

ACCOUNTS PAYABLE ENTRIES / AP SCHEDULE

Listed in *Figure 1* is the **Accounts Payable Schedule Report**. The Report **sums** up the Accounts Payable Balance of each *Supplier (if any)*. Choose the **Account Title**, and **as of Date** as per your preference to filter the shown suppliers, and compute the *running balance*. Click the **Print Report Button** to print (*Figure 2*), **Export Button** to save the report to an Excel File (*Figure 3*), and **Email Button** to email the excel file to the designated address in the **Settings -> Email Report Settings**.

The **Previous** section of the report shows the Accounts Payable Balance of all previous AP transactions up to the previous month of the **as of Date Filter**, thus *all previous transactions* up to July 31, 2019 (07/31/2019). The **This Month** section of the report shows the Accounts Payable Balance from the *First day of Month* of the **as of Date Filter** up to the **as of Date Filter**, thus all transactions from August 1, 2019 (08/01/2019) to August 07, 2019 (08/07/2019).

Figure 1

Accounts Payable Schedule

Account * :
Account Payable - Trade Supplier

As of Date * :
08/07/2019

Print Report Export Email

Customer	Previous	This Month	Total
Office Warehouse Inc.	287,025.00	175,000.00	462,025.00
NCR Construction Supply	163,500.00	0.00	163,500.00
Owners	28,690.00	0.00	28,690.00
Book One Office Supply	13,500.00	0.00	13,500.00
Don's Original Spanish Original Churros	0.00	11,000.00	11,000.00
Fornax Facility Supplies and Services Inc.	0.00	15,000.00	15,000.00
Supplier Name	0.00	15,000.00	15,000.00

Showing 1 to 9 of 9 entries

Figure 2

Customer	Previous	This Month	Total
Book One Office Supply	13,500.00	0.00	13,500.00
Don's Original Spanish Original Churros	0.00	11,000.00	11,000.00
Fornax Facility Supplies and Services Inc.	0.00	15,000.00	15,000.00
NCR Construction Supply	163,500.00	0.00	163,500.00
Office Warehouse Inc.	287,025.00	175,000.00	462,025.00
Owners	28,690.00	0.00	28,690.00
Supplier Name	0.00	15,000.00	15,000.00

Figure 3

	A	B	C	D
1	JDEV OFFICE SOLUTIONS INC.			
2	4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City			
3	(045) 900-3988 / 0955-283-3018			
4				
5	As of Date 08/07/2019			
6	Accounts Payable Schedule			
7	Customer	Previous	This Month	Total
8	Book One Office Supply	13,500.00	0.00	13,500.00
9	Don's Original Spanish Original Churros	0.00	11,000.00	11,000.00
10	Fornax Facility Supplies and Services Inc.	0.00	15,000.00	15,000.00
11	NCR Construction Supply	163,500.00	0.00	163,500.00
12	Office Warehouse Inc.	287,025.00	175,000.00	462,025.00
13	Owners	28,690.00	0.00	28,690.00
14	Supplier Name	0.00	15,000.00	15,000.00
15				