



Accounts Payable Reports

2016 - Fall Edition

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Overview

The Accounts Payable section of the Interactive Reports provide a broad range of tools to assist Users in managing their Club's Accounts Payables and related activities.

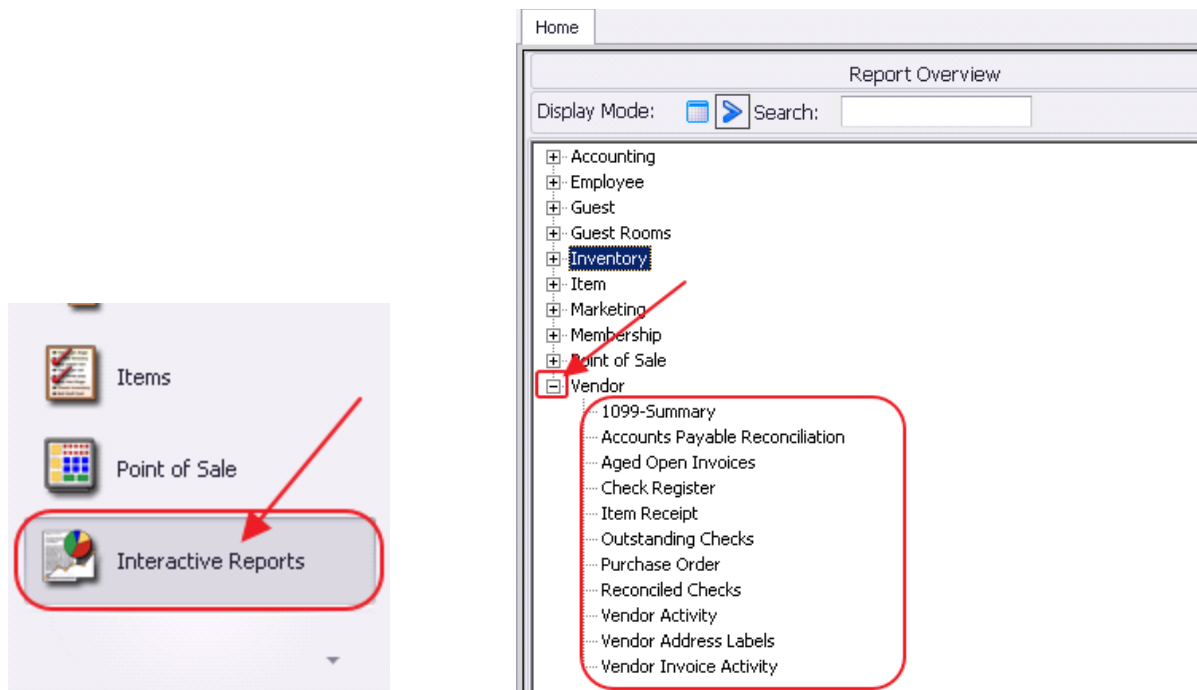
Use Case(s)

A Club wishes to print their A/P aging in conjunction with their month end Accounts Payable General Ledger reconciliation.

Accessing the Tool

To access the Accounts Payable reports:

- 1) Click on **Interactive Reports**
- 2) Then, expand the **Vendor** section to display available Accounts Payable reports




Accounts Payable Reports

This section will provide an overview of the Vendor/Accounts Payable Reports.

1099-Summary

This report provides a list of vendors and the amount of their 1099 for a particular year and 1099 form. It gives a total for all vendors for the selected year and form, as well as a count of vendors reporting.



Home | 1099-Summary

Report Settings: (Default) Save Current Settings Delete Selected Setting Make Public Setup Email Delivery

Tax Form: 1099-B Year: 2015

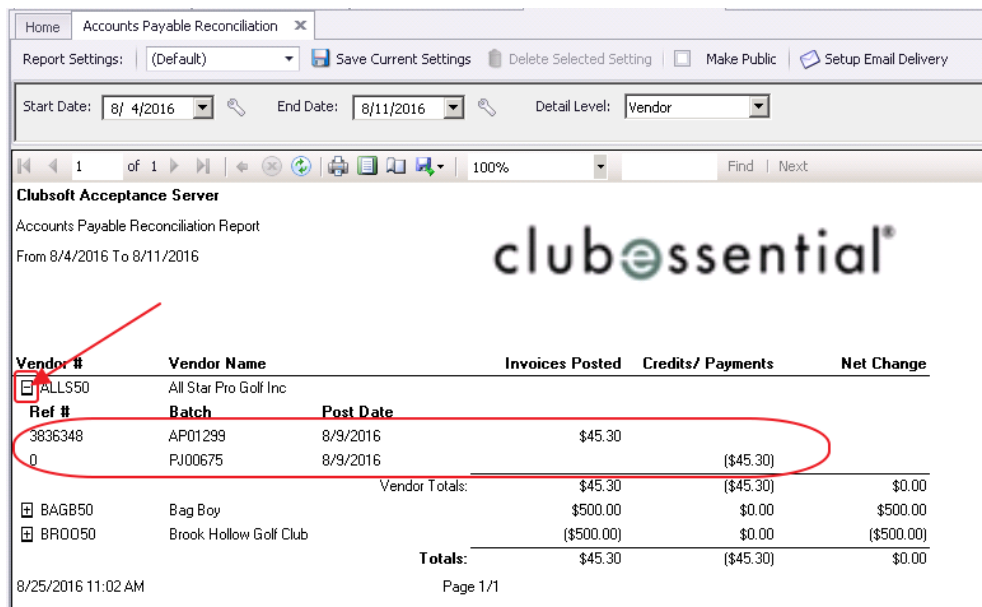
Clubsoft Acceptance Server
Report 1099 Summary

clubessential®

Vendor	Recipient	Tax ID Number	Amount
A Sure Bet	Sure Bet test	xxx-xx-xxxx	\$8,260.06
			Total: \$8,260.06
			Count: 1

Accounts Payable Reconciliation

This report is used to troubleshoot discrepancies between the Aged Open Invoice report and the General Ledger. It provides total invoices entered, credits entered and net change by vendor for the date range selected. The detail level defaults to Vendor, but can be expanded to see all activity (as shown below).



Home | Accounts Payable Reconciliation

Report Settings: (Default) Save Current Settings Delete Selected Setting Make Public Setup Email Delivery

Start Date: 8/4/2016 End Date: 8/11/2016 Detail Level: Vendor

Clubsoft Acceptance Server
Accounts Payable Reconciliation Report
From 8/4/2016 To 8/11/2016

clubessential®

Vendor #	Vendor Name	Invoices Posted	Credits/ Payments	Net Change
<input checked="" type="checkbox"/> ALLS50	All Star Pro Golf Inc			
Ref #	Batch	Post Date		
3836348	AP01299	8/9/2016	\$45.30	
0	PJ00675	8/9/2016		(\$45.30)
Vendor Totals:			\$45.30	(\$45.30) \$0.00
<input checked="" type="checkbox"/> BAGB50	Bag Boy		\$500.00	\$500.00
<input checked="" type="checkbox"/> BR0050	Brook Hollow Golf Club		(\$500.00)	(\$500.00)
Totals:			\$45.30	(\$45.30) \$0.00

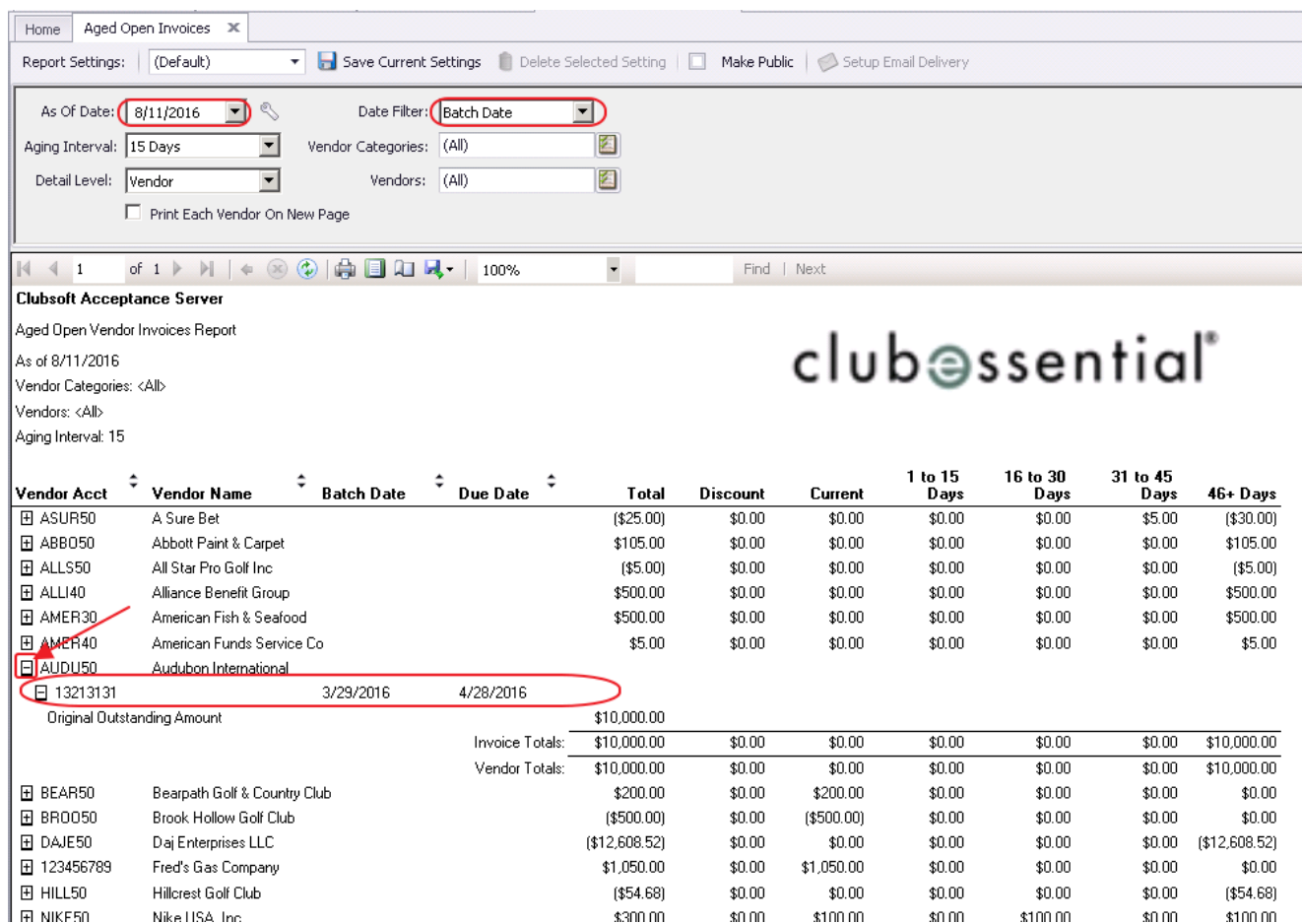
8/25/2016 11:02 AM Page 1/1

Aged Open Invoices

This report provides a list of open payables based on the 'as of' date selected by the user. It can be sorted by invoice date or batch date. The Detail level defaults to Vendor, but can be expanded to view activity (as shown below). This report is also known as the A/P Aging Report, and is saved to support the detail of the A/P General Ledger balance at month end.

Notes:

- When comparing this report to the General Ledger, set **Date Filter** date to **Batch Date**.
- Vendor must have a Vendor Category to be included in this report.



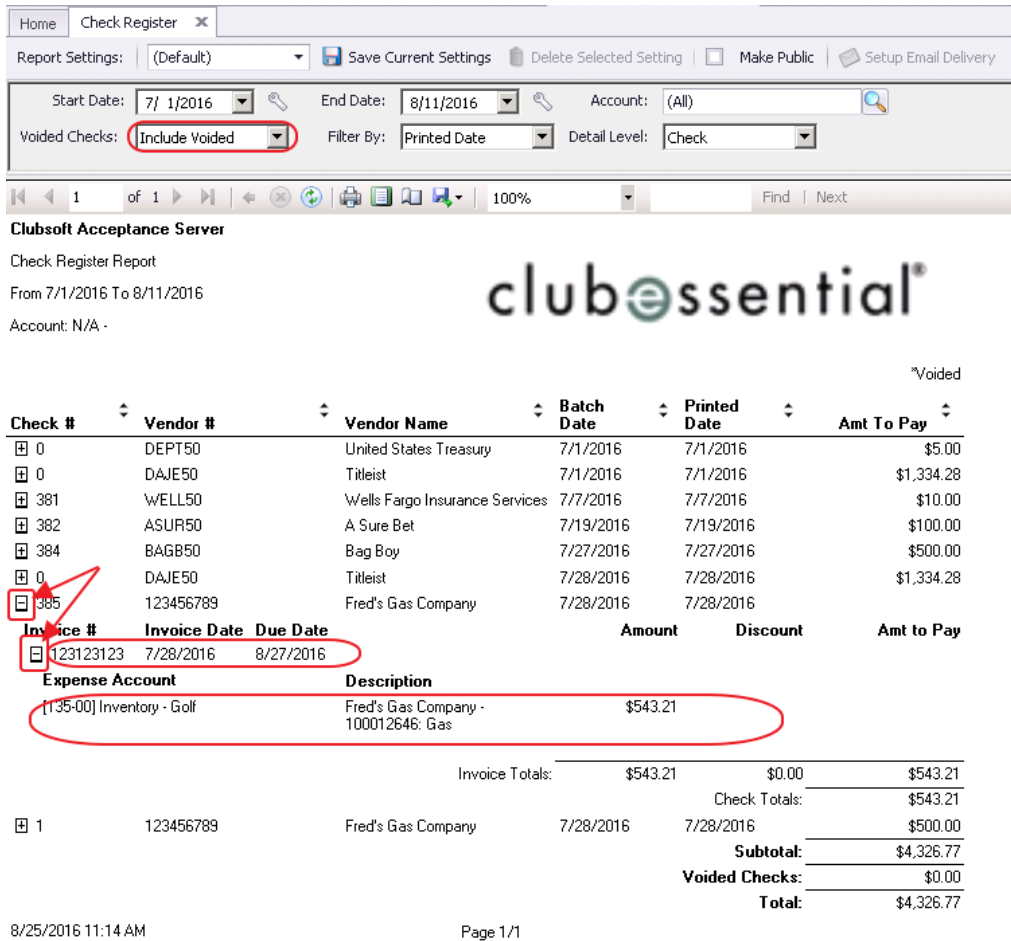
Clubsoft Acceptance Server
Aged Open Vendor Invoices Report
As of 8/11/2016
Vendor Categories: <All>
Vendors: <All>
Aging Interval: 15

Vendor Acct	Vendor Name	Batch Date	Due Date	Total	Discount	Current	1 to 15 Days	16 to 30 Days	31 to 45 Days	46+ Days
ASUR50	A Sure Bet			(\$25.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	(\$30.00)
ABBO50	Abbott Paint & Carpet			\$105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00
ALLS50	All Star Pro Golf Inc			(\$5.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5.00)
ALLI40	Alliance Benefit Group			\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
AMER30	American Fish & Seafood			\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
AMER40	American Funds Service Co			\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
AUDU50	Audubon International									
13213131		3/29/2016	4/28/2016							
Original Outstanding Amount				\$10,000.00						
Invoice Totals:				\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Vendor Totals:				\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
BEAR50	Bearpath Golf & Country Club			\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
BR0050	Brook Hollow Golf Club			(\$500.00)	\$0.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
DAJE50	Daj Enterprises LLC			(\$12,608.52)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,608.52)
123456789	Fred's Gas Company			\$1,050.00	\$0.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00
HILL50	Hillcrest Golf Club			(\$54.68)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$54.68)
NIKF50	Nike USA Inc			\$300.00	\$0.00	\$300.00	\$0.00	\$100.00	\$0.00	\$100.00

Check Register

The Check Register provides a list of checks printed for a date range. It can be filtered by Printed Date or Batch Date. Printed Date is the date the checks were physically printed. Batch date is the date used for posting the general ledger. It can be run for All bank accounts or a

specific account, and can include or exclude voided checks. The Detail level defaults to Check, but can be expanded to view additional Invoice and G/L activity (as shown below).



Clubsoft Acceptance Server
 Check Register Report
 From 7/1/2016 To 8/11/2016
 Account: N/A -

*Voided

Check #	Vendor #	Vendor Name	Batch Date	Printed Date	Amt To Pay
0	DEPT50	United States Treasury	7/1/2016	7/1/2016	\$5.00
0	DAJE50	Titleist	7/1/2016	7/1/2016	\$1,334.28
381	WELL50	Wells Fargo Insurance Services	7/7/2016	7/7/2016	\$10.00
382	ASUR50	A Sure Bet	7/19/2016	7/19/2016	\$100.00
384	BAGB50	Bag Boy	7/27/2016	7/27/2016	\$500.00
0	DAJE50	Titleist	7/28/2016	7/28/2016	\$1,334.28
385	123456789	Fred's Gas Company	7/28/2016	7/28/2016	

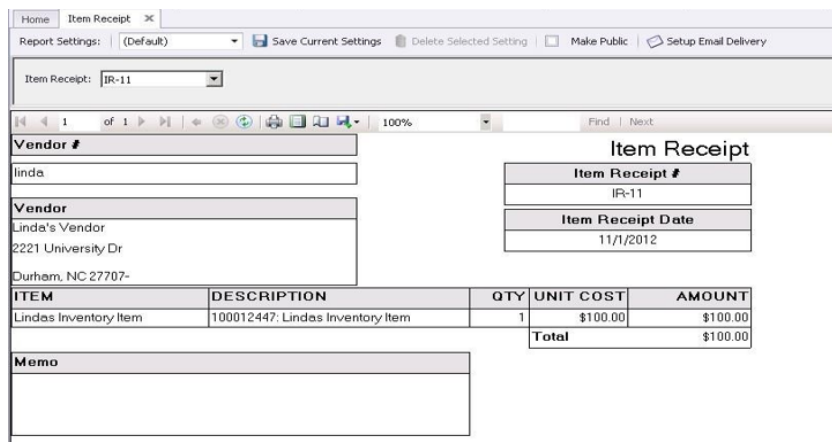
Invoice #	Invoice Date	Due Date	Amount	Discount	Amt to Pay
123123123	7/28/2016	8/27/2016			

Expense Account	Description	Amount	Discount	Amt to Pay
[135-00] Inventory - Golf	Fred's Gas Company - 100012646: Gas	\$543.21		
Invoice Totals:		\$543.21	\$0.00	\$543.21
Check Totals:				\$543.21
1	123456789 Fred's Gas Company	7/28/2016	7/28/2016	\$500.00
Subtotal:				\$4,326.77
Voided Checks:				\$0.00
Total:				\$4,326.77

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Item Receipt

This report is used to print a specific Item Receipt. Sometimes, this may be attached to the Invoice for the Accounts Payable team's records.



Item Receipt

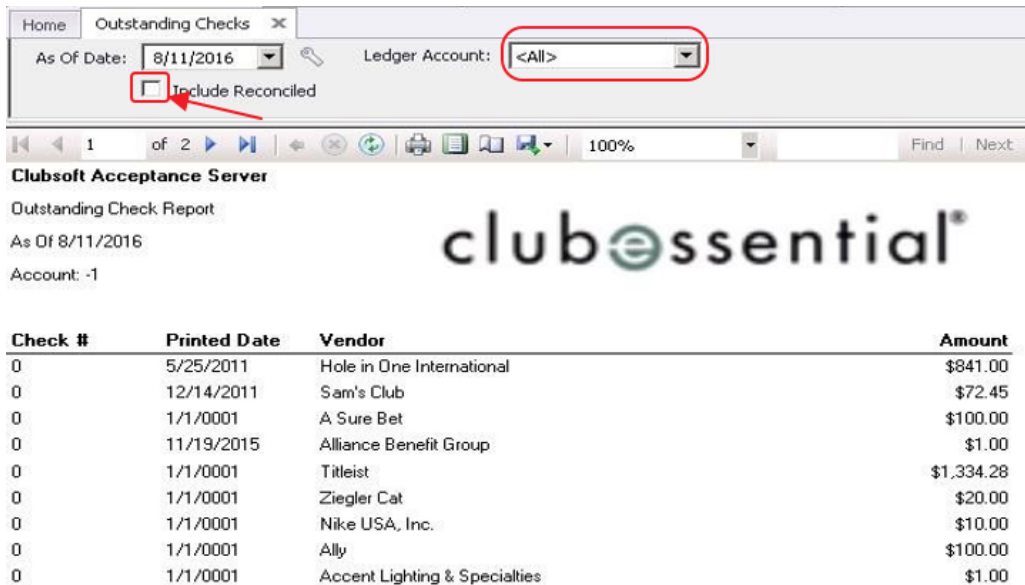
Item Receipt #: IR-11
 Item Receipt Date: 11/1/2012

ITEM	DESCRIPTION	QTY	UNIT COST	AMOUNT
Lindas Inventory Item	100012447: Lindas Inventory Item	1	\$100.00	\$100.00
Total				\$100.00

Memo

Outstanding Checks

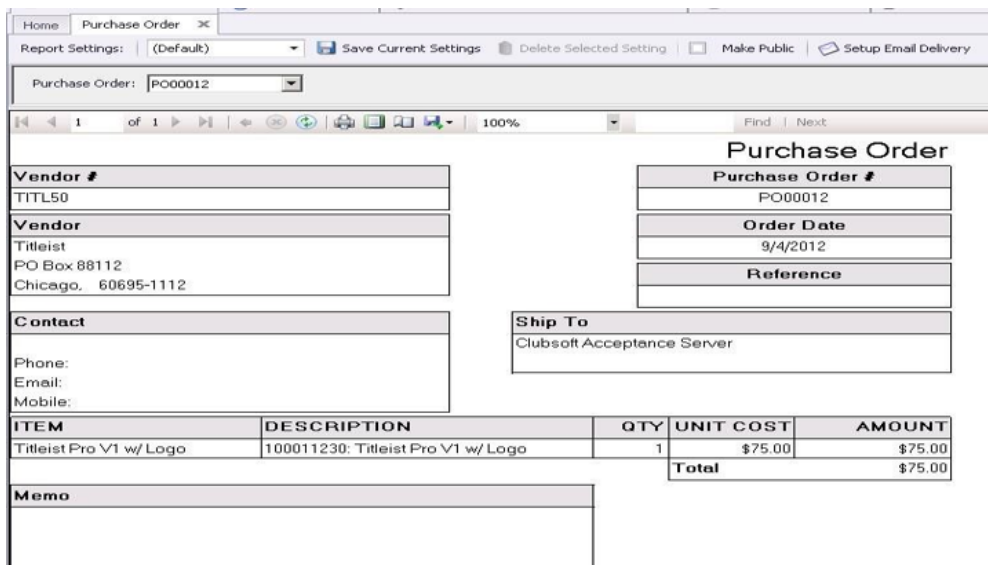
This report is used to print a list of outstanding checks, and is generally utilized to support the O/S check amounts on bank reconciliations. If more than one Bank Account is available, specify the desired account in the **Ledger Account** parameter. The **Include Reconciled** option can be utilized to either display or exclude outstanding checks already identified and included in the bank reconciliation.



Check #	Printed Date	Vendor	Amount
0	5/25/2011	Hole in One International	\$841.00
0	12/14/2011	Sam's Club	\$72.45
0	1/1/0001	A Sure Bet	\$100.00
0	11/19/2015	Alliance Benefit Group	\$1.00
0	1/1/0001	Titleist	\$1,334.28
0	1/1/0001	Ziegler Cat	\$20.00
0	1/1/0001	Nike USA, Inc.	\$10.00
0	1/1/0001	Ally	\$100.00
0	1/1/0001	Accent Lighting & Specialties	\$1.00

Purchase Order

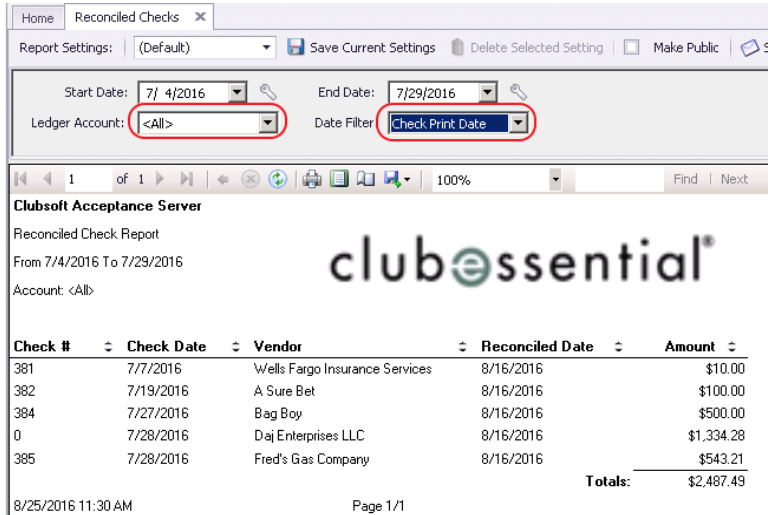
This report is used to print a specific Purchase Order. Sometimes, a Vendor may request a copy of the Purchase Order for their records when placing an order.



ITEM	DESCRIPTION	QTY	UNIT COST	AMOUNT
Titleist Pro V1 w/ Logo	100011230: Titleist Pro V1 w/ Logo	1	\$75.00	\$75.00
Total				\$75.00

Reconciled Checks

This report is used to print a specific Bank Reconciliation report. It contains all of the checks that were reconciled for the specified period of time. If more than one Bank Account is available, specify the desired account in the **Ledger Account** parameter. Also note that the **Date Filter** can be set to Check Print Date, or Reconciled Date.



Report Settings: (Default) Save Current Settings Delete Selected Setting Make Public

Start Date: 7/4/2016 End Date: 7/29/2016

Ledger Account: <All> Date Filter: Check Print Date

Clubsoft Acceptance Server

Reconciled Check Report
From 7/4/2016 To 7/29/2016
Account: <All>

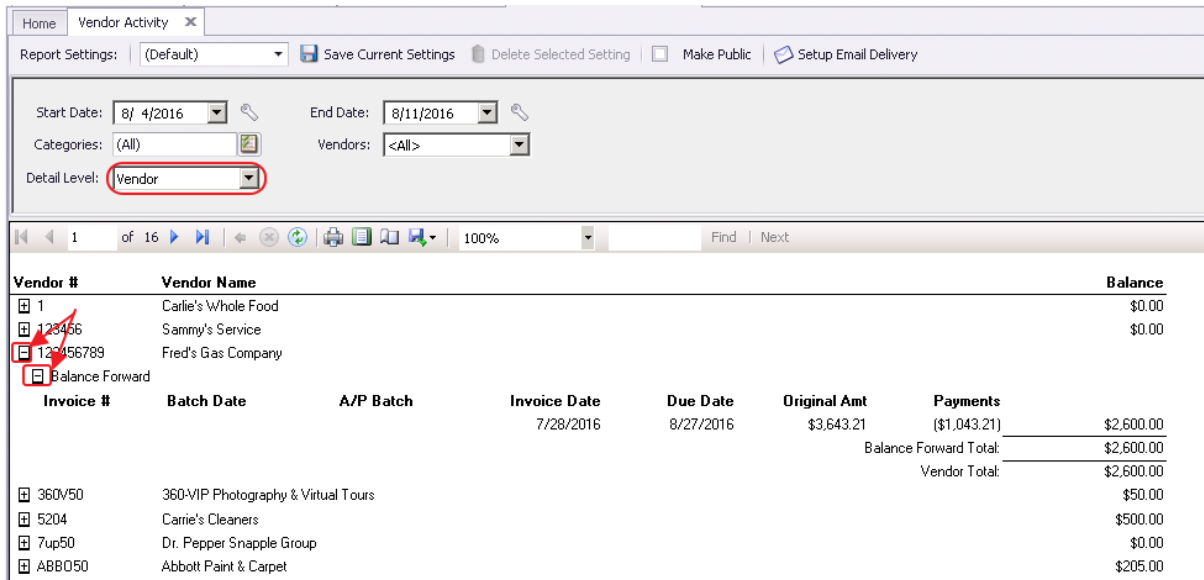
Check #	Check Date	Vendor	Reconciled Date	Amount
381	7/7/2016	Wells Fargo Insurance Services	8/16/2016	\$10.00
382	7/19/2016	A Sure Bet	8/16/2016	\$100.00
384	7/27/2016	Bag Boy	8/16/2016	\$500.00
0	7/28/2016	Daj Enterprises LLC	8/16/2016	\$1,334.28
385	7/28/2016	Fred's Gas Company	8/16/2016	\$543.21
Totals:				\$2,487.49

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Vendor Activity

This report gives a total of all activity for each vendor, broken down into invoices and Payments for the date range selected. The detail level defaults to Vendor, but can be expanded to see all activity (as shown below).

Note: Vendor must have a Vendor Category to be included in this report.



Report Settings: (Default) Save Current Settings Delete Selected Setting Make Public Setup Email Delivery

Start Date: 8/4/2016 End Date: 8/11/2016

Categories: (All) Vendors: <All>

Detail Level: Vendor

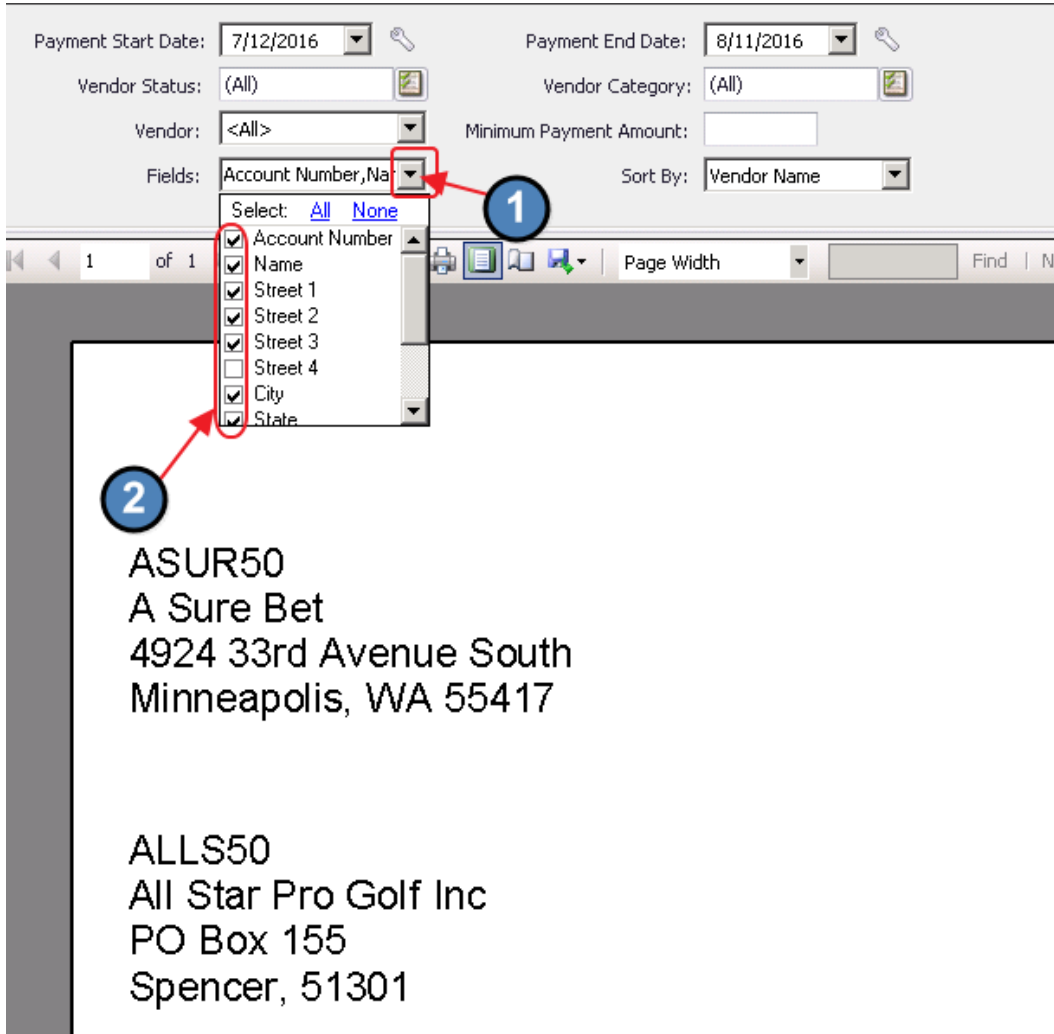
Vendor #	Vendor Name	Balance
1	Carlie's Whole Food	\$0.00
123456	Sammy's Service	\$0.00
123456789	Fred's Gas Company	
Balance Forward		
Invoice #	Batch Date	A/P Batch
	7/28/2016	8/27/2016
		Original Amt
		Payments
		\$3,643.21
		(\$1,043.21)
		\$2,600.00
		Balance Forward Total:
		\$2,600.00
		Vendor Total:
		\$2,600.00
360V50	360-VIP Photography & Virtual Tours	\$50.00
5204	Carrie's Cleaners	\$500.00
7up50	Dr. Pepper Snapple Group	\$0.00
ABBO50	Abbott Paint & Carpet	\$205.00

Vendor Address Labels

This report is used to print labels for Vendors. They can be printed for all vendors or by vendor status, vendor category, or payment date range. The fields available for printing on the labels are Account Number, Name, and all address fields. Select the drop-down next to Fields, and then choose fields as desired (as shown below).

Notes:

- Vendor must have a Vendor Category to be included in this report.
- This report is formatted to fit on Avery 5660 labels.



Payment Start Date: 7/12/2016 Payment End Date: 8/11/2016

Vendor Status: (All) Vendor Category: (All)

Vendor: <All> Minimum Payment Amount:

Fields: Account Number, Name Sort By: Vendor Name

Select: [All](#) [None](#)

- Account Number
- Name
- Street 1
- Street 2
- Street 3
- Street 4
- City
- State

1 of 1 Page Width Find | Ne

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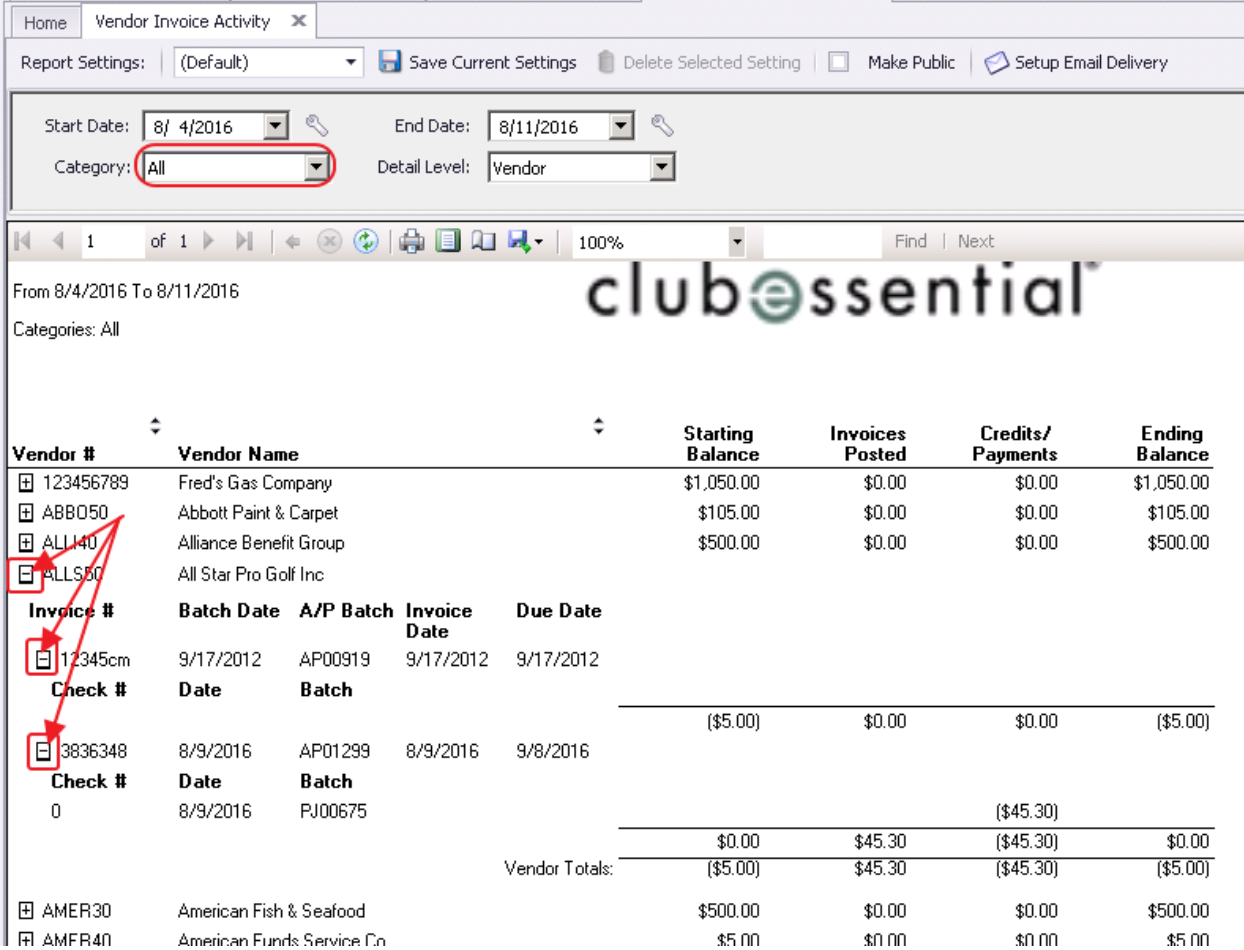
ASUR50
A Sure Bet
4924 33rd Avenue South
Minneapolis, WA 55417

ALLS50
All Star Pro Golf Inc
PO Box 155
Spencer, 51301

Vendor Invoice Activity

This report lists all outstanding invoices for each vendor, plus activity on those invoices for the date range selected. The detail level defaults to Vendor, but can be expanded to see all activity (as shown below).

Note: Vendor must have a Vendor Category to be included in this report.



Report Settings: (Default) Save Current Settings Delete Selected Setting Make Public Setup Email Delivery

Start Date: 8/4/2016 End Date: 8/11/2016

Category: All Detail Level: Vendor

From 8/4/2016 To 8/11/2016

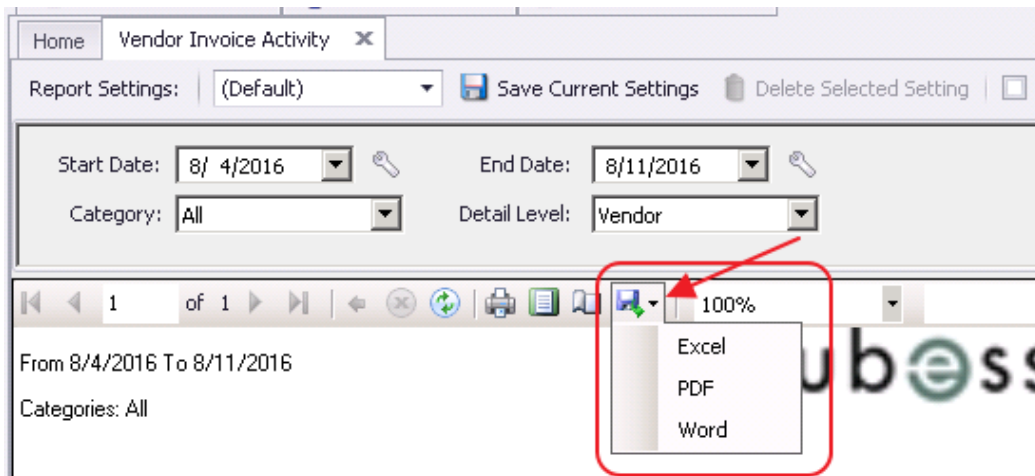
Categories: All

Vendor #	Vendor Name	Starting Balance	Invoices Posted	Credits/Payments	Ending Balance
123456789	Fred's Gas Company	\$1,050.00	\$0.00	\$0.00	\$1,050.00
ABBO50	Abbott Paint & Carpet	\$105.00	\$0.00	\$0.00	\$105.00
ALL140	Alliance Benefit Group	\$500.00	\$0.00	\$0.00	\$500.00
ALLS00	All Star Pro Golf Inc				
Invoice #	Batch Date	A/P Batch	Invoice Date	Due Date	
12345cm	9/17/2012	AP00919	9/17/2012	9/17/2012	
Check #	Date	Batch			
					(\$5.00)
3836348	8/9/2016	AP01299	8/9/2016	9/8/2016	
Check #	Date	Batch			
0	8/9/2016	PJ00675			(\$45.30)
					\$0.00
					(\$5.00)
Vendor Totals:					
		\$0.00	\$45.30	(\$45.30)	\$0.00
		(\$5.00)	\$45.30	(\$45.30)	(\$5.00)
AMER30	American Fish & Seafood	\$500.00	\$0.00	\$0.00	\$500.00
AMFR40	American Funds Service Co	\$5.00	\$0.00	\$0.00	\$5.00

Common Questions and Concerns

Can I email these reports or save to PDF rather than print them?

Yes, reports can be saved as an Excel, PDF, or Word document (see below) and can then be easily emailed as desired.



Do I need to take a snapshot of my A/P Aging Report, or will it be static as payments are made?

When comparing the **Aged Open Invoices** report to the General Ledger, set **Date Filter** date to **Batch Date** (rather than Invoice Date) to ensure report is period-specific. It is always a good idea to save month-end Aged Open Invoice reports to support A/P General Ledger balances.

Best Practices

Utilize the drill-down feature in reports to see additional details supporting the Report level totals.

Use the **Save Current Settings** feature to have the system remember your report parameters. Once saved, click on the Report Settings drop-down to select previously Saved Settings.

