

# AP Bill Payment Audit

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This report is designed to assist your company in balancing the amount in the Accounts Payable account for a given period of time. Once the desired options have been selected, click the OK button to display the report in Print Preview mode.

## Report Selections

**Date Range** - One of the two following options must be selected to determine what data will be displayed on the report.

- *Accounting Period* - Select a single accounting period range, or multiple accounting period range.
- *Dates* - Select a beginning and ending date range for the list of payments to be displayed on the report.

**Branch** - The report default is to print data for all active and inactive Branches. If it is desired to print the data associated with one or multiple Branches, you may select the checkbox to the left of each branch desired.

- *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.
- *Show Each Branch* - If this option is selected, a new section will begin with each unique Branch. Totals are printed after all data is printed for a Branch.

**Sort By** - The report default is to sort by Register Number. The other option in this drop-down list is to sort by Check Number.

The screenshot shows the 'AP Bill Payment Audit' dialog box. The 'Date Range' section has the 'Accounting Period' radio button selected, with 'From' and 'Thru' fields both set to '8 8/1/2017 - 8/31/2017'. The 'Branches' section has checkboxes for MI, National, NC, and OH, all of which are checked. There is also a 'Hide Inactive Branches' checkbox which is checked. The 'Options' section contains the text 'This report has no additional options.' The 'Sort By' dropdown menu is set to 'Check Number'. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.