Accounts Payable Reports

As you have progressed through the Accounts Payable courses, you've learned a great deal about the functionality available within the eagle Accounts Payable module. As you rely on Accounts Payable to manage your vendor relations, you will collect a great deal of data that can help you better analyze your business and assist you with decision making and forecasting for the future. In this course, we will review several of the Accounts Payable reports. Some, such as the Vendor Analysis Report, Vendor History Report, Accounts Payable Open Item Report, and the Accounts Payable Distribution to General Ledger report provide a closer look at the collected data and your vendor interaction, while others generate lists that you can use for quick reviews. There is even a report to help you clean up your invoice history. Let's get started.

Topics

- Vendor analysis report - RAAN

- Vendor History – RAVH

- AP open item - RAOI

- AP distribution to GL – RAGL

- Purge AP Invoice File – APGI

Vendor analysis report - RAAN

The first report we'll look at in today's session is the Vendor Analysis Report. This report pulls information from the History tab of Vendor Maintenance to give you a side-by-side comparison of purchases made and discounts allowed from each of your vendors for This Year versus Last Year.

The information presented in this report is collected from the New AP Transactions module whenever vendor vouchers are created. This is a great report that management can use when budgeting for the next year. It can help you determine short and long term buying needs as well as explore whether the cost of debt was justified by the discounts you were eligible to receive.

You can access the Vendor Analysis report from the Accounts Payable Reports menu on your Eagle Browser or by typing RAAN into the Launch Bar.

Determine whether you want to include temporary vendors marked as such under their vendor record. Then spool the report and click RUN

When you retrieve the report from the report Spooler, you will see a list of all your vendors with activity in the past 2 years. Notice that you can review grand totals of all your purchases and eligible discounts as well as average figures here at the bottom of the report. Keep in mind that this report only includes figures not purged by the Clear Vendor YTD Accumulators function, APCT.

Vendor History – RAVH

This next report, Vendor History, provides a history of all invoices paid to, and discounts taken from your vendors as of the date your vendor history file was last purged using the Purge A/P Invoices File function or APGI.

Use the Vendor History report to help you better plan your cash budgets for the next period or next year. Also compare the discounts taken versus discounts lost. The data found in this report will also help you decide whether it's a good idea to use short term financing to pay your invoices early and get the discounts, or whether the cost of short term financing is too Open the Accounts Payable Reports menu on Eagle Browser to launch the Vendor History report, or Type RAVH in the launch bar. Once it's open, determine whether you want to include all vendors or just a specific range in the report. You can also specify a particular period for which you want to print the invoice detail.

Leave everything blank on the Options page if you want to include all vendors and all vendor invoice history from when they were last purged. Spool the report and click RUN. high to justify early invoice payment.

Open the spooler to retrieve the report results. You will be able to see each of the paid vendor invoices followed by the check record with which they were paid. You will also see the Discount Available versus Discount Taken for each of the invoices, as well as the bank code from which the payment was generated.

At the end of each vendor's invoices you will see a summary of discounts available versus taken. The overall totals will display at the end of the report for all vendors.

AP open item - RAOI

This next report is quite important in managing your immediate cash flow needs as well as your Accounts Payable days. The Open Item report displays all AP outstanding invoices and ages them based on invoice or due date. The aging buckets are driven from the AP Control File aging periods. This is also the report that would be used for General Ledger Sub-Ledger Balancing to the AP account in General ledger. This report is typically added to the End of Day queue.

Once again, you can find this report in the Accounts Payable Reports menu.

To run the report, first determine whether you want to include all vendors or just a specific range.

Next, specify whether you only want to see vendor's balances to whom you owe a debit amount. If you select No, then all outstanding invoices including vendors with credit balances will display on the report.

If you want the documents to be aged as of today's date, then leave the Age Documents As Of field blank; otherwise specify the date you want to age them from.

In the next field, determine whether you want to use invoice date or due date as the date the aging begins.

If you want to include all items regardless of their aging date then select Yes in the Include Items Past Aging Date dropdown. Otherwise select No. Always include detail with this report to be able to have a full itemized picture of your outstanding AP items; therefore select Yes under Show Detail. In general, there is no need to include Fully Paid Vouchers in this report, as they are no longer outstanding and will only add extra information irrelevant for the business purposes of this report. Therefore select N in the Show Fully Paid Vouchers dropdown.

If you want to exclude vouchers entered as of a specific date, then enter that date in the Cut-off Voucher Date, or leave it blank to include all vouchers.

If you use multiple AP accounts but you only want to see vouchers that were posted under a specific AP account, then you can specify that account in the AP account number, otherwise leave blank to include all AP accounts. Spool the report and click Run.

From the report Spooler, retrieve the RAOI report printout. You will see the outstanding invoices grouped by vendor. Here you are able to see the total amount outstanding by vendor, itemized by invoice, as well as the

discount you are eligible to take. You can also see the age of each of the documents, the Bank code, AP account, and due and discount dates.

At the end of the report, you'll find grand totals of balances and

discounts for the entire AP directory. Use this report to prioritize which invoices to pay next based on their aging.

AP distribution to GL – RAGL

The AP Distributions to General Ledger report is most useful to your General Ledger administrators but since it is an Accounts Payable report we will cover it in this course. This report is usually set up in an End of Day queue.

The report displays all General Ledger entries generated from the Accounts Payable applications such as APP, New AP transactions, recurring transactions, posted checks, and voided checks. All of these entries initially live in the AP file and will be transitioned to General Ledger when the AP to GL Passoff Report, or GLP, runs.

We suggest that you not Purge the file, in case you need to go back in time to trace any entries while auditing your General Ledger accounts. Therefore, select N under Purge File.

If you wish, you can specify a Period Starting and Ending Date; otherwise leave these blank.   Detail is preferred over summary, so enter D in the Detail or Summary field. And lastly, select A in the Distributions to Print field. Spool and Run the report.   The queued version of this report has the Distributions to Print set to N for Not Yet Interfaced to GL. If you only want to see your daily activity, that's how you'll need to run it as well. Option A is only used if they want to review the detail for a given date range.

Go to the report Spooler to pull up the report. The report is organized by General Ledger account numbers with debits listed first then credits entered next with the earliest account on top. Under each account you will see all the transactions that made entries to that account during the specified period. You will also see the total of all the entries to that account.

Look out for any warning messages at the bottom of the report indicating that the distributions are out of balance for the period selected.

Since the AP to GL Passoff report does not contain any detail on its print out, use THIS report to see the distributions that will be posted to General Ledger. It is a good practice to queue this report BEFORE the GLP nightly report is processed, so that you are able to see the General Ledger distribution entries in case of balancing issues.

Now let's switch gears slightly and look at the Accounts Payable reports that provide lists of information for you to review. As with the other reports we've discussed so far, you can open them from the AP Reports menu in Eagle Browser.

First up is the Print Numeric Vendor List, or RAVM. If you want to print a numeric list of your vendors based on their vendor code, you can use this report. This is a handy report to use when you are adding new vendors to your system.

Limit the starting and ending vendor number if you so wish.

If you want to exclude vendors that have not had any activity recently, specify the cut-off activity date under the No Activity Since Date Field.

And lastly, if you want to print only the vendors that have the Auto-Distribution function set up, then select Y under the Auto-Dist Vendors only. Having a print-out of these vendors can be useful if you want to audit the auto-

distribution feature that could have been set up months or years ago. u wish to print only temporary vendors on the report, select Y under the Print Temporary Vendors Only field.

Determine if you want to print or only spool the report and click Run.

The print-out will include your vendor list ordered numerically by vendor code. Each vendor record contains the vendor number, name, address and contact information, vendor type, and the last time there was any activity under this vendor's account. You will also be able to see this year versus last year payments and discount information. If the vendor record is set up with Auto-Distributions, the auto-distribute break-down will also be listed.

If you wish to print out a list of your vendors ordered alphabetically by their name, then use the Alphabetic Vendor List report.

Simply specify the starting and ending vendor range as well as whether you'd like to spool or print the report.

If you use Jobs to track expenses, then you may want to have a listing of all the jobs added in the system. To accomplish this, run the Job List report.

As with other reports, you can print a list of jobs within a range by using the starting and ending job numbers, or you can leave the fields blank to not limit the job listings. Decide if you want to print or spool the report, and click Run.

The report will print an ordered list by job number accompanied by the corresponding Job description. A total for all the jobs printed can be found at the end of the report.

Another handy Jobs-related report is the Job Distribution report. It gives you a listing of all the jobs in your system that have had some activity, as well as the breakdown of the distribution of each amount posted to that job record.

Select Y under Print report. Do not purge the Jobs File, unless you want to reuse a job number, or if the job has ended and you're sure that you no longer need its distribution details.

Under the Starting and Ending Job specify the necessary range of jobs you want to print on the report. Leave these fields blank if you want all Active jobs to be printed.

If you want to limit the printable activity to a specific period, select the appropriate date range in the Period Starting and Ending date fields.

Click Run.

Once printed, the report will include a listing of the jobs with any activity in them. Jobs with no activity will not print. All General Ledger accounts affected by the job distributions will also be listed together with the details of the Accounts Payable transaction from which the job distribution was generated. The itemized amounts for each account are shown, and you can find a Job Total accumulating the sum of all entries under the specific job record.

The report ends with a Grand Total of all Job distributions included in the report.

The last Accounts Payable report that provides a list of items is the Check History Report or RACH.

If you need to print a list of all the checks you have generated from Accounts Payable, the Check History Report will give you a detailed listing.

You can limit the report to include only checks issued to a specific vendor, certain vendor ranges, or the entire vendor file by using the Starting Vendor Number and Ending Vendor Number fields.

You can also limit the checks that will be included in the report by using the starting and ending check number and date fields.

Should you want to exclude checks that fall Under a certain amount, enter the cut-off amount under the Minimum check amount field.

Lastly, if you want to see checks from a specific Bank Code, specify the code under this field.

Decide whether you want to spool or print the report and hit Run.

The print-out is ordered by vendor code. You will see all the checks written for that specific vendor, whether the check was manually written or computer generated, check number and date. All of the invoices associated with that check will be listed together with their corresponding amounts. A total check amount will display after all the invoices.

Purge AP Invoice File – APGI

Lastly we will cover the report that will help you purge your AP invoice file. This is a Network Access function. It should be used if you wish to delete vendor invoice history From a specific cut-off date.

Begin by launching Network access. Type APGI under the function prompt and hit Enter.

Enter the cut-off date from which you wish the vendor invoices to be purged and hit enter. At the Any Changes? Prompt enter N. You will receive a confirmation prompt indicating the selected invoice purge cut-off date. If the date is correct enter Y. Otherwise, enter N and adjust the date to the correct date.

Specify whether you want to print and spool or just spool the report and hit Run.

The printout displays each of the vendors whose invoices were purged in the process. Each vendor record is associated with a list of the purged invoices and their amounts and discounts taken, as well as which AP account the invoice hit and which bank code was used to write the check for the specific invoice.

As you can see, your Eagle system provides a number of Accounts Payable reports that you should be running on a regular basis. These reports will help you keep a closer eye on your expenses and cash flow needs for the short term, and allow you to base your budgets and forecasts on valid historical numbers for long term planning.

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