

## Accounts Payable (Vendor Bills) Aging Reports Criteria

Index-> AG - Accounts Payable Aging Reports

The quickest way to open the window for printing Payables Aging Reports is to type 'AG' in the **Index** field on the Navigation/Home window, then press the 'Enter' key on your keyboard. The window shown below can also be opened from other appropriate windows in the program.

First, enter or select the criteria to use for the Aging reports. The reports can be limited to selected jobs OR departments.

Continue to the next page for examples of Aging reports.

**AP Aging Report Criteria**

**SELECT CRITERIA FOR AGING REPORT**

Select End Of Period Date-> 03/31/02

	FROM	TO	
Select Jobs->	3811VISTAV	TEST1	Reset
Select Depts->	CH	OH	Reset

**AP Aging Report-Based on Invoice Date**

View Updated and Removed Entries Information

**Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor**

**Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor, then Job**

**Detail of Aging - Unpaid as of Selected Date - Grouped by Job, Then Vendor**

**Summary of Unpaid as of Selected Date - Grouped by General Ledger Number**

**AP Aging Report-Based on Due Date**

## Accounts Payable (Vendor Bills) Aging Reports - Examples

AP Aging Report-Based on Invoice Date

Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor

Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor, then Job

Detail of Aging - Unpaid as of Selected Date - Grouped by Job, Then Vendor

Summary of Unpaid as of Selected Date - Grouped by General Ledger Number

AP Aging Report-Based on Due Date

To print a basic 'Accounts Payable Aging Report', use the button labeled 'AP Aging Report-Based On Invoice Date'.

### Accounts Payable Aging Report (from invoice date)

From Job	3811VISTAV
To Job	TEST1

As Of 31-Mar-02

From Dept	CH
To Dept	OH

CODE	VENDOR NAME	CURRENT 0-31 Days	32-62	63-93	94 Days And Over	Total
AMEX	AMERICAN EXPRESS	\$1,660.81	\$0.00	\$0.00	\$0.00	\$1,660.81
AMEXOPTI	AMEX OPTIMA	\$0.00	\$54.00	\$0.00	\$0.00	\$54.00
ARROYO	ARROYO FRAMING, INC.	\$6,157.42	\$0.00	\$0.00	\$0.00	\$6,157.42
AUSSTAR	AUSTIN STAR ROOFING	\$9,161.24	\$2,923.80	\$0.00	\$0.00	\$12,085.04
BANKOFAM	BANK OF AMERICA	\$676.84	\$0.00	\$106.99	\$0.00	\$783.83
CINGULAR	CINGULAR WIRELESS	\$213.77	\$0.00	\$0.00	\$0.00	\$213.77
CITYAUS	CITY OF AUSTIN UTILITIES	\$102.34	\$0.00	\$0.00	\$150.00	\$252.34
DURANGO	DURANGO DOORS	\$1,673.90	\$0.00	\$0.00	\$0.00	\$1,673.90
GTEWIREL	GTE WIRELESS	\$0.00	\$0.00	\$5.58	\$0.00	\$5.58
IRS940	INTERNAL REVENUE SVC - 940 TAXES	\$0.00	\$0.00	\$2.15	\$0.00	\$2.15
LEINNEWE	LEINNEWEBER PLUMBING, INC.	\$91.16	\$0.00	\$0.00	\$0.00	\$91.16
ONIONCRK	ONION CREEK L.C. 1992	\$748.00	\$0.00	\$0.00	\$0.00	\$748.00
SECURITY	SECURITY LINK	\$33.45	\$0.00	\$0.00	\$0.00	\$33.45
SINCLAIR	SINCLAIR AND ASSOCIATES, INC.	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
SPARKLET	SPARKLETTS	\$9.74	\$0.00	\$0.00	\$0.00	\$9.74
STOCK	STOCK BUILDING SUPPLY	\$19,392.63	\$0.00	\$0.00	\$0.00	\$19,392.63
SWBELL	SOUTHWESTERN BELL TELEPHONE	\$10.97	\$0.00	\$0.00	\$0.00	\$10.97
TXDISP	TEXAS DISPOSAL SYSTEMS, INC.	\$33.56	\$0.00	\$0.00	\$0.00	\$33.56
TXWORKCm	TEXAS WORKER'S COMPENSATION	\$0.00	\$0.00	\$9.00	\$0.00	\$9.00
ZURICH	ZURICH	\$809.72	\$0.00	\$0.00	\$0.00	\$809.72
<b>TOTALS</b>		<b>\$40,865.55</b>	<b>\$2,977.80</b>	<b>\$123.72</b>	<b>\$150.00</b>	<b>\$44,117.07</b>

Accounts Payable (Vendor Bills) Aging Reports - Examples - continued

- AP Aging Report-Based on Invoice Date
- Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor
- Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor, then Job
- Detail of Aging - Unpaid as of Selected Date - Grouped by Job, Then Vendor
- Summary of Unpaid as of Selected Date - Grouped by General Ledger Number
- AP Aging Report-Based on Due Date

To view the **invoice detail** behind the numbers on the Payables Aging Report, use the button labeled '**Detail of Aging - Unpaid as of Selected Date - Grouped By Vendor**'.

UNPAID INVOICES AS OF--> 31-Mar-02							
		From Job	3811VISTAV	From Dept	CH		
		To Job	TEST1	To Dept	OH		
DATE	DUE	INVOICE	DESCRIPTION	GL #	DEPT	JOB #	TOTAL
<i>AMEX AMERICAN EXPRESS</i>							
01-Mar-02	01-Mar-02	030101	Ame xmembership fees	8270	OH	H	\$40.00
01-Mar-02	01-Mar-02	030101	Ame xmembership fees	8270	OH	H	\$10.00
01-Mar-02	01-Mar-02	030101	Membership fee not pd but credited stil	8270	OH	H	\$225.00
01-Mar-02	01-Mar-02	2001	Yearly membership fee	8270	OH	H	\$75.00
22-Mar-02	22-Mar-02	363	Postage	8270	OH	H	\$29.50
23-Mar-02	23-Mar-02	032301	NTB, truck maintenance	8430	OH	H	\$103.54
24-Mar-02	24-Mar-02	032401	Chevron, fuel	8440	OH	H	\$21.16
25-Mar-02	25-Mar-02	032501	San Antonio Marriott	8460	OH	H	\$218.69
25-Mar-02	25-Mar-02	032501	Plaza San Antonio, travel expense	8460	OH	H	\$32.94
25-Mar-02	25-Mar-02	3031444	Chevron, fuel	8430	OH	H	\$18.05
26-Mar-02	26-Mar-02	0185074	Texaco, fuel	8430	OH	H	\$35.81
26-Mar-02	26-Mar-02	032601	Internet advertising	6360	OH	H	\$150.00
26-Mar-02	26-Mar-02	574	Lowes, office and admin.	8270	OH	H	\$9.70
27-Mar-02	27-Mar-02	115	USPS, postage and labels	8270	OH	H	\$4.25
27-Mar-02	27-Mar-02	2001-a	Yearly membership fee adjustment	8270	OH	H	(\$300.00)
29-Mar-02	29-Mar-02	0191882	Texaco, fuel	8430	OH	H	\$33.41
29-Mar-02	29-Mar-02	032901	Pella, deposit on doors	1430	CH	H11RIVER	\$892.54
31-Mar-02	31-Mar-02	1004	Xpress Lube, truck maintenance	8430	OH	H	\$61.22
<b>TOTAL AMEX</b>							<b>\$1,660.81</b>
<i>AMEXOPTI AMEX OPTIMA</i>							
27-Feb-02	27-Feb-02	320010580148790	Custom Home Builder's Solution software	1890	OH	H	\$54.00
<b>TOTAL AMEXOPTI</b>							<b>\$54.00</b>
<i>ARROYO ARROYO FRAMING, INC.</i>							
30-Mar-02	30-Mar-02	504233	3rd draw on framing labor	1430	CH	H11RIVER	\$6,157.42
<b>TOTAL ARROYO</b>							<b>\$6,157.42</b>
<i>AUSSTAR AUSTIN STAR ROOFING</i>							
20-Feb-02	20-Feb-02	8907	Austin Star - Upgrade Roofing	1430	CH	H11RIVER	\$3,000.00

Accounts Payable (Vendor Bills) Aging Reports - Examples - continued

- AP Aging Report-Based on Invoice Date
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- Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor, then Job
- Detail of Aging - Unpaid as of Selected Date - Grouped by Job, Then Vendor
- Summary of Unpaid as of Selected Date - Grouped by General Ledger Number
- AP Aging Report-Based on Due Date

To view the **invoice detail** behind the Payables Aging Report **FIRST grouped by Vendor and then grouped and totaled by job**, use the button labeled 'Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor, Then Job'.

From Job		3811VISTAV	From Dept		CH
To Job		TEST1	To Dept		OH
<hr/>					
<i>STOCK</i>			<i>STOCK BUILDING SUPPLY</i>		
<b>H11RIVER</b>			<b>11 RIVER RUN - Brown</b>		
25-Aug-06	24-Oct-06	3110 8252006	3110-Materials-Floors/Walls	1430	CH \$100.00 99
27-Feb-07	28-Apr-07	4550 2272007	4550-Interior Close Doors	1430	CH \$144.00 99
				<b>TOTAL H11RIVER</b>	<b>\$244.00</b>
<b>TEST1</b>			<b>2900 Gibson St. - Black</b>		
04-Oct-06	03-Dec-06	3110 1042006	3110-Materials-Floors/Walls	1430	CH \$2,354.80 99
				<b>TOTAL TEST1</b>	<b>\$2,354.80</b>
				<b>TOTA STOCK</b>	<b>\$2,598.80</b>
<hr/>					
<i>SWBELL</i>			<i>SOUTHWESTERN BELL TELEPHONE</i>		
<b>H</b>			<b>Overhead Job - H</b>		
03-Jun-02	03-Jun-02	512-280-8393	May phone bill 280-9383	8260	OH \$31.85 99
				<b>TOTAL H</b>	<b>\$31.85</b>
				<b>TOTA SWBELL</b>	<b>\$31.85</b>

Accounts Payable (Vendor Bills) Aging Reports - Examples - continued

AP Aging Report-Based on Invoice Date

Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor

Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor, then Job

Detail of Aging - Unpaid as of Selected Date - Grouped by Job, Then Vendor

Summary of Unpaid as of Selected Date - Grouped by General Ledger

AP Aging Report-Based on

To view the **invoice detail** behind the Payables Aging Report **FIRST grouped by JOB and then grouped and totaled by VENDOR**, use the button labeled 'Detail of Aging - Unpaid as of Selected Date - Grouped by Job, Then Vendor'.

**Job!**

There will be totals displayed for each job (not shown here).

UNPAID INVOICES AS OF--> 28-Feb-07						
From Job		H11RIVER		From Dept		CH
To Job		TEST1		To Dept		OH
DATE	DUE	INVOICE	DESCRIPTION	GL #	DEPT.	TOTAL *Draw #
<i>H11RIVER</i>		<i>11 RIVER RUN - Brown</i>				
<b>H11RIVER</b>		<b>11 RIVER RUN - Brown</b>				
<b>AUSSTAR</b>		<b>AUSTIN STAR ROOFING</b>				
20-Feb-02	20-Feb-02	8907	AustinStar - Upgrade Roofing	1430	CH	\$3,000.00 4
20-Feb-02	20-Feb-02	Rtng-8907	Retainage	1430	CH	\$300.00 4
20-Feb-02	20-Feb-02	Rtng-8907	Retainage Deduction	1430	CH	(\$300.00) 4
15-Mar-02	15-Apr-02	4030 11302006	4030-Roofing - Turnkey	1430	CH	\$9,400.00 99
				<b>TOTAL</b>	<b>AUSSTAR</b>	<b>\$12,400.00</b>
<b>DBLGDRY</b>		<b>DOUBLE G DRYWALL, INC.</b>				
26-Jun-02	26-Jun-02	15479	Drywall	1430	CH	\$15,817.00 99
				<b>TOTAL</b>	<b>DBLGDRY</b>	<b>\$15,817.00</b>
<b>HILLSPRO</b>		<b>HILLS PROPERTY OWNERS ASSOCIATION</b>				
01-Jul-02	01-Jul-02	8622-07	Quarterly dues	1430	CH	\$125.00 99
				<b>TOTAL</b>	<b>HILLSPRO</b>	<b>\$125.00</b>
<b>JACKSONC</b>		<b>JACKSON AND COMPANY</b>				
30-Jun-02	30-Jun-02	063001	Sheetrock clean	1430	CH	\$100.00 99
				<b>TOTAL</b>	<b>JACKSONC</b>	<b>\$100.00</b>
<b>PURCELL</b>		<b>PURCELL ELECTRIC, INC.</b>				
15-Jun-02	15-Jun-02	054001	Trim Out	1430	CH	\$2,000.00 99
20-Jun-02	20-Jun-02	6548	Purcell Electric	1430	CH	\$2,100.00 99

**Accounts Payable (Vendor Bills) Aging Reports - Examples - continued**

grouped by Job, then vendor

Summary of Unpaid as of Selected Date -  
Grouped by General Ledger Number

AP Aging Report-Based on Due Date

IF your tax accountant needs to convert your books to a **Cash Basis for tax purposes**, a very handy report for the accountant is the one that groups and totals the Unpaid Invoices by General Ledger accounting number. To open this report, use the button labeled '**Summary of Unpaid as of Selected Date - Grouped by General Ledger Number**'.

UNPAID INVOICES AS OF-->		31-Mar-02	
(GROUPED BY GENERAL LEDGER NUMBER, SUMMED BY VENDOR)			
From Job	3811VISTAV	From Dept	CH
To Job	TEST1	To Dept	OH
<b>1430</b>	<b>DIRECT CONSTRUCTION COSTS</b>		
AMEX	AMERICAN EXPRESS		\$892.54
ARROYO	ARROYO FRAMING, INC.		\$6,157.42
AUSSTAR	AUSTIN STAR ROOFING		\$12,400.00
CITYAUS	CITY OF AUSTIN UTILITIES		\$33.02
DURANGO	DURANGO DOORS		\$1,673.90
LEINNEWE	LEINNEWEBER PLUMBING, INC.		\$91.16
SINCLAIR	SINCLAIR AND ASSOCIATES, INC.		\$90.00
STOCK	STOCK BUILDING SUPPLY		\$19,392.63
TXDISP	TEXAS DISPOSAL SYSTEMS, INC.		\$33.56
	<b>TOTAL 1430</b>		<b>\$40,764.23</b>
<b>8130</b>	<b>HEALTH INSURANCE-ADMIN</b>		
ZURICH	ZURICH		\$809.72
	<b>TOTAL 8130</b>		<b>\$809.72</b>
<b>8210</b>	<b>RENT-OFFICE</b>		
ONIONCRK	ONION CREEK L.C. 1992		\$748.00
	<b>TOTAL 8210</b>		<b>\$748.00</b>
<b>8250</b>	<b>UTILITIES-ADMIN OFFICE</b>		
CITYAUS	CITY OF AUSTIN UTILITIES		\$219.32
SECURITY	SECURITY LINK		\$33.45
	<b>TOTAL 8250</b>		<b>\$252.77</b>
<b>8260</b>	<b>TELEPHONE-ADMIN OFFICE</b>		
CINGULAR	CINGULAR WIRELESS		\$213.77

## Accounts Payable (Vendor Bills) Aging Reports - Examples - continued

grouped by Job, then vendor

Summary of Unpaid as of Selected Date -  
Grouped by General Ledger Number

AP Aging Report-Based on Due Date

To print an Aging Report that is strictly based on DUE DATES (instead of invoice dates), use the button labeled 'AP Aging Report-Based on Due Date'.

NOTE: It is not standard to print Aging reports based on Due Dates, but the report may be useful at times. Quite often, this report will NOT tie to the total balance in Accounts Payable as of the date because it IS based on Due Date rather than Invoice Date.

# Accounts Payable Aging Report Based on DUE DATES

From Job	3811VISTAV
To Job	TEST1

For Invoices Due Through:  
31-Mar-02

From Dept	CH
To Dept	OH

CODE	VENDOR NAME	CURRENT 0-31 Days	32-62	63-93	94 Days And Over	Total
AMEX	AMERICAN EXPRESS	\$1,660.81	\$0.00	\$0.00	\$0.00	\$1,660.81
AMEXOPTI	AMEX OPTIMA	\$0.00	\$54.00	\$0.00	\$0.00	\$54.00
ARROYO	ARROYO FRAMING, INC.	\$6,157.42	\$0.00	\$0.00	\$0.00	\$6,157.42
AUSSTAR	AUSTIN STAR ROOFING	\$0.00	\$2,923.80	\$0.00	\$0.00	\$2,923.80
BANKOFAM	BANK OF AMERICA	\$676.84	\$0.00	\$106.99	\$0.00	\$783.83
CINGULAR	CINGULAR WIRELESS	\$213.77	\$0.00	\$0.00	\$0.00	\$213.77
CITYAUS	CITY OF AUSTIN UTILITIES	\$102.34	\$0.00	\$0.00	\$150.00	\$252.34
DURANGO	DURANGO DOORS	\$1,673.90	\$0.00	\$0.00	\$0.00	\$1,673.90
GTEWIREL	GTE WIRELESS	\$0.00	\$0.00	\$5.58	\$0.00	\$5.58
IRS940	INTERNAL REVENUE SVC - 940 TAXES	\$0.00	\$0.00	\$2.15	\$0.00	\$2.15
LEINNEWE	LEINNEWEBER PLUMBING, INC.	\$91.16	\$0.00	\$0.00	\$0.00	\$91.16
ONIONCRK	ONION CREEK L.C. 1992	\$748.00	\$0.00	\$0.00	\$0.00	\$748.00
SECURITY	SECURITY LINK	\$33.45	\$0.00	\$0.00	\$0.00	\$33.45
SINCLAIR	SINCLAIR AND ASSOCIATES, INC.	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
SPARKLET	SPARKLETTS	\$9.74	\$0.00	\$0.00	\$0.00	\$9.74
STOCK	STOCK BUILDING SUPPLY	\$19,392.63	\$0.00	\$0.00	\$0.00	\$19,392.63
SWBELL	SOUTHWESTERN BELL TELEPHONE	\$10.97	\$0.00	\$0.00	\$0.00	\$10.97
TXDISP	TEXAS DISPOSAL SYSTEMS, INC.	\$33.56	\$0.00	\$0.00	\$0.00	\$33.56
TXWORKCm	TEXAS WORKER'S COMPENSATION	\$0.00	\$0.00	\$9.00	\$0.00	\$9.00
ZURICH	ZURICH	\$809.72	\$0.00	\$0.00	\$0.00	\$809.72
<b>TOTALS</b>		<b>\$31,704.31</b>	<b>\$2,977.80</b>	<b>\$123.72</b>	<b>\$150.00</b>	<b>\$34,955.83</b>

## Reconciling The Payables Aging Balance to the Accounting Books

Since 'Payables Aging Reports' are based on Unpaid Vendor Invoices, it is possible for the Payables Aging Balance to be different than the 'Accounts Payable' balance shown on your accounting ledgers or financial statements. A difference can occur IF journal entries are posted to the books using the Accounts Payable account number. The program will warn the user about doing this, but there may be some accounting reason it is done, so the program will allow it.

Also, read the note on the screenshot below about another reason a difference can occur.

Therefore, the program provides information and tools to help reconcile the balance for Accounts Payable on your accounting books to the total of Unpaid Invoices shown on Aging Reports.

Continue to the next page for more information.

### SELECT CRITERIA FOR AGING REPORT

Select End Of Period Date->

	FROM	TO	
Select Jobs->	3811VISTAV	TEST1	<a href="#">Reset</a>
Select Depts->	CH	OH	<a href="#">Reset</a>

[AP Aging Report-Based on Invoice Date](#)

[Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor](#)

[Detail of Aging - Unpaid as of Selected Date - Grouped by Vendor, then Job](#)

[Detail of Aging - Unpaid as of Selected Date - Grouped by Job, Then Vendor](#)

[Summary of Unpaid as of Selected Date - Grouped by General Ledger Number](#)

[AP Aging Report-Based on Due Date](#)

[View Updated and Removed Entries Information](#)

#### Reconciliation Between Accounting Books and Aging Balance As Of Date Selected

Trial Balance (AP)	\$44,117.07
Aging	\$44,117.07
Difference	\$0.00

Above totals are not limited to job or dept.

A difference between the balance for the Accounts Payable account and the Aging Reports can occur if a G/L invoice date was used that was AFTER the Paid Date. Try entering different End of Period Dates to determine when the difference occurred. Call Office Taming Solutions if you need assistance.

[Troubleshoot Report - To help find differences between the Accounts Payable balance on the books \(Trial Balance\), and the total on the AP Aging Report. This is NOT limited to Job and Dept.](#)

## Reconciling The Payables Aging Balance to the Accounting Books - continued

**Reconciliation Between Accounting Books and Aging Balance As Of Date Selected**

Trial Balance (AP)	\$44,117.07
Aging	\$44,117.07
Difference	\$0.00

Above totals are not limited to job or dept.

A difference between the balance for the Accounts Payable account and the Aging Reports can occur if a G/L invoice date was used that was AFTER the Paid Date. Try entering different End of Period Dates to determine when the difference occurred. Call Office Taming Solutions if you need assistance.

**Troubleshoot Report - To help find differences between the Accounts Payable balance on the books (Trial Balance), and the total on the AP Aging Report. This is NOT limited to Job and Dept.**

One way to check information about any difference between the AP Aging total of Unpaid Bills and the Accounts Payable Account balance is to open the 'Troubleshoot Report' on the AP Aging Reports window.

Continue to the next page for another way to search for the difference.

NOTE: These books do NOT have a difference in the AP Aging Balance and the balance of the AP General Ledger account.

### Differences Between AP Aging and Accounts Payable Control Acct Number

#### Troubleshooting Report As Of 31-Mar-02

The AP G/L Account balance on this report should equal the balance shown on a Trial Balance or Balance Sheet for Accounts Payable as of the same date as this report. If this balance does not equal the AP Aging Report balance for the same date, use this report to compare the balances for each vendor. One possible cause could be that an entry has been posted to the Accounts Payable Control Account number on the Adjusting Journal Entries screen. To troubleshoot other Vendor amount differences, it will be helpful to print General Ledgers of transactions posted to the Accounts Payable Control number that are limited to the Vendor with the difference.

		AP G/L Account	AP Aging Amt	Difference
AMEX	AMERICAN EXPRESS	\$1,660.81	\$1,660.81	\$0.00
AMEXOPTI	AMEX OPTIMA	\$54.00	\$54.00	\$0.00
ARROYO	ARROYO FRAMING, INC.	\$6,157.42	\$6,157.42	\$0.00
AUSSTAR	AUSTIN STAR ROOFING	\$12,085.04	\$12,085.04	\$0.00
BANKOFAM	BANK OF AMERICA	\$783.83	\$783.83	\$0.00
CINGULAR	CINGULAR WIRELESS	\$213.77	\$213.77	\$0.00
CITYAUS	CITY OF AUSTIN UTILITIES	\$252.34	\$252.34	\$0.00
DURANGO	DURANGO DOORS	\$1,673.90	\$1,673.90	\$0.00
GTEWIREL	GTE WIRELESS	\$5.58	\$5.58	\$0.00
HOMEDEPO	THE HOME DEPOT	\$0.00	\$0.00	\$0.00
IRS940	INTERNAL REVENUE SVC - 940 TAXES	\$2.15	\$2.15	\$0.00
JLMLEASE	JLM LEASING	\$0.00	\$0.00	\$0.00
LEINNEWE	LEINNEWEBER PLUMBING, INC.	\$91.16	\$91.16	\$0.00
ONIONCRK	ONION CREEK L.C. 1992	\$748.00	\$748.00	\$0.00
RICHARDS	SALLY M. RICHARDS	\$0.00	\$0.00	\$0.00
SECURITY	SECURITY LINK	\$33.45	\$33.45	\$0.00
SINCLAIR	SINCLAIR AND ASSOCIATES, INC.	\$90.00	\$90.00	\$0.00
SPARKLET	SPARKLETTS	\$9.74	\$9.74	\$0.00
SPRINT	SPRINT	\$0.00	\$0.00	\$0.00

## Reconciling The Payables Aging Balance to the Accounting Books - continued

If journal entries were posted using the Accounts Payable control G/L Accounts, it is possible to cause its balance to be different than Payables Reports of Unpaid Invoices. To look for journal entries that may cause a difference, open the 'General Ledger Review' window by typing 'GL' in the **Index** on the Navigation/Home window.

From	To	From	To
01/01/99	03/06/07	0	9991
AMEX	ZURICH	000184562	Void 11644
3811VISTAV	TEST1	AJE	AJE
CH	OH		

Select the **Accounts Payable GL Account** in the 'From' and 'To' fields.

Then select '**AJE**' in the 'From' and 'To' fields for '**Journals**'.

After making the above selections, the window will display all journal entry records that have been posted to the Accounts Payable account. Look for any records that might be causing the difference.

NOTE! IF there was a Balance Forward for Accounts Payable when setting up your books in CHS, there SHOULD be a journal entry for that Balance Forward. There are instructions in Help Documents about posting 'Balances Forward' AND about posting 'Prior Period Unpaid Invoices'. Those instructions are designed to keep the Accounts Payable balance and the total of Unpaid Invoices the same from the beginning. See those Help Documents, if appropriate. IF a Balance Forward was entered for AP when setting up the books, Prior Period Unpaid Invoices that total to the balance should be posted. See the Prior Period help documents for information on printing a report of the Prior Period Unpaid Invoices to make sure they total to the Balance Forward for Accounts Payable.