

# A/P Reports

Last Modified on 07/18/2025 1:04 pm CDT

The following reports are found at *Accounting Reports / Accounts Payable*. Below, find a brief description of each A/P report along with use cases and links to additional information.

## Vendor

- **Reference List** – The Reference List provides basic Vendor information like the ID/Name and contact information.
- **Labels** – The Labels report gives the ability to print Vendor mailing information on Avery 5160 or Avery 5385 labels.

## A/P Status

- **Vendor Balances** – The Vendor Balances report shows a breakdown of the Vendor balances. This report is often used to archive Vendor balances at month end.
- **Bill List** – The Bill List report provides a complete list of all AP Bills in the system, with the ability to filter by Vendor, and status such as *Paid*, *Unpaid*, or *Both*.
- **Cash Disbursements** – This report lists cash disbursements made to indicated Vendors within the timeframe specified and includes details like the *Check #*, *Invoice #*, and *Amount*.
- **Vendor Detail** – The Vendor Detail report lists Vendor activity for indicated Vendors within the specified timeframe or check number range.
- **Recurring Bill List** – This report lists Vendors with recurring Bills along with additional details like the frequency and amounts.
- **AP 1099 Detail** – The AP 1099 Detail report provides 1099 information for the indicated Vendors within the specified timeframe and includes information like the *1099 Amount*, *Invoice #/Date*, and *Check #/Date*. This report can be run for all 1099 types or choose a specific type.
- **AP Purchase Order Summary** – The AP Purchase Order Summary report lists Purchase Orders within the specified timeframe for indicated Vendors and Vehicles.
- **Vehicle Expense** – This report provides details for Vehicle expenses incurred within the specified timeframe. A Vehicle must be selected on the expense line items in order to be included in this report.