

4. Print Open Invoices

This enables the user to pull a list of open invoices to be paid using various selection criteria.

A/P Outstanding Invoices - Options		TRUCKING COMPANY	
1 ..Copies (1-9)	_____..Printer Id	1 ..How to run report	
20502 ..Report date (mmddyy)		1> Submit to batch	
		2> Run interactively	
Selection			
_____..From date (mmddyy)			
_____..To date (mmddyy)			
___..Date to use (1 = Invoice Date 2 = Sched. Pay Date)			
_____..Vendor number			
- or -			
_____..Vendor name/address			
_____..Vendor Totals only (y or n)			
_____..Vendor type			
Sequence Enter the number below for the proper report sequence.			
1	1-Vendor Name		
2	2-Vendor Number		
3	3-Type/Vendor Name		
Enter: Continue (Print report)		F3 = Exit with no report	

Copies: This should default to 1 copy, but may be overridden if additional copies are needed.

Printer Id: This should default to the signed on user, but may be overridden to print at any printer.

How to Run Report:

1 = Submit to batch (default.) This allows you to get out of the screen while the report is generating in the spool file.

2 = Run interactively. This will stay at the selection screen and when the report is completed it will display a message "Report is completed. Press Enter"

Report Date: This will default to the current date.

From & To Date: This enables the user to select a beginning and ending date for the data to be pulled for the report.

Date to Use: This enables the user to select the report by Invoice Date or Scheduled Pay Date.

Vendor Number: Key in the vendor number you want the report for.

Vendor Name/Address: If the vendor number is unknown, this field allows you to search for a by vendor name or address.

Vendor Totals Only (Y or N): This enables the user to selection a report with vendor totals only. If left blank it will default to displaying detail on all invoices for that vendor.

Vendor Type: This enables the user to pull a report by a specific vendor type. Each company may have their own vendor types set up in the master file. Some vendor type examples are:

- E** = Equipment vendors
- I** = Interline vendors
- M** = Miscellaneous vendors
- R** = Rent vendors
- S** = Shop vendors
- U** = Utility vendors

Sequence: Enter one of the following numbers for the proper report sequence:

- 1** - Vendor Name
- 2** - Vendor Number
- 3** - Type/Vendor Name