

# Vendor Balances Report

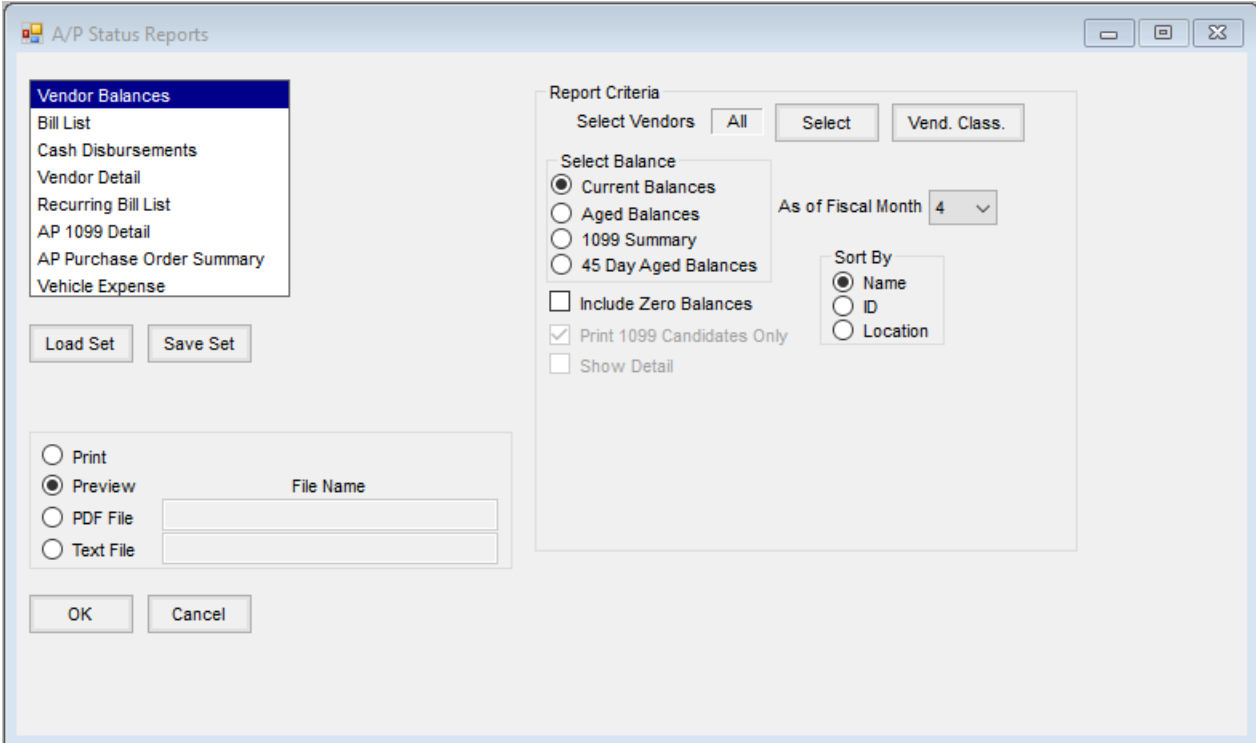
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The Vendor Balances report shows a breakdown of the Vendor balances. This report is often used to archive Vendor balances at month end.

**Note:** The Vendor Balance report with the *Aged Balances* selection cannot be recreated once the fiscal month is closed.

## Setup

Navigate to *Accounting Reports / Accounts Payable / A/P Status*.



The screenshot shows the 'A/P Status Reports' dialog box. On the left, a list of report types is shown, with 'Vendor Balances' selected. Below this list are 'Load Set' and 'Save Set' buttons. In the center, there are radio buttons for 'Print', 'Preview' (selected), 'PDF File', and 'Text File', along with a 'File Name' input field. On the right, the 'Report Criteria' section includes buttons for 'Select Vendors' (set to 'All'), 'Select', and 'Vend. Class.'. Below these are radio buttons for 'Select Balance' with options: 'Current Balances' (selected), 'Aged Balances', '1099 Summary', and '45 Day Aged Balances'. There is also an 'As of Fiscal Month' dropdown menu set to '4'. Further down are checkboxes for 'Include Zero Balances', 'Print 1099 Candidates Only' (checked), and 'Show Detail'. A 'Sort By' section has radio buttons for 'Name' (selected), 'ID', and 'Location'. At the bottom are 'OK' and 'Cancel' buttons.

On the *A/P Status Reports* screen select Vendor Balances. There are a few different ways that the report may be run, depending on what information is desired.

- **Current Balances** – Displays Vendor balances for regular, prepay, and overall. Choose which fiscal month balances to display.
- **Aged Balances** – Displays Vendor balances broken down into the appropriate aging brackets.
- **1099 Summary** – Displays Vendor 1099 paid amounts. The *Print 1099 Candidates Only* option is available with the *1099 Summary* balance style and will display only Vendors with a 1099 type set on the *1099/Payment* tab of the *Vendor* file.
- **45 Day Aged Balances** – Displays Vendor balances in aging brackets up through 45 days.

The *Include Zero Balances* option is available on all *Balance* styles and will display a Vendor even if they have a zero balance. The *Show Detail* option is available with the different aged balance styles, displaying invoice numbers and totals that make up the Vendor balance.