

How To Print AP Transactions by GL Account Report

Here are the steps on how to print AP Transactions by GL Account Report

1. Open Reports Viewer screen of AP Transactions by GL Account Report: (See [How To Print Accounts Payable Reports](#))

The screenshot shows the 'Report Viewer - AP Transactions by GL Account' interface. The filter criteria are set to 'strVendorIdName' equal to '1005356 - Test Vendor Inv' and 'strAccountID' equal to '20000-0001-000'. The report displays the following data:

Test Vendor Inv
4242 Flagstaff Cove
Fort Wayne

AP Transaction by GL Account
Friday, October 6, 2017
02:08:24 PM

Account Id: 20000-0001-000 - Accounts Payable

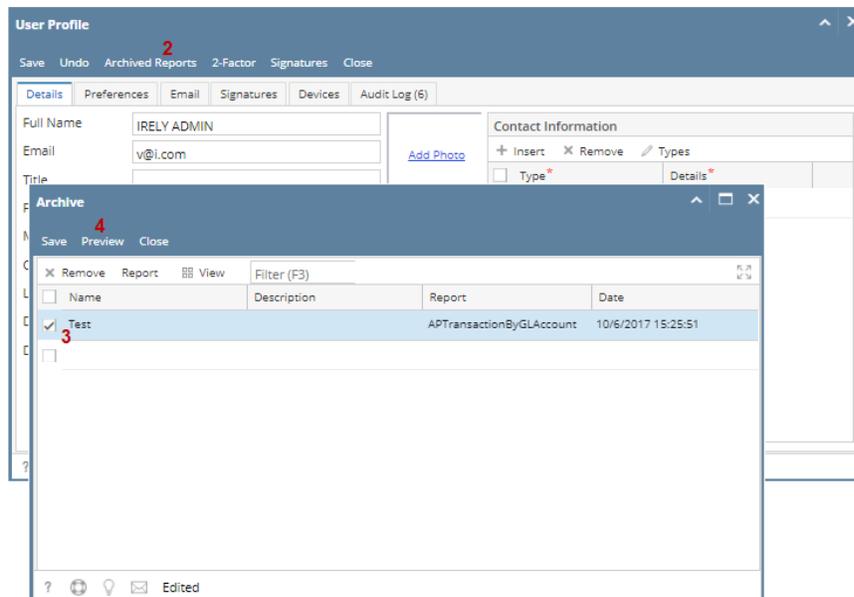
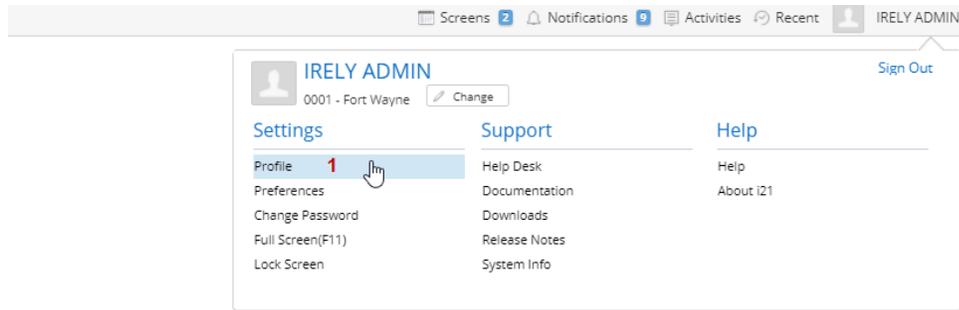
Date	Bill No	Description	Vendor	Terms	Due Date	Total	
09/11/2017	BL-20830		1005356 - Test Vendor Inv	Due on Receipt	09/11/2017	670.40	
Item	Misc Description	Detail Account Desc	Detail Account Id	Tax Id	Prepaid Account	Detail Discount	Detail Total Cost
AP Item		Pending Accounts Payable	21000-0001-000			0.00	500.00
Other Charge Item		Pending Accounts Payable	21000-0001-000			0.00	150.00
Total :						1,340.80	
Grand Total :						1,340.80	
Number of Transactions :						2.00	

2. Fill out on the **Selection Criteria** section. User can either select on the drop down list or manually enter values on the criteria fields. If fields are left blank, all transaction records will be included on the report.

The screenshot shows the 'Report Viewer - AP Transactions by GL Account' interface with the filter criteria section expanded. The 'Filter Field' dropdown is selected, and the 'Condition' field is empty. The 'From' and 'To' fields are also empty, and the 'Operator' dropdown is set to 'AND'.

- **Save** - Users can save their preferred multiple filters using the 'Save' button. The next time that user will open the screen, filters are automatically saved without entering a new one.
- **Archive**
 - Users can archive the reports by Generating the report > Click Archive > Enter the Name and Description.

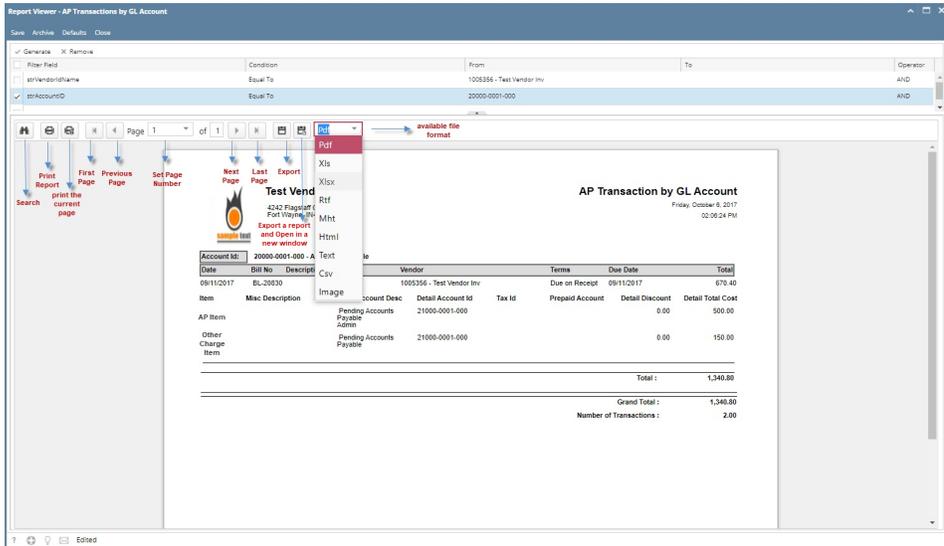
- View the archived report in Users Profile > Archived Reports > Preview



- Default - Users enter a new filters and want to set back their default filters. Just click the **Defaults** toolbar button to automatically reflect the default filters that has been set.
- Remove - Users can remove the filters by selecting the filters > click **Remove**.

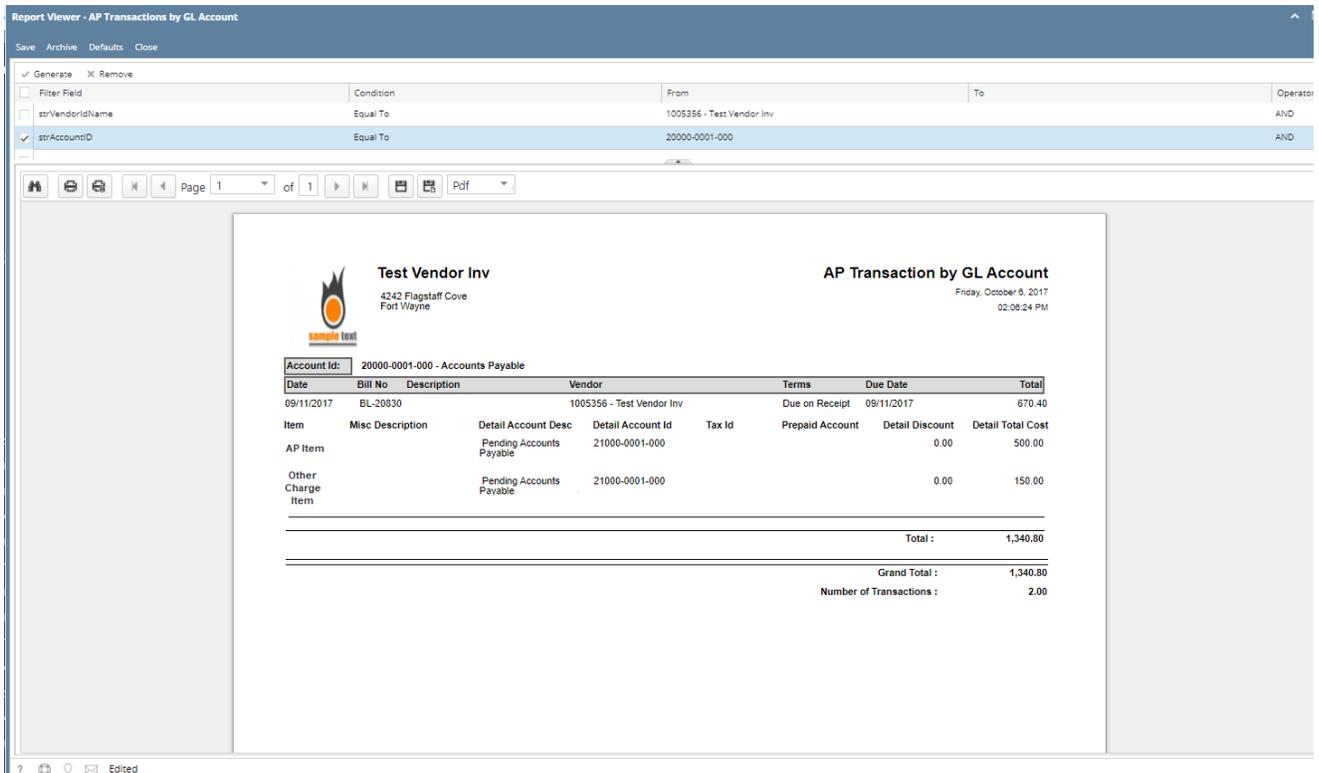
3. Preview and Print Reports

- Generate - Click the 'Generate' button to preview the report.
- Search - Search a sentence or word and the results will be highlighted.
- Print - Print the report. After clicking Generate > Transactions are generated > Click Print.
- Print the Current Page - Only the current page will be printed.
- Set Page Number - If transactions are more than one (1) pages, user has options to view to either select or manually enter the number of page. Or user can also navigate to other pages as soon as they can using first page, previous page, next page, and last page buttons.
- Export - Export buttons using different file type are also available. Click Generate > Select file type > Export a report and save to disk button. This automatically downloads the exported file based on the selected file type.
- Export a Report and Open in New Window - Report will be exported and open in a new window

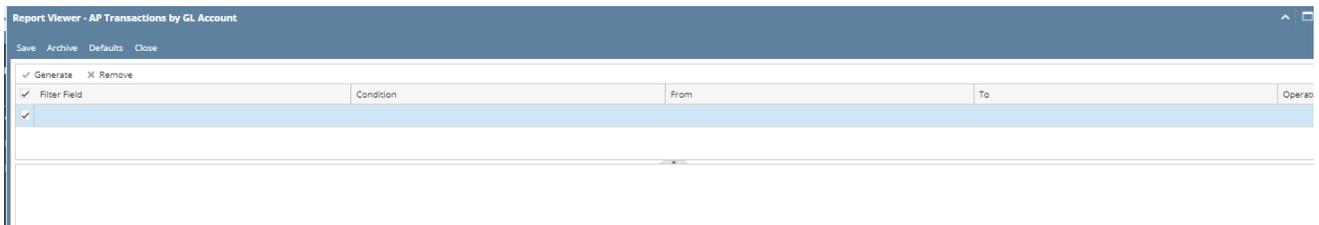


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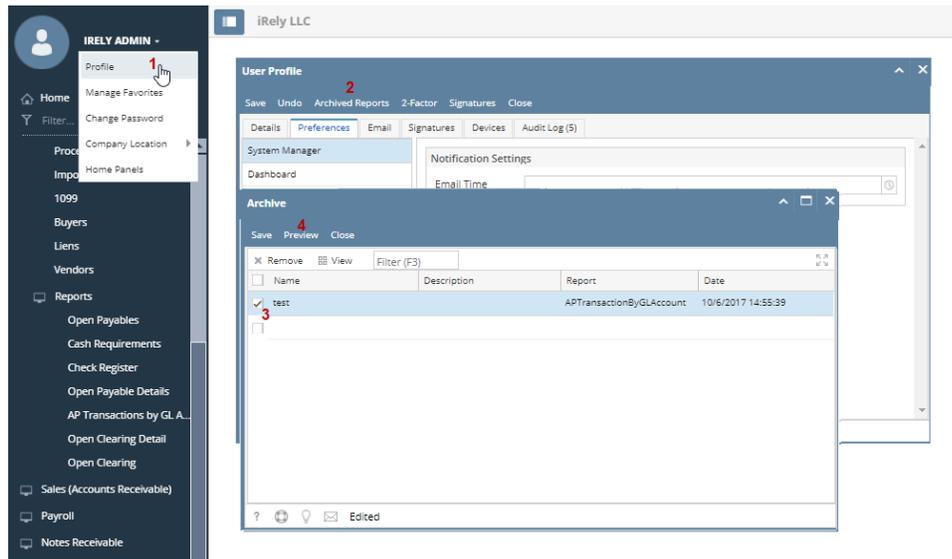
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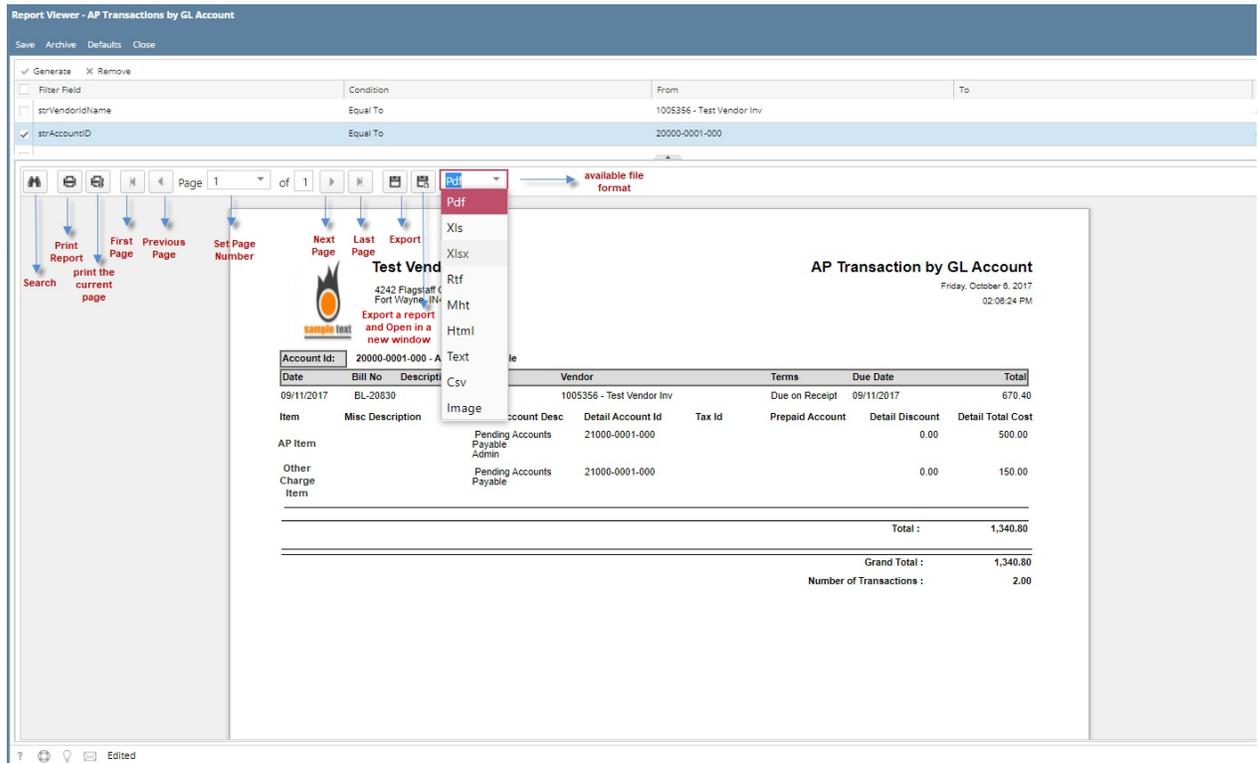
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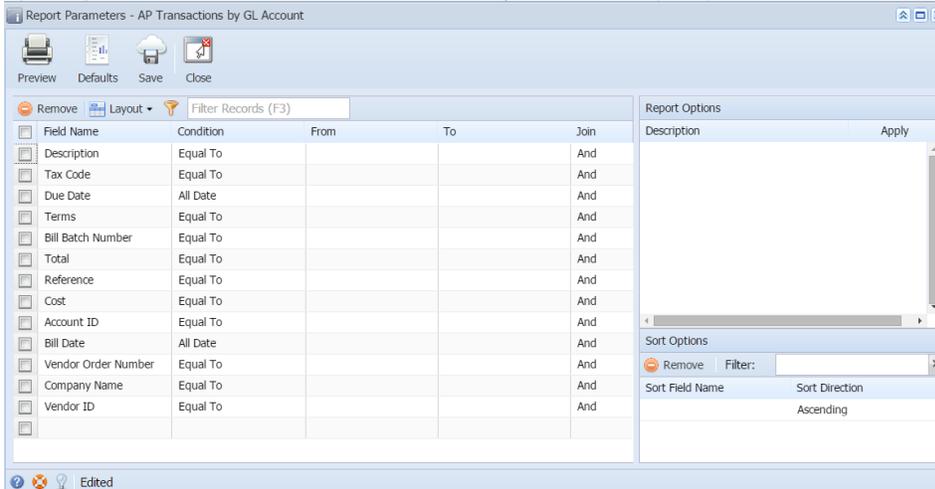
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- **Export a Report and Open in New Window** - Report will be exported and open in a new window

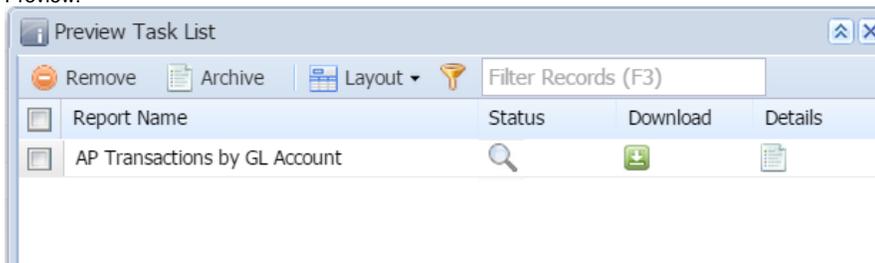


Here are the steps on how to print AP Transactions by GL Account Report:

1. Open **Report Parameters** screen of **AP Transactions by GL Account** report. (See [How To Print Accounts Payable Reports](#))



2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the **Field Name** column. If field is left blank, all records will be included in the report.
3. Preview the report by clicking the **Preview** toolbar button.
 - a. If generated report has more than 10 pages, **Preview Task List** screen will open. Click on the **magnifying glass** icon to open Report Preview.



b. If generated report is 10 pages or less, **Report Preview** window will open automatically.

AP Transactions by GL Account **iRely Grain and Ag Co**
 Wednesday, July 1, 2015
 04:01:57 PM

Account Id: 22222-1099 - AP's Payables-Admin

Date	Bill No	Description	Vendor	Terms	Due Date	Tax Id	Total
06/24/2015	BL-45658	*test	V100 - AP's Sample Vendor	3% 5 Net 15	07/09/2015		172.40
Total :							172.40

Account Id: 26000-0000 - ACCOUNT PAYABLE -

Date	Bill No	Description	Vendor	Terms	Due Date	Tax Id	Total
10/07/2014	BL-5	*test	V100 - AP's Sample Vendor	3% 5 Net 15	10/07/2014		9.00
07/20/2011	BL-16	*test	V100 - AP's Sample Vendor	3% 5 Net 15	08/15/2011		694.38
09/22/2011	RCV-1	*test	V100 - AP's Sample Vendor	3% 5 Net 15	11/17/2011		-103.50
09/29/2011	BL-17	*test	V100 - AP's Sample Vendor	3% 5 Net 15	10/24/2011		810.19
10/20/2011	BL-18	*test	V100 - AP's Sample Vendor	3% 5 Net 15	11/14/2011		388.58
11/03/2011	RCV-2	*test	V100 - AP's Sample Vendor	3% 5 Net 15	11/14/2011		-650.00
08/30/2010	BL-19	*test	V100 - AP's Sample Vendor	3% 5 Net 15	09/13/2010		1,757.60
08/28/2009	BL-20	*test	V100 - AP's Sample Vendor	3% 5 Net 15	09/04/2009		9,524.00
08/28/2009	BL-21	*test	V100 - AP's Sample Vendor	3% 5 Net 15	09/04/2009		14,026.00
08/28/2009	BL-22	*test	V100 - AP's Sample Vendor	3% 5 Net 15	09/04/2009		1,228.36
08/28/2009	BL-23	*test	V100 - AP's Sample Vendor	3% 5 Net 15	09/04/2009		7,520.24
08/30/2010	BL-24	*test	V100 - AP's Sample Vendor	3% 5 Net 15	09/13/2010		5,775.00
Total :							224,310,418.18

Account Id: 27110-0000 - AP UNPRICED -

Date	Bill No	Description	Vendor	Terms	Due Date	Tax Id	Total
11/12/2014	BL-45608	*test	V100 - AP's Sample Vendor	3% 5 Net 15	11/12/2014		100.00
Total :							100.00

Grand Total : 224,310,690.58
Number of Transactions : 48,960.00

Printed by : AGADMIN Page 2174 of 2174

Here are the steps on how to print AP Transactions by GL Account Report:

1. Open **Report Parameters** screen of **AP Transactions by GL Account** report. (See [How To Print Accounts Payable Reports](#))

Report Parameters - AP Transactions by GL Account

Preview Save Close

Delete Filter:

Field Name	Condition	From	To	Join
<input type="checkbox"/> Description	Equal To			And
<input type="checkbox"/> Tax Code	Equal To			And
<input type="checkbox"/> Due Date	Equal To			And
<input type="checkbox"/> Terms	Equal To			And
<input type="checkbox"/> Bill Batch Number	Equal To			And
<input type="checkbox"/> Total	Equal To			And
<input type="checkbox"/> Reference	Equal To			And
<input type="checkbox"/> Cost	Equal To			And
<input type="checkbox"/> Account ID	Equal To			And
<input type="checkbox"/> Bill Date	Equal To			And
<input type="checkbox"/> Vendor Order Number	Equal To			And
<input type="checkbox"/> Company Name	Equal To			And
<input checked="" type="checkbox"/> Vendor ID	Equal To			And

Report Options

Description Apply

Sort Options

Delete Filter:

Sort Field Name Sort Direction

Ascending

Edited

2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.

3. Preview the report by clicking the **Preview** toolbar button. The report looks like this:

AP Transactions by GL Account iRely Grain and Ag Co

Wednesday, September 17, 2014
01:09:56 AM

Account Id: 25050-0000 - ACCOUNTS PAYABLE

Date	Bill No	Description	Vendor	Terms	Due Date	Tax Id	Total
09/16/2014	BL-1		0000000001 -Sample Company	Due on Receipt	09/16/2014		50.00
09/16/2014	BL-6		0000000001 -Sample Company	Due on Receipt	09/16/2014		25.00
09/16/2014	BL-7		0000000001 -Sample Company	Due on Receipt	09/16/2014		90.00
09/16/2014	BL-8		0000000001 -Sample Company	Due on Receipt	09/16/2014		15.00
09/16/2014	BL-9		0000000001 -Sample Company	Due on Receipt	09/16/2014		100.00
09/16/2014	BL-10		0000000001 -Sample Company	Due on Receipt	09/16/2014		150.00
09/16/2014	BL-11		0000000001 -Sample Company	Due on Receipt	09/16/2014		200.00
Total :							630.00
Grand Total :							630.00
Number of Transactions :							7.00