Acct: 8040.00	Office Supplies		Journal: 3	Amt: 129.85							
250	D & B Real Estate Management Company	AUTO		102618	102618	7,500.00			P	U	1	2
	Monthly Rent (Including Electric, Gas & Garbage)				Net:	7,500.00						
	GLS Acct: 8010.00	Office Rent		Journal: 3	Amt: 7,500.00							
700	Clean All Janitorial Services	AUTO		102618	112618	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: 10,037.35	Hold: 0.00	Disc: 0.00	Net: 10,037.35							

Date: 11/26/2018		<b>Invoice by Voucher List GLS Totals</b> Jensen, Martin & Anderson, P.C.			Page: 1
GLS Acct		Journal	Amount		
1210.00	Advanced Client Costs	3	157.50		
8010.00	Office Rent	3	7,500.00		
8040.00	Office Supplies	3	129.85		
8200.00	Professional Services	3	2,250.00		
	<b>Total</b>		<u>10,037.35</u>		

## Aged Unpaid Invoice Report

Date: 11/28/2018		<b>Detail Aged Unpaid Invoice Report</b> Jensen, Martin & Anderson, P.C.							Page: 1
Ref #	Invoice #	Description	+29	+28-15	+14-8	+7-0	-1-7	-8+	Total
<b>(200) United Parcel Service</b>									
3	3243387	Overnight document delivery			75.00				75.00
<b>202 Software Technology, LLC</b>									
7	320559	Purchase Tabs3 Device Interface Program					205.00		205.00
<b>204 Clerk of the District Court</b>									
1		Petition for Dissolution of Marriage Filing Fee					150.00		150.00
<b>250 D &amp; B Real Estate Management Company</b>									
3	KEY	Duplicate Key for building						10.00	10.00
<b>400 Sprint Local &amp; Long Distance</b>									
1	402310760011	November Cell Phone Charges				68.96			68.96
<b>700 Clean All Janitorial Services</b>									
2		Monthly Cleaning Charges (Bi-Weekly Service)				750.00			750.00
<b>Total</b>			<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>

Aged Unpaid Invoice Reports are shown on page 22 and 23. 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 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 22 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. Inactive vendors are indicated by parentheses around the vendor number<sup>1</sup>.

## 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"<sup>1</sup>.
- 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)<sup>1</sup>.

Date: 11/28/2018		<b>Summary Aged Unpaid Invoice Report</b>						Page: 1
		Jensen, Martin & Anderson, P.C.						
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
<b>Total</b>		<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: 11/28/2018		<b>Total Aged Unpaid Invoice Report</b>						Page: 1
		Jensen, Martin & Anderson, P.C.						
		+91	+90-61	+60-31	+30-0	-1-30	-31+	Total
<b>Total</b>		0.00	0.00	0.00	893.96	365.00	0.00	1,258.96

<sup>1</sup> Not shown on the sample report.

## Cash Requirements Report

Date: 11/26/2018

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:									258,675.71	
250	D & B Real Estate Management Company GLS Acct: 5400.00 Contract Labor	5074	KEY Journal:	111318 3 Amt:	111318 10.00	10.00			10.00	3
	Tue 11/13/2018	Amt:	10.00	Hold:	0.00	Disc:	0.00	Net Amt:	10.00	
First Bank Balance:									258,665.71	
204	Clerk of the District Court GLS Acct: 1210.00 Advanced Client Costs	850.00 RON	Journal:	112018 3 Amt:	112018 150.00	150.00			150.00	1
	Client: 850.00 White/Kelly Divorce				10/30/2018	TCode: 109 A Paid			150.00	Arch
	Tue 11/20/2018	Amt:	150.00	Hold:	0.00	Disc:	0.00	Net Amt:	150.00	
First Bank Balance:									258,515.71	
202	Software Technology, LLC GLS Acct: 1442.00 Software	320559	Journal:	112618 3 Amt:	112218 205.00	205.00			205.00	7
	Thu 11/22/2018	Amt:	205.00	Hold:	0.00	Disc:	0.00	Net Amt:	205.00	
First Bank Balance:									258,310.71	
999M	St. Elizabeth Hospital 555 S. 70th St. Lincoln NE 68510 GLS Acct: 1210.00 Advanced Client Costs		Journal:	112318 3 Amt:	112318 85.00	85.00			85.00	1
	Client: 102.00 Gilbert/Andrew C. Auto Accident				11/23/2018	TCode: 104 A Unpaid			85.00	8
	Fri 11/23/2018	Amt:	85.00	Hold:	0.00	Disc:	0.00	Net Amt:	85.00	
First Bank Balance:									258,225.71	
700	Clean All Janitorial Services GLS Acct: 8200.00 Professional Services	AUTO	Journal:	102618 3 Amt:	112618 750.00	750.00			750.00	2
	Mon 11/26/2018	Amt:	750.00	Hold:	0.00	Disc:	0.00	Net Amt:	750.00	
First Bank Balance:									257,475.71	
Bank Acct 1:		Amt:	1,200.00	Hold:	0.00	Disc:	0.00	Net Amt:	1,200.00	
Ending First Bank Balance:									257,475.71	

### Menu

### Checks | Check Preparation | 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, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), 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: 11/26/2018		<b>Summary Cash Requirements Report</b>					Page: 1	
		Jensen, Martin & Anderson, P.C.						
<b>Bank Account: 1 First Bank</b>								
						Beginning First Bank Balance:		258,675.71
<b>Tue 11/13/2018</b>	Amt:	10.00	Hold:	0.00	Disc:	0.00	Net Amt:	10.00
						First Bank Balance:		258,665.71
<b>Tue 11/20/2018</b>	Amt:	150.00	Hold:	0.00	Disc:	0.00	Net Amt:	150.00
						First Bank Balance:		258,515.71
<b>Thu 11/22/2018</b>	Amt:	205.00	Hold:	0.00	Disc:	0.00	Net Amt:	205.00
						First Bank Balance:		258,310.71
<b>Fri 11/23/2018</b>	Amt:	85.00	Hold:	0.00	Disc:	0.00	Net Amt:	85.00
						First Bank Balance:		258,225.71
<b>Mon 11/26/2018</b>	Amt:	750.00	Hold:	0.00	Disc:	0.00	Net Amt:	750.00
						First Bank Balance:		257,475.71
<b>Bank Acct 1:</b>	Amt:	1,200.00	Hold:	0.00	Disc:	0.00	Net Amt:	1,200.00
						Ending First Bank Balance:		257,475.71

## Summary Cash Requirements Report

Date: 11/26/2018

Summary Cash Requirements Report GLS Totals

Jensen, Martin & Anderson, P.C.

Page: 1

Bank Account: 1 First Bank

GLS Acct	Journal	Amount
1210.00 Advanced Client Costs	3	235.00
1442.00 Software	3	205.00
5400.00 Contract Labor	3	10.00
8200.00 Professional Services	3	750.00
	Total	1,200.00

## GLS Summary Page for Cash Requirements Report

Date: 11/26/2018		<b>Total Cash Requirements Report</b>					Page: 1	
		Jensen, Martin & Anderson, P.C.						
		Beginning First Bank Balance:					258,675.71	
<b>Bank Acct 1:</b>	Amt:	1,200.00	Hold:	0.00	Disc:	0.00	Net Amt:	1,200.00
					Ending First Bank Balance:		257,475.71	

## Total Cash Requirements Report

## Definitions for Cash Requirements Report

<b>Date</b>	The Report Date entered when the report was run.
<b>Vendor #</b>	Inactive vendors are indicated by parentheses around the vendor number <sup>1</sup> .
<b>AUTO</b>	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
<b>Inv Date</b>	Invoice Date.
<b>Invoice Amount</b>	Invoice Amount.
<b>Disc Amount</b>	Discount Amount.
<b>Disc Date</b>	The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken <sup>1</sup> . <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>
<b>Net Amount</b>	Invoice Amount minus Discount Amount if applicable. An "H" after the Net Amount indicates that the invoice is on "Hold" <sup>1</sup> . 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 <sup>1</sup> .

## Definitions for Cash Requirements Report – Vendor Totals

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

<sup>1</sup> Not shown on the sample report.

## Pre-Check Register

Date: 11/26/2018

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, LLC							
	320559	112618	112218	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							
		112018	112018	150.00			150.00	1	Petition for Dissolution of Marriage Filing Fee
	GLS Acct:	1210.00	Advanced Client Costs				Journal: 3	Amt:	150.00
	Client:		850.00 White/Kelly Divorce						10/30/2018 TCode: 109 A Paid 150.00 Arch
Check Total:							150.00		
5074	250	D & B Real Estate Management Company							
	KEY	111318	111318	10.00			10.00	3	Duplicate Key for building
	GLS Acct:	5400.00	Contract Labor				Journal: 3	Amt:	10.00
Check Total:							10.00		
AUTO	700	Clean All Janitorial Services							
		102618	112618	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		
	999M	St. Elizabeth Hospital							
		112318	112318	85.00			85.00	1	Medical Records
	GLS Acct:	1210.00	Advanced Client Costs				Journal: 3	Amt:	85.00
	Client:		102.00 Gilbert/Andrew C. Auto Accident						11/23/2018 TCode: 104 A Unpaid 85.00 8
Check Total:							85.00		
Bank Account Total:							1,200.00		

### Menu

[Checks](#) | [Check Preparation](#) | [Pre-Check Register Report](#)

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, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), 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.

**Vendor #** Inactive vendors are indicated by parentheses around the vendor number<sup>1</sup>.

**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. (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** Equivalent to Invoice Amount minus Discount Amount if the invoice included a Discount Amount. *(Note: If a discount is not taken, then the Net Amount will be equal to the Invoice Amount.)* 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.

<sup>1</sup> Not shown on the sample report.

## APS Checks

YOUR COMPANY NAME HERE 123 MAIN STREET ANYWHERE, US					3112						
DATE	DESCRIPTION	INVOICE #	AMOUNT	CHECK DEDUCTION	NET AMOUNT						
11/22/18	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 11/22/18</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 11/22/18	CONTROL NUMBER 3112	TOTALS ▶	Gross: 150.00	Ded: 0.00	Net: 150.00
CHECK DATE 11/22/18	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 11/22/18	CHECK AMOUNT *****\$150.00
*** ONE HUNDRED FIFTY & 00/100 DOLLARS			
<b>PAY</b> 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⑈ ⑆0000000000⑆00000000⑈			

YOUR COMPANY NAME HERE 123 MAIN STREET ANYWHERE, US					3112
Vendor: 204 Clerk of the District Court					
Date	Description	Invoice #	Amount	Disc	Net Amt
11/22/18	Petition for Dissolution of Marriage Filing Fee		150.00		150.00
Check Date	Check #	Gross Amt	Disc Amt	Net Amt	
11/22/18	3112	150.00	0.00	150.00	

NELCO [L1445HB] 1868213

Nelco Check Layout L1445

### Menu

[Checks | Print Checks](#)

The checks shown on page 29, page 31, and page 32 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 29 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 31 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

<b>Date (check stub)</b>	Invoice Date.
<b>Date (check form)</b>	Check Date.
<b>Description</b>	The entire description prints on the check stub (up to 60 characters per invoice).
<b>Memo</b>	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.

<b>COMPANY NAME</b> 123 Main Street, Anywhere, US 12345		<b>1572</b>																		
<b>DATE</b>	<b>DESCRIPTION</b>	<b>INVOICE #</b>	<b>CHECK</b>	<b>AMOUNT</b>	<b>DEDUCTION</b>	<b>NET AMOUNT</b>														
11/22/18	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%;"><b>CHECK DATE</b></td> <td style="width: 15%;"><b>CONTROL NUMBER</b></td> <td style="width: 10%;"><b>TOTALS</b></td> <td style="width: 10%;"><b>Gross:</b></td> <td style="width: 10%;"><b>Ded:</b></td> <td style="width: 10%;"><b>Net:</b></td> <td style="width: 10%;"></td> </tr> <tr> <td>11/22/18</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> <td></td> </tr> </table>							<b>CHECK DATE</b>	<b>CONTROL NUMBER</b>	<b>TOTALS</b>	<b>Gross:</b>	<b>Ded:</b>	<b>Net:</b>		11/22/18	1572		150.00	0.00	150.00	
<b>CHECK DATE</b>	<b>CONTROL NUMBER</b>	<b>TOTALS</b>	<b>Gross:</b>	<b>Ded:</b>	<b>Net:</b>															
11/22/18	1572		150.00	0.00	150.00															

<b>Your Company Name</b> 124 Main Street Anywhere, US 12345 Ph. 555.555.5555 Fx. 555.555.5556	<b>YOUR BANK NAME HERE</b> ANYTOWN, US 66-85/531	<b>1572</b>
<b>DATE</b>		<b>AMOUNT</b>
11/22/18		*****\$150.00
*** ONE HUNDRED FIFTY & 00/100 DOLLARS		
<b>PAY</b> 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⑈ ⑈01111111⑈0000000000⑈

<b>COMPANY NAME</b> 123 Main Street, Anywhere, US 12345		<b>1572</b>			
<b>Vendor:</b> 204 Clerk of the District Court					
<b>Date</b>	<b>Description</b>	<b>Invoice #</b>	<b>Amount</b>	<b>Disc</b>	<b>Net Amt</b>
11/22/18	Petition for Dissolution of Marriage Filing Fee		150.00		150.00
<b>Check Date</b>	<b>Check #</b>	<b>Gross Amt</b>	<b>Disc Amt</b>	<b>Net Amt</b>	
11/22/18	1572	150.00	0.00	150.00	

NELCO [L1572HB] 3449940

Nelco Check Layout L1572

<b>YOUR COMPANY NAME HERE</b> 123 Main Street				<b>13826</b>							
DATE	DESCRIPTION	INVOICE #	AMOUNT	CHECK DEDUCTION	NET AMOUNT						
11/22/18	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 11/22/18</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 11/22/18	CONTROL NUMBER 13826	TOTALS ▶	Gross: 150.00	Ded: 0.00	Net: 150.00
CHECK DATE 11/22/18	CONTROL NUMBER 13826	TOTALS ▶	Gross: 150.00	Ded: 0.00	Net: 150.00						

<b>YOUR COMPANY NAME HERE</b> <b>www.yourcompany.com</b> 123 Main Street Anywhere, US 12345 Phone: (555) 555-5551 Fax: (555) 555-5552	<b>YOUR BANK NAME HERE</b> ANYTOWN, US 66-85/531
--	--

	DATE	AMOUNT
	11/22/18	****\$150.00

\*\*\* ONE HUNDRED FIFTY & 00/100 DOLLARS

<b>PAY</b> 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
--	--

<b>YOUR COMPANY NAME HERE</b> 123 Main Street		<b>13826</b>			
Vendor: 204 Clerk of the District Court					
Date	Description	Invoice #	Amount	Disc	Net Amt
11/22/18	Petition for Dissolution of Marriage Filing Fee		150.00		150.00
Check Date	Check #	Gross Amt	Disc Amt	Net Amt	
11/22/18	13826	150.00	0.00	150.00	

NELCO [L1572AHB] 3271113

Nelco Check Layout L1572A



## Check Register

Date: 11/26/2018		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		072618	225.00	072618	225.00	24995 M	1
200	United Parcel Service Overnight document delivery	200.01MLJ	3243387	062618	75.00	062618	75.00	25002 M	1
250	D & B Real Estate Management Company Monthly Rent (Including Electric, Gas & Garbage)	AUTO		102218	7,500.00	102618	7,500.00	25645	1
700	Clean All Janitorial Services Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		102218	750.00	102618	750.00	25646	1
200	United Parcel Service Overnight document delivery		3243387	102618	75.00	103018	75.00	25647	2
225	Jackson/Wylinda Catering/Firm Retreat			102618	1,500.00	103018	1,500.00	25648	1
250	D & B Real Estate Management Company Monthly Rent (Including Electric, Gas & Garbage)	AUTO		102618	7,500.00	103018	7,500.00	25649	2
202	Software Technology, LLC								
	Software Maintenance Agreement Tabs3		312205	112018	490.00	112318	490.00	25650	1
	Software Maintenance Agreement Tabs3 General Ledger		312206	112018	239.00	112318	239.00		2
	Software Maintenance Agreement Tabs3 Accounts Payable		312207	112018	239.00	112318	239.00		3
	Software Maintenance Agreement Tabs3 Trust Accounting		312208	112018	239.00	112318	239.00		4
	Software Maintenance Agreement PracticeMaster (9 Users)		312209	112018	800.00	112318	800.00		5
	Software Maintenance Agreement Tabs3 Taskbill		312210	112018	105.00	112318	105.00		6
	Check Totals:				2,112.00		2,112.00		
240	NELCO Check order for APS and TAS Checks	5065	2094756	102618	129.85	112318	129.85	25651	1
400	Sprint Local & Long Distance November Cell Phone Charges		402310760011	112018	68.96	112018	**VOID**	25652 M	2
225	Wylinda Jackson Holiday Party			122417	750.00	122417	750.00	25653 M	2
200	United Parcel Service Postage		3243387	062718	75.00	062718	75.00	25654	3
204	Clerk of the District Court Filing fee			062718	75.00	062718	75.00	25655	2
204	Clerk of the District Court Filing fee			082018	75.00	082018	75.00	25657	3
325	Professional Messenger Services Courier Fee			092118	20.00	092118	20.00	25659	2
325	Professional Messenger Services Courier Fee			092418	25.00	092418	25.00	25660	4
325	Professional Messenger Services Courier Fee			102618	47.50	102618	47.50	25663	1
	Courier Fee			102618	35.00	102618	35.00		3
	Check Totals:				82.50		82.50		
400	Sprint Local & Long Distance November Cell Phone Charges		402310760011	112018	68.96	112618	68.96	EFT U	1
Bank Account Totals:					21,038.31		21,038.31		
Voided checks/EFTs are NOT included in the totals.									

### Menu

### Checks | 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 specify to include or exclude printed checks, manual checks, or EFTs. You can also specify to include posted checks and EFTs, unposted checks and EFTs, or both. Inactive vendors are indicated by parentheses around the vendor number<sup>1</sup>.

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, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), 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

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

### Definitions for Check Register – Bank Account Totals

<b>Invoice Amount</b>	Total of all invoice amounts for all vendors on the report.
<b>Amount Paid</b>	Total of all checks on the report.

<sup>1</sup> Not shown on the sample reports.

*Accounts Payable Report Pack*

Date: 11/26/2018

**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 #
250	D & B Real Estate Management Company Monthly Rent (Including Electric, Gas & Garbage) GLS Acct: 8010.00 Office Rent	AUTO Journal:	3 Amt:	102218 7,500.00	7,500.00	102618	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:	102218 750.00	750.00	102618	750.00	25646	1
200	United Parcel Service Overnight document delivery GLS Acct: 1210.00 Advanced Client Costs  Client: 121.01 Phillips/Marcus Real Estate Acquisition	3243387 Journal:	3 Amt:	102618 75.00	75.00	103018	75.00	25647	2
				10/26/2018	TCode: 102 A Paid		75.00	Arch	
225	Jackson/Wylinda Catering/Firm Retreat GLS Acct: 8200.00 Professional Services	Journal:	3 Amt:	102618 1,500.00	1,500.00	103018	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:	102618 7,500.00	7,500.00	103018	7,500.00	25649	2
202	Software Technology, LLC Software Maintenance Agreement Tabs3 GLS Acct: 8080.00 Software Maintenance	312205 Journal:	3 Amt:	112018 490.00	490.00	112318	490.00	25650	1
	Software Maintenance Agreement Tabs3 General Ledger GLS Acct: 8080.00 Software Maintenance	312206 Journal:	3 Amt:	112018 239.00	239.00	112318	239.00		2
	Software Maintenance Agreement Tabs3 Accounts Payable GLS Acct: 8080.00 Software Maintenance	312207 Journal:	3 Amt:	112018 239.00	239.00	112318	239.00		3
	Software Maintenance Agreement Tabs3 Trust Accounting GLS Acct: 8080.00 Software Maintenance	312208 Journal:	3 Amt:	112018 239.00	239.00	112318	239.00		4
	Software Maintenance Agreement PracticeMaster (9 Users) GLS Acct: 8080.00 Software Maintenance	312209 Journal:	3 Amt:	112018 800.00	800.00	112318	800.00		5
	Software Maintenance Agreement Tabs3 Taskbill GLS Acct: 1442.00 Software	312210 Journal:	3 Amt:	112018 105.00	105.00	112318	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 Journal:	2094756 3 Amt:	102618 129.85	129.85	112318	129.85	25651	1
400	Sprint Local & Long Distance November Cell Phone Charges		402310760011	112018	68.96	112018	**VOID**	25652 M	2
325	Professional Messenger Services Courier Fee GLS Acct: 1210.00 Advanced Client Costs  Client: 101.00 Williams/John State v. Williams	Journal:	3 Amt:	102618 47.50	47.50	102618	47.50	25663	1
				10/26/2018	TCode: 102 A Paid		47.50	Arch	
	Courier Fee GLS Acct: 1210.00 Advanced Client Costs	Journal:	3 Amt:	102618 35.00	35.00	102618	35.00		3
	Client: 121.01 Phillips/Marcus Real Estate Acquisition			10/26/2018	TCode: 102 A Paid		35.00	Arch	
	Check Totals:				82.50		82.50		
400	Sprint Local & Long Distance November Cell Phone Charges GLS Acct: 8090.00 Telephone	Journal:	402310760011 3 Amt:	112018 68.96	68.96	112618	68.96	EFT U	1
	Bank Account Totals:				19,718.31		19,718.31		
	Voided checks/EFTs are NOT included in the totals.								

Date: 11/26/2018

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

Page: 1

**Bank Account: 1 First Bank**

GLS Acct	Journal	Amount
1210.00 Advanced Client Costs	3	157.50
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
8090.00 Telephone	3	68.96
8200.00 Professional Services	3	2,250.00
<b>Total</b>		<b>19,718.31</b>

## Voided Check List

Date: 11/28/2018

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	11/28/2018	DANIEL	3243387	75.00
25652	400	11/23/2018	DANIEL	402310760011	68.96
Bank Acct Total:					143.96

### Menu

[Checks](#) | [Voided Checks](#) | [Voided Check List](#)

The Voided Check List offers an audit trail of voided checks and EFTs 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

<b>Date (Heading)</b>	The Report Date entered when the report was run.
<b>Check #</b>	A check number of "EFT" indicates the invoice is an electronic funds transfer.
<b>Vendor #</b>	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.
<b>Date</b>	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.
<b>User ID</b>	User ID of the user who voided the check.

## Vendor Analysis Report

Date: 11/28/2018

Accounts Payable TD Vendor Analysis Report

Jensen, Martin & Anderson, P.C.

Page: 1

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, LLC		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

### Menu

[Reports](#) | [Vendors](#) | [Vendor Analysis Report](#)

The Vendor Analysis Report shows the cumulative paid posted 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. Inactive vendors are indicated by parentheses around the vendor number<sup>1</sup>.

### Definitions for Vendor Analysis Report

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

<sup>1</sup> Not shown on the sample report.

## Paid Invoices by Vendor Report

Date: 11/28/2018		<b>Paid Invoices by Vendor Report</b> Jensen, Martin & Anderson, P.C.						Page: 1	
Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number	Ref #
<b>(200)</b>	<b>United Parcel Service</b>								
	Overnight document delivery	200.01MLJ	3243387	062818	75.00	062818	75.00	25002-1 M	1
	Overnight document delivery		3243387	102818	75.00	102518	75.00	25647-1	2
	<b>Vendor Totals</b>				150.00		150.00		
<b>202</b>	<b>Software Technology, LLC</b>								
	Software Maintenance Agreement Tabs3		312205	112218	490.00	112518	490.00	25650-1	1
	Software Maintenance Agreement Tabs3 General Ledger		312206	112218	239.00	112518	239.00	25650-1	2
	Software Maintenance Agreement Tabs3 Accounts Payable		312207	112218	239.00	112518	239.00	25650-1	3
	Software Maintenance Agreement Tabs3 Trust Accounting		312208	112218	239.00	112518	239.00	25650-1	4
	Software Maintenance Agreement PracticeMaster (9 Users)		312209	112218	800.00	112518	800.00	25650-1	5
	Software Maintenance Agreement Tabs3 Taskbill		312210	112218	105.00	112518	105.00	25650-1	6
	<b>Vendor Totals</b>				2,112.00		2,112.00		
<b>203</b>	<b>Clerk of the County Court</b>								
	Documentation Fee, Filing Fee, and Sheriff Service Fee	200.01PAM		072818	225.00	072818	225.00	24995-1 M	1
	Documentation Fee, Filing Fee, and Sheriff Service Fee	101.00MLJ		112818	225.00	112818	225.00	25654-1 M U	2
	<b>Vendor Totals</b>				450.00		450.00		
<b>225</b>	<b>Jackson/Wylinda</b>								
	Catering/Firm Retreat			102118	1,500.00	102518	1,500.00	25648-1	1
	Holiday Party			122717	750.00	122717	750.00	25653-1 M	2
	<b>Vendor Totals</b>				2,250.00		2,250.00		
<b>240</b>	<b>NELCO</b>								
	Check order for APS and TAS Checks	5065	2094756	102818	129.85	112518	129.85	25651-1	1
	<b>Vendor Totals</b>				129.85		129.85		
<b>250</b>	<b>D &amp; B Real Estate Management Company</b>								
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		101718	7,500.00	102818	7,500.00	25645-1	1
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		102818	7,500.00	102518	7,500.00	25649-1	2
	<b>Vendor Totals</b>				15,000.00		15,000.00		
<b>700</b>	<b>Clean All Janitorial Services</b>								
	Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		101718	750.00	102818	750.00	25646-1	1
	<b>Vendor Totals</b>				750.00		750.00		
<b>Grand Totals</b>					20,841.85		20,841.85		

### Menu

[Reports](#) | [Invoices](#) | [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. Invoices, manual checks, and EFTs 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 and EFTs, unposted checks and EFTs, 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. Inactive vendors are indicated by parentheses around the vendor number<sup>1</sup>.

## Definitions for Paid Invoices by Vendor Report

<b>Date</b>	The Report Date entered when the report was run.
<b>Inv Amount</b>	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.
<b>Check Number</b>	The single digit following the dash in the Check Number represents the bank account the check or EFT was written from. 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. A check number of "EFT" indicates the invoice is an electronic funds transfer <sup>1</sup> .
<b>Ref #</b>	Reference number identifying the transaction for editing purposes.
<b>AUTO</b>	(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.

<sup>1</sup> Not shown on the sample report.

## 1099 Report & 1099 Form

Date: 11/28/2018		<b>Accounts Payable 1099 Report</b>		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	
<b>Grand Total:</b>			17,250.00		
Totals for Box 1:			15,000.00		
Totals for Box 7:			2,250.00		

### Menu

[Reports](#) | [1099 Information](#) | [1099 Report](#)  
[Reports](#) | [1099 Information](#) | [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 and EFTs 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 or EFTs 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. If specified in System Configuration, the Firm's State ID # will print in Box 17<sup>1</sup>.

## 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 #). On the 1099 Report, inactive vendors are indicated by parentheses around the vendor number<sup>1</sup>.

**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.)*

<sup>1</sup> Not shown on the sample report.



9595 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No: 1545-0115		<b>Miscellaneous Income</b>  <b>Copy A</b> <b>For Internal Revenue Service Center</b>  <b>File with Form 1096.</b>  <b>For Privacy Act and Paperwork Reduction Act Notice, see the 2018 General Instructions for Certain Information Returns.</b>
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents	2018	
Jensen, Martin & Anderson, P.C. 1621 Cushman Drive Lincoln, NE 68512 Phone: 402-419-2200		2 Royalties	Form 1099-MISC	
PAYER'S federal identification number	RECIPIENT'S identification number	3 Other income	4 Federal income tax withheld	<b>Copy A</b> <b>For Internal Revenue Service Center</b>  <b>File with Form 1096.</b>  <b>For Privacy Act and Paperwork Reduction Act Notice, see the 2018 General Instructions for Certain Information Returns.</b>
	43-433252	5 Fishing boat proceeds	6 Medical and health care payments	
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	
Wylinda Jackson		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	
Street address (including apt. no.)		11	12	
Suite 257		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney	
3423 Crooked Creek Road		15a Section 409A deferrals	15b Section 409A income	
City or town, state or province, country, and ZIP or foreign postal code		16 State tax withheld	17 State/Payer's state no.	
Atlanta GA 33432		18 State income		
Account number (see instructions)		2nd TIN not <input type="checkbox"/>		

Form 1099-MISC

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9595 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No: 1545-0115		<b>Miscellaneous Income</b>  <b>Copy A</b> <b>For Internal Revenue Service Center</b>  <b>File with Form 1096.</b>  <b>For Privacy Act and Paperwork Reduction Act Notice, see the 2018 General Instructions for Certain Information Returns.</b>
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents	2018	
Jensen, Martin & Anderson, P.C. 1621 Cushman Drive Lincoln, NE 68512 Phone: 402-419-2200		2 Royalties	Form 1099-MISC	
PAYER'S federal identification number	RECIPIENT'S identification number	3 Other income	4 Federal income tax withheld	<b>Copy A</b> <b>For Internal Revenue Service Center</b>  <b>File with Form 1096.</b>  <b>For Privacy Act and Paperwork Reduction Act Notice, see the 2018 General Instructions for Certain Information Returns.</b>
	47-8383182	5 Fishing boat proceeds	6 Medical and health care payments	
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	
D & B Real Estate Management Company		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	
Street address (including apt. no.)		11	12	
7589 Van Gogh Street		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney	
P.O. Box 64352		15a Section 409A deferrals	15b Section 409A income	
City or town, state or province, country, and ZIP or foreign postal code		16 State tax withheld	17 State/Payer's state no.	
Lincoln NE 68501		18 State income		
Account number (see instructions)		2nd TIN not <input type="checkbox"/>		

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