

AP Bill List

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The Bill List report found at *Accounting / Accounting Reports / Accounts Payable* 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*.

The screenshot shows the 'A/P Status Reports' dialog box. On the left, a list of report options includes 'Vendor Balances', 'Bill List' (highlighted), 'Cash Disbursements', 'Vendor Detail', 'Recurring Bill List', 'AP 1099 Detail', 'AP Purchase Order Summary', and 'Vehicle Expense'. 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. At the bottom are 'OK' and 'Cancel' buttons. The right side of the dialog is titled 'Report Criteria'. It has 'Select Vendors' set to 'All' with 'Select' and 'Vend. Class.' buttons. 'Sort By' has radio buttons for 'Vendor ID' (selected), 'Vendor Name', 'Invoice Date', and 'Due Date'. An 'Include' section has checkboxes for 'Cash Need Analysis' and 'G/L Recap' (both checked), and 'EFT Bills Only' (unchecked). A 'Filter' section has radio buttons for 'Paid' (selected) and 'Unpaid'. Under 'Paid', there is a 'Date Range' section with 'Invoice Date' selected and 'Start' and 'End' dates both set to '06/04/2024'. Under 'Unpaid', there are checkboxes for 'Include bills that are on Hold' (checked), 'On Hold bills only' (unchecked), and 'From a P.O.' (unchecked). There are also radio buttons for 'Include bills due on or before' (selected) with a date of '05/31/2024', 'Include Entered on or after' (unchecked) with a date of '06/04/2024', and 'Include due date range' (unchecked). At the bottom of the 'Filter' section, there is a 'Both' checkbox (checked), a 'User' dropdown menu set to 'All', and a 'Show expense detail' checkbox (checked).

- **Select Vendors** – The Bill List report defaults to *All Vendors*. To choose specific *Vendors*, use the **Select** button.
- **Vend. Class** – Vendors can be selected by Classifications. Information regarding Classifications can be found [here](#).
- **Sort By** – Report results can be sorted by *Vendor ID, Vendor Name, Invoice Date, or Due Date*.
- **Include** – By default, the report is set to include *Cash Need Analysis* and *G/L Recap*. Optionally, check to include *EFT Bills Only*. These options can be checked/unchecked based on needs.
- **Paid** – When selected, additional filters become available:
 - **Date Range** – The Bill List report can be processed based on *Invoice Date or Paid Date*. Select the desired range and set the *Start* and *End* parameter.
- **Unpaid** – When selected, additional filters become available:
 - **Include bills that are on Hold** – When selected results will include bills that are on hold. When unchecked, the option *On Hold Bills Only* will become available.
 - **On Hold bills only** – When selected, results will be bills that were flagged On Hold in the *Add/Edit Bills* menu option.

- **From a P.O.** – This option is available when the *On Hold bills only* option is checked. When selected, results will be narrowed down to AP Bills that have information entered in the *PO #* field of the *Add/Edit Bills* menu option.
- **Include bills due on or before** – Set the date filter to the desired due on or before date.
- **Included Entered on or after** – Set the date filter to the desired entered on or after date
- **Include due date range** – Set the desired due date starting and ending parameters.
- **Both** – Select to include both *Paid* and *Unpaid* AP Bills in the results.
- **User** – This option is only available when the *Paid* or *Both* option is selected. By default, the report is set to *All* Users. Optionally select a specific User to filter results to Invoices entered by that User.
- **Show expense detail** – When selected, the details of the AP Bill will display.

Bill List										
Paid and Unpaid Bills Invoice dates between 01/01/2024 and 06/04/2024										
Sorted By Vendor ID										
Entered on or after 01/01/2024										
Invoice Date	Due Date	Description	PO	Invoice	Account	Gross Amount	Avail Disc	Net Due	Amount Paid	Balance Due
Acme Supply Distributor (ACME)										
04/23/2024	05/23/2024	Purch/Beve04/0000131/50.00		ACME123456						
		Purchases Beverages/			5652000-04	143.20				
		Purchases Beverages/			5652000-04	50.00				
		Totals for Invoice: ACME123456				193.20		193.20	0.00	193.20
		Totals for Acme Supply Distributor (ACME)				193.20	0.00	193.20	0.00	193.20
A. L. Oil & Hauling (ALOil)										
04/25/2024	04/25/2024	Purch/Prop00/PropLP/10000.00		AL120016						
		Purchases Propane/			5580000-00	7,500.00				
		Totals for Invoice: AL120016				7,500.00		7,500.00	0.00	7,500.00
04/25/2024	04/25/2024	Purchase Order	120016	PO120016-1						
		Clearing Account/			9999000-00	2,500.00				
		Totals for Invoice: PO120016-1				2,500.00		2,500.00	0.00	2,500.00
		Totals for A. L. Oil & Hauling (ALOil)				10,000.00	0.00	10,000.00	0.00	10,000.00