

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


- Report Viewer - AP Transactions by GL Account**

Save Archive Defaults Close

Generate Remove

| Filter Field | Condition | From | To | Operator |
|-----------------|-----------|---------------------------|----|----------|
| strVendorIdName | Equal To | 1005356 - Test Vendor Inv | | AND |
| strAccountID | Equal To | 20000-0001-000 | | AND |

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Test Vendor Inv
 4242 Flagstaff Cove
 Fort Wayne

AP Transaction by GL Account
 Friday, October 6, 2017
 02:09:24 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 | |

- Report Viewer - AP Transactions by GL Account**

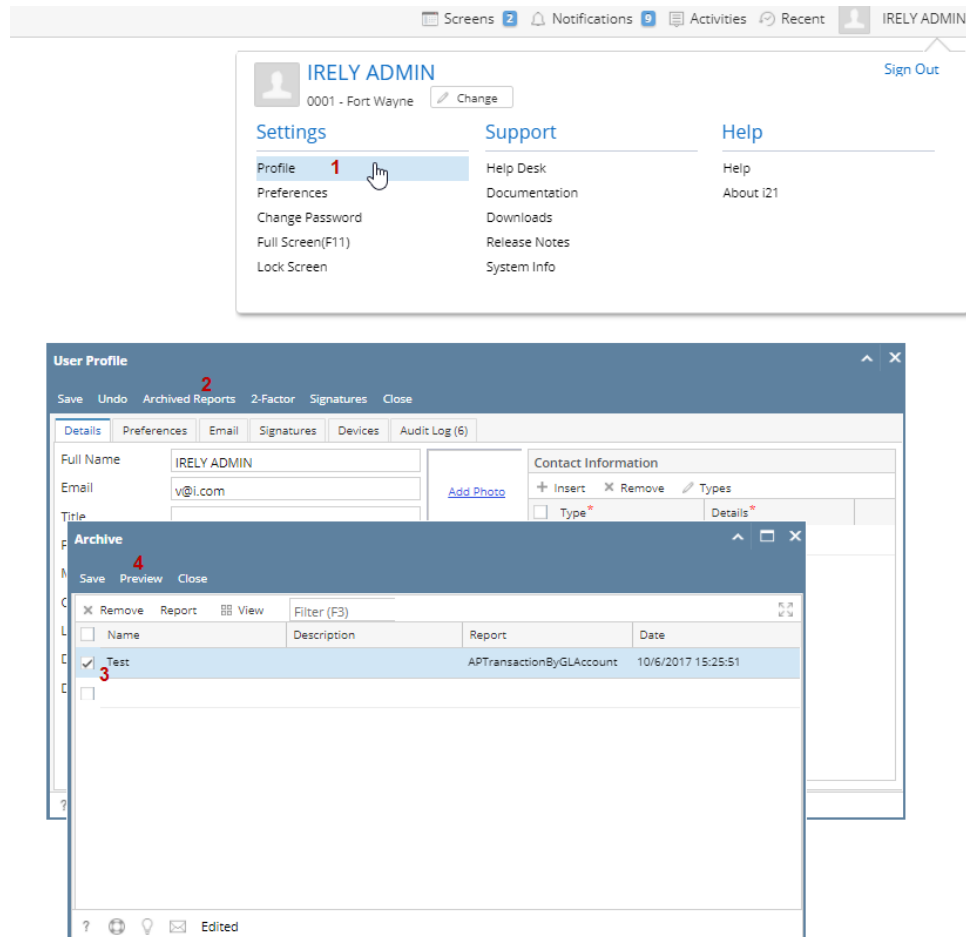
Save Archive Defaults Close

✓ Generate ✕ Remove

| | | | | |
|----------------|-----------|------|----|----------|
| ✓ Filter Field | Condition | From | To | Operator |
| | | | | |

- **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.

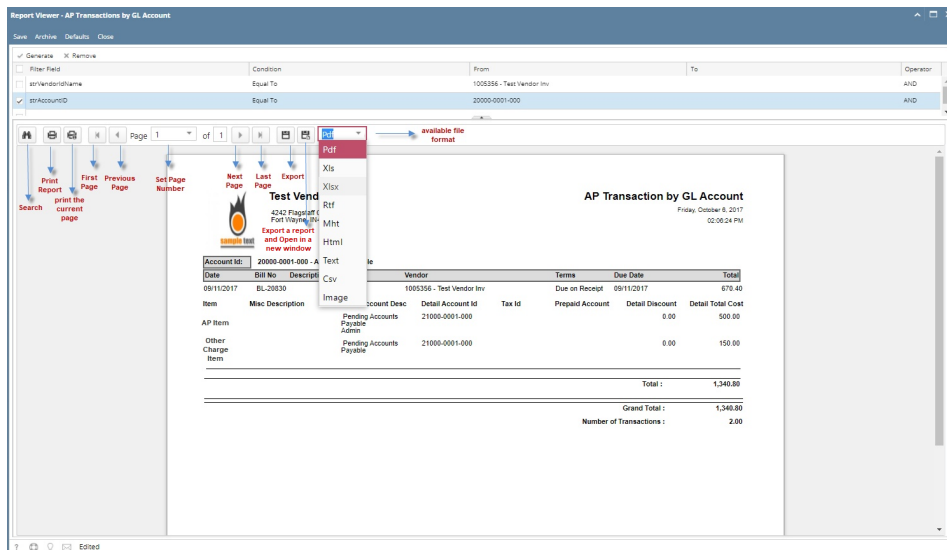
- View the archived report in Users Profile > Archived Reports > Preview



- **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**.

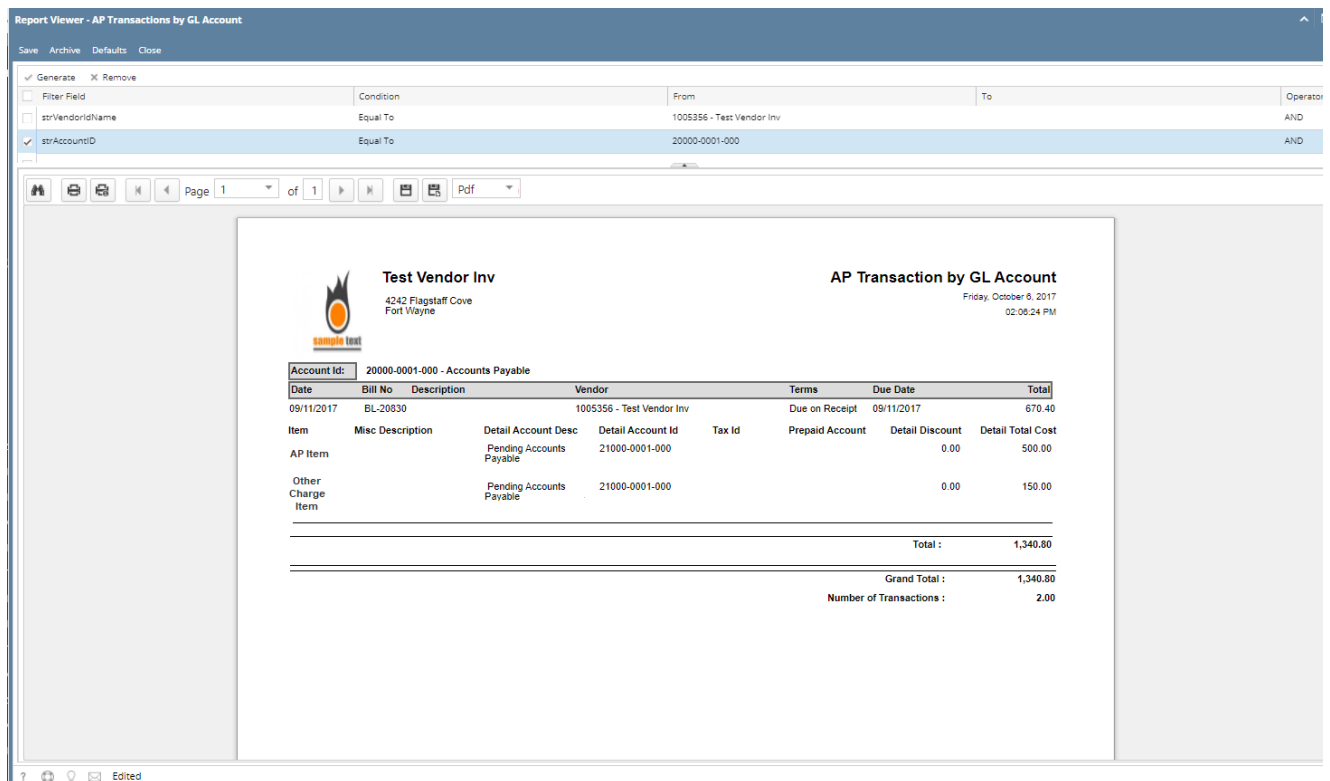
3. Preview and Print Reports

- **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

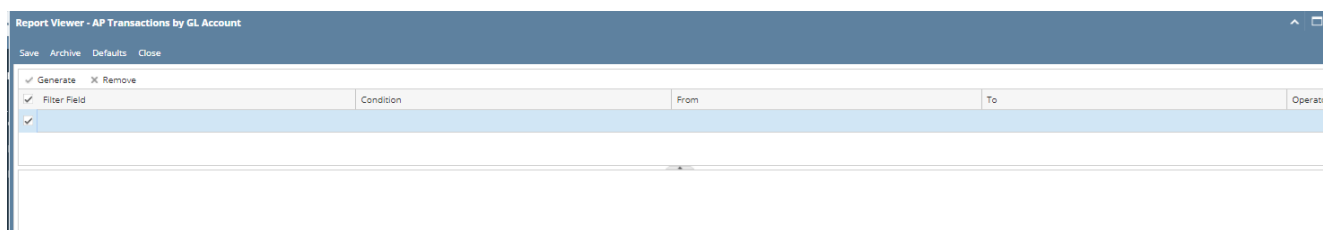


Here are the steps on how to print AP Transactions by GL Account Report

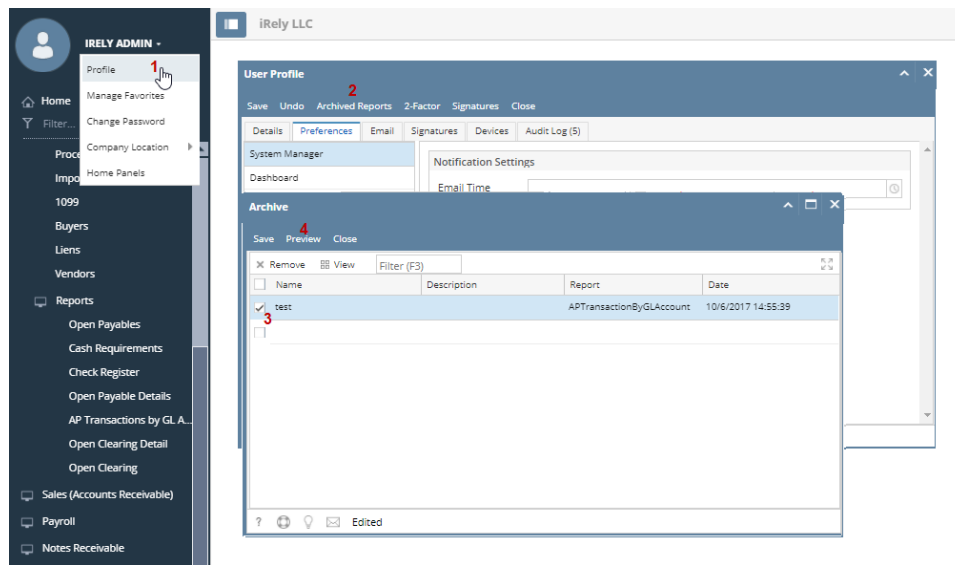
1. Open Reports Viewer screen of AP Transactions by GL Account Report: (See [How To Print Accounts Payable Reports](#))



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.



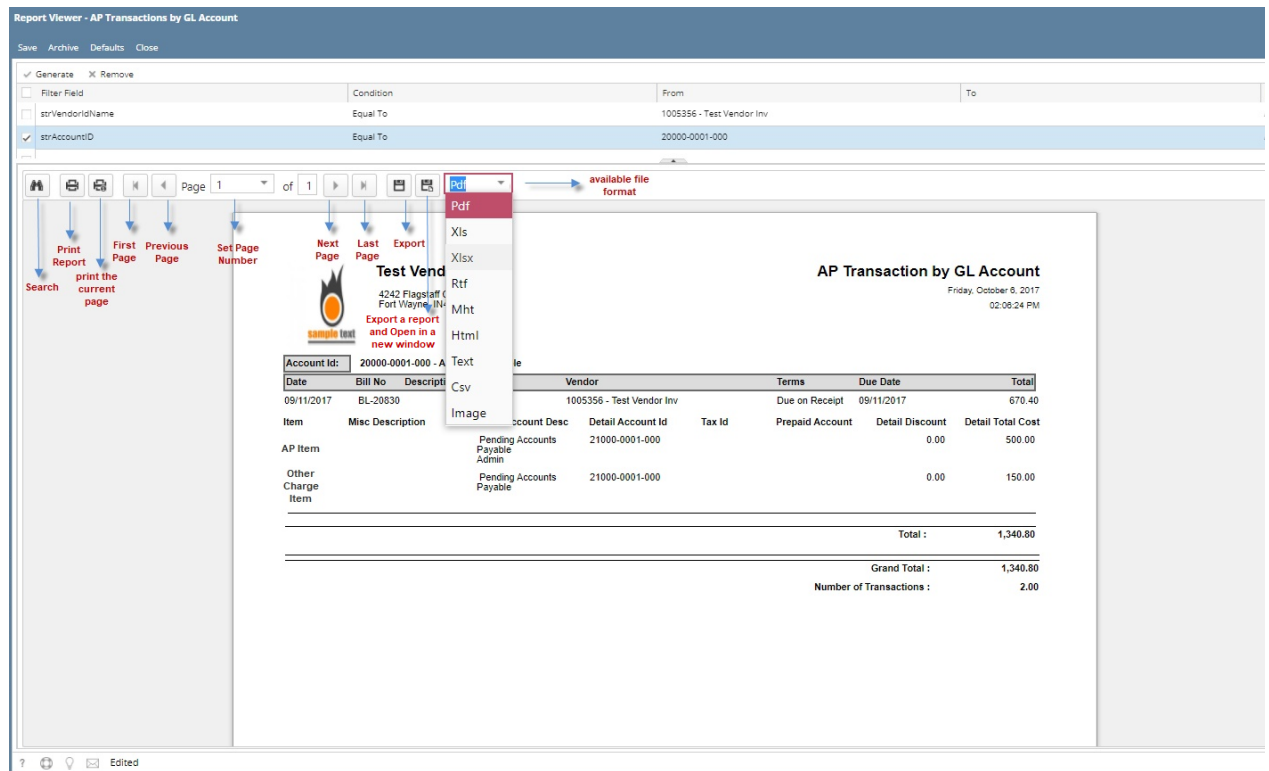
- **Save** - Users can save their preferred multiple filters using the '**Save**' button. The next time that user will open the screen, filters are automatically saved without entering a new one.
- **Archive**
 - Users can archive the reports by Generating the report > Click Archive > Enter the Name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



- **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**.

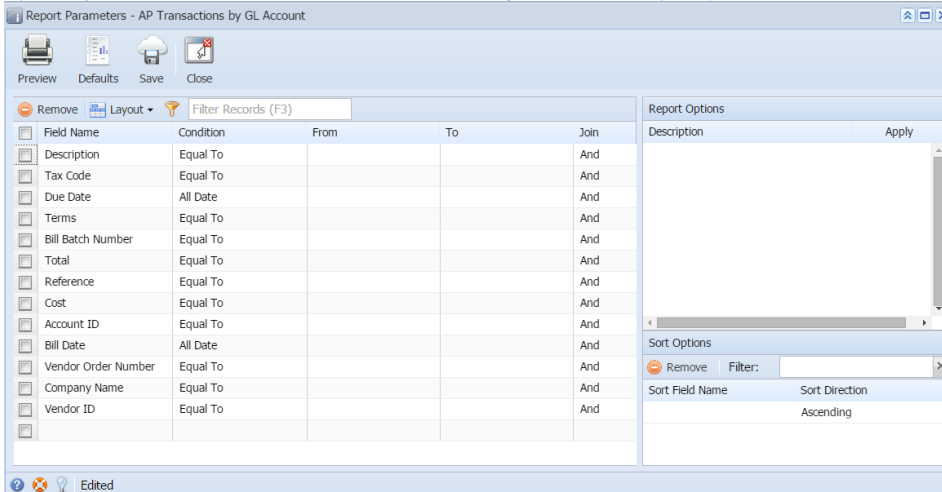
3. Preview and Print Reports

- **Generate** - Click the 'Generate' button to preview the report.
- **Search** - Search a sentence or word and the results will be highlighted.
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- **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

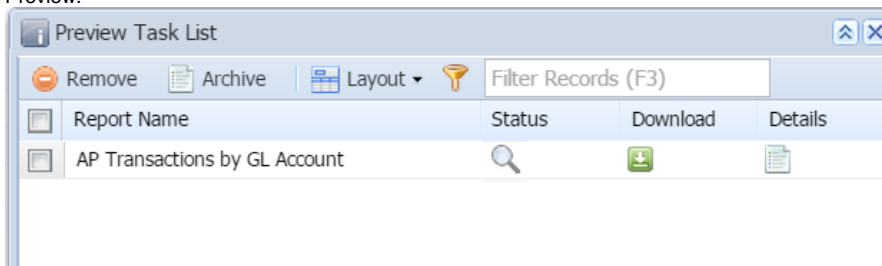


Here are the steps on how to print AP Transactions by GL Account Report:

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.

Report Viewer

AP Transactions by GL Account

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AP Transactions by GL Account

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 | V*100 - 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 | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 10/07/2014 | | 9.00 |
| 07/20/2011 | BL-16 | *test | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 08/15/2011 | | 694.38 |
| 09/22/2011 | RCV-1 | *test | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 11/17/2011 | | -103.50 |
| 09/29/2011 | BL-17 | *test | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 10/24/2011 | | 810.19 |
| 10/20/2011 | BL-18 | *test | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 11/14/2011 | | 388.58 |
| 11/03/2011 | RCV-2 | *test | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 11/14/2011 | | -650.00 |
| 08/30/2010 | BL-19 | *test | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 09/13/2010 | | 1,757.60 |
| 08/28/2009 | BL-20 | *test | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 09/04/2009 | | 9,524.00 |
| 08/28/2009 | BL-21 | *test | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 09/04/2009 | | 14,026.00 |
| 08/28/2009 | BL-22 | *test | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 09/04/2009 | | 1,228.36 |
| 08/28/2009 | BL-23 | *test | V*100 - AP's Sample Vendor | 3% 5 Net 15 | 09/04/2009 | | 7,520.24 |
| 08/30/2010 | BL-24 | *test | V*100 - 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 | V*100 - 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 : 46,960.00

Printed by: AGADMIN

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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

| 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