**Job Aids**

Accounts Payable Clerk 2021 R2

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# Processing Vendor Documents

This section contains step-by-step instructions you can use when handling vendor documents in Acumatica ERP.

## To Enter a Bill in the Base Currency (with Item Quantities and Unit Costs)

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Bill*.
3. In the **Date** box, enter the date of the vendor document the bill is based on.
4. If needed, in the **Vendor Ref.** box, enter the reference number of the vendor document.
5. In the **Vendor** box, select the vendor the document is from.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings, and make any needed changes.

1. In the **Currency** box, make sure the base currency is shown correctly.
2. On the **Details** tab, for each detail line of the bill, click **Add Row** on the table toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Inventory ID** column, select the required item.
   3. In the **Quantity** column, enter the quantity of the line item purchased from the vendor.
   4. In the **Unit Cost** column, enter the cost of each specified unit.
   5. In the **Account** column, make sure that the specified account is correct.
   6. If needed, in the **Subaccount** column, specify the subaccount.
3. On the form toolbar, click **Save** to save the bill.

## To Enter a Bill in the Base Currency (with Line Totals)

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Bill*.
3. In the **Date** box, enter the date of the vendor document the bill is based on.
4. If needed, in the **Vendor Ref.** box, enter the reference number of the vendor document.
5. In the **Vendor** box, select the vendor the document is from.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings and make any needed changes.

1. In the **Currency** box, make sure the base currency is selected.
2. On the **Details** tab, for each detail line of the bill, click **Add Row** on the table toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Ext. Cost** column, enter the total amount for the line.
   3. In the **Account** column, make sure that specified account is correct.
   4. If needed, in the **Subaccount** column, specify the subaccount.
3. On the form toolbar, click **Save** to save the bill.

## To Enter a Bill in a Foreign Currency (with Item Quantities and Unit Costs)

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Bill*.
3. In the **Date** box, enter the date of the vendor document the bill is based on.
4. If needed, in the **Vendor Ref.** box, enter the reference number of the vendor document.
5. In the **Vendor** box, select the vendor.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings, and make any needed changes.

1. In the **Currency** box, check that the selected currency matches the currency of the vendor document. If it does not, select the needed currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each item of the bill, click **Add Row** on the toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Inventory ID** column, select the item.
   3. In the **Quantity** column, enter the quantity of the line item purchased from the vendor.
   4. In the **Unit Cost** column, enter the cost of each specified unit.
   5. In the **Account** column, make sure that the specified account is correct.
   6. If needed, in the **Subaccount** column, specify the subaccount.
4. On the form toolbar, click **Save** to save the bill.

## To Enter a Bill in a Foreign Currency (with Line Totals)

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Bill*.
3. In the **Date** box, enter the date of the vendor document the bill is based on.
4. If needed, in the **Vendor Ref.** box, enter the reference number of the vendor document.
5. In the **Vendor** box, select the vendor.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings and make any needed changes.

1. In the **Currency** box, make sure that the selected currency matches the currency of the vendor document. If it does not, select the needed currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each detail of the bill, click **Add Row** on the table toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Ext. Cost** column, enter the total amount for the line.
   3. In the **Account** column, make sure that specified account is correct.
   4. If needed, in the **Subaccount** column, specify the subaccount.
4. On the form toolbar, click **Save** to save the bill.

## To Enter a Credit Adjustment (with Item Quantities and Unit Costs)

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Credit Adj.*
3. In the **Date** box, enter the date of the vendor document the credit adjustment is based on.
4. If needed, in the **Vendor Ref.** box, enter the reference number of the vendor document.
5. In the **Vendor** box, select the vendor.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings, and make any needed changes.

1. In the **Currency** box, make sure that the selected currency matches the currency on the vendor debit memo. If it does not, select the needed currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each item of the credit adjustment, click **Add Row** on the toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Inventory ID** column, select the required item.
   3. In the **Quantity** column, enter the quantity of the line item.
   4. In the **Unit Cost** column, enter the cost of each specified unit.
   5. In the **Account** column, make sure that the specified account is correct.
   6. If needed, in the **Subaccount** column, specify the subaccount.
4. If needed, to attach a scanned image of the vendor original document to this credit adjustment, click **Files** on the form title bar, and upload the file.
5. On the form toolbar, click **Save** to save the adjustment.

## To Enter a Credit Adjustment (with Line Totals)

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Credit Adj.*
3. In the **Date** box, enter the date of the vendor document the credit adjustment is based on.
4. If needed, in the **Vendor Ref.** box, enter the reference number of the vendor document.
5. In the **Vendor** box, select the vendor the document is from.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings and make any needed changes.

1. In the **Currency** box, make sure that the selected currency matches the currency on the vendor debit memo. If it does not, select the needed currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each detail of the credit adjustment, click **Add Row** on the toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Ext. Cost** column, enter the total amount for the line.
   3. In the **Account** column, make sure that specified account is correct.
   4. If needed, in the **Subaccount** column, specify the subaccount.
4. To attach a scanned image of the vendor original document to this credit adjustment, click **Files**

on the form title bar.

1. On the form toolbar, click **Save** to save the adjustment.

## To Enter a Debit Adjustment (with Item Quantities and Unit Costs)

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Debit Adj.*
3. In the **Date** box, enter the date of the vendor document the debit adjustment is based on. The system fills in the **Post Period** box automatically, based on the specified document date.
4. If your system's rules require it, in the **Vendor Ref.** box, enter the reference number of the vendor document.
5. In the **Vendor** box, select the vendor the document is from.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings, and make any needed changes.

1. In the **Currency** box, make sure that the selected currency matches the currency of the vendor credit memo. If it does not, select the correct currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each detail line of the debit adjustment, click **Add Row** on the toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Inventory ID** column, select the required item.
   3. In the **Quantity** column, enter the quantity of the line item.
   4. In the **Unit Cost** column, enter the cost of each specified unit.

In the **Ext. Cost** column, notice that the system has automatically calculated and entered the total amount for the line.

* 1. In the **Account** column, make sure that the specified account is correct.
  2. If needed, in the **Subaccount** column, specify the subaccount.

1. To attach a scanned image of the vendor original document to this debit adjustment, click **Files**

on the form title bar, and upload the file.

1. On the form toolbar, click **Save** to save the adjustment.

## To Enter a Debit Adjustment (with Line Totals)

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Debit Adj.*
3. In the **Date** box, enter the date of the vendor document the debit adjustment is based on.
4. If needed, in the **Vendor Ref.** box, enter the reference number of the vendor document.
5. In the **Vendor** box, select the vendor.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings and make any needed changes.

1. In the **Currency** box, make sure that the selected currency matches the currency on the vendor credit memo. If it does not, select the needed currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each detail line of the debit adjustment, click **Add Row** on the toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Ext. Cost** column, enter the total amount for the line.
   3. In the **Account** column, make sure that specified account is correct.
   4. If needed, in the **Subaccount** column, specify the subaccount.
4. To attach a scanned image of the vendor original document to this debit adjustment, click **Files**

on the form title bar, and upload the file.

1. On the form toolbar, click **Save** to save the adjustment.

## To Enter a Bill Based on Purchase Receipts

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Bill*.
3. In the **Date** box, enter the date of the bill.
4. If needed, in the **Vendor Ref.** box, enter the reference number of the document this bill is based on.
5. In the **Vendor** box, select the applicable vendor.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings, and make any needed changes.

1. In the **Currency** box, make sure that the document currency is correct. If it is not, select another currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, do the following:
   1. On the table toolbar, click **Add PO Receipt**.

The system opens the **Add PO Receipt** dialog box, which displays the list of the released receipts of the selected vendor that have not been fully billed.

* 1. Select the unlabeled check boxes of the purchase receipts you want to add to the bill.
  2. Click **Add & Close** to close the dialog box.
  3. In the table on the **Details** tab (where the lines have been filled with the lines of the selected purchase receipts), check the items' quantities and costs.

1. On the form toolbar, click **Save**.

## To Enter a Bill Based on Purchase Orders

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Bill*.
3. In the **Date** box, enter the date of the bill.
4. If needed, in the **Vendor Ref.** box, enter the reference number of the document this bill is based on.
5. In the **Vendor** box, select the applicable vendor.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings, and make any needed changes.

1. In the **Currency** box, make sure that the document currency is correct. If it is not, select another currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, do the following:
   1. On the table toolbar, click **Add PO**.

The system opens the **Add PO Order** dialog box, which displays the list of the purchase orders of the selected vendor.

* 1. Select the unlabeled check boxes for the purchase orders to be added.
  2. Click **Add & Close** to close the dialog box.
  3. In the table on the **Details** tab (where the lines have been filled with the lines of the selected purchase receipts), check the items' quantities and costs.

1. On the form toolbar, click **Save**.

## To Reverse a Bill

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.
2. Open the bill to be reversed, which must have the *Open* or *Closed* status.
3. On the More menu (under **Corrections**), click **Reverse**.

The system then displays the debit adjustment created by this process, which has the same details as the bill and a status of *Balanced*.

1. Make sure that all the settings of the newly created adjustment are correct—for example, that the total amount of the debit adjustment is the same as the total amount of the bill.
2. If needed, in the **Vendor Ref.** box, change the reference to the vendor document.
3. On the form toolbar, click **Release** to release the debit adjustment.

## To Correct a Bill

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.
2. Open the bill to be corrected (which must have the *Balanced* or *Scheduled* status).
3. Make the needed corrections to the bill.
4. If needed, enter the total amount of the bill in the **Amount** box of the Summary area, if this box is available.
5. On the form toolbar, click **Save**.

## To Release Multiple Accounts Payable Documents

1. Open the [*Release AP Documents*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=b0977bf2-a93e-408f-8fb1-fbbbb812df0a) (AP501000) form.
2. Do one of the following:
   * To release all listed documents, click **Release All** on the form toolbar.
   * To release particular documents, select the unlabeled check boxes next to the required documents in the list, and on the form toolbar, click **Release**.

## To Run Schedules That Generate Recurring Documents

1. Open the [*Generate Recurring Transactions*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=cc1d25e8-c435-44ef-ab7a-1522389f9690) (AP504000) form.
2. In the **Execution Date** box, specify the date that the system uses to load appropriate schedules to the table. The schedules whose **Next Execution** date is earlier than or equal to this date are loaded. Clear this box to display all available schedules.
3. Specify the settings that indicate when the system stops running the schedules. Select one of the following option buttons:
   * **Stop on Execution Date**: The system will stop running schedules on the date that you specify in the **Execution Date** box.
   * **Stop After Number of Executions**: The system will stop running schedules when the number of schedule executions you type in the adjacent box will be performed.
4. In the table, select the unlabeled check box next to each schedule to be run.
5. On the form toolbar, click **Run** to generate documents in accordance with the selected schedules.

Documents will be generated only as specified by the schedule; no documents may be generated ahead of time. The generated document has the same details as the scheduled document, but its transaction date is set in accordance with the schedule.

# Processing Payments to Vendors

This section contains step-by-step instructions you can use when processing payments to vendors in Acumatica ERP.

## To Create an Accounts Payable Check

1. Open the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Check*.
3. In the **Application Date** box, select the date of the accounts payable check.
4. In the **Application Period** box, make sure that the specified period is correct.
5. In the **Vendor** box, select the vendor.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Payment Method**, and **Cash Account**. Review these settings and make any needed changes.

1. If needed, in the **Payment Ref.** box, type the document reference number (such as the wire transfer number or bank check number).
2. On the table toolbar of the **Documents to Apply** tab, click **Load Documents**. The list of the vendor's open bills and adjustments appears on this tab, with open debit adjustments listed before bills. If needed, remove the lines with the documents that you do not want to pay with this check.
3. In the **Payment Amount** box of the Summary area, type the total payment amount that should be applied to the documents.
4. On the form toolbar, click **Save**.

## To Create a Quick Check

1. Open the [*Quick Checks*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=346e1395-7d30-4c25-b28b-7bcd824dcffd) (AP304000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Quick Check*.
3. In the **Date** box, enter the document date.
4. In the **Vendor** box, select the vendor to receive the payment.
5. In the **Payment Method** box, make sure that the payment method is specified correctly.
6. In the **Cash Account** box, make sure that the selected cash account is the one you need.
7. If needed, in the **Payment Ref.** box, type the document reference number (such as the wire transfer number or bank check number).
8. On the **Details** tab, enter the details of the quick check as follows:
   1. On the table toolbar, click **Add Row**.
   2. In the **Branch** column (if it appears), make sure that the system has specified the correct branch. If needed, specify another branch.
   3. In the **Inventory ID** column, select the inventory ID of the non-stock item received from the vendor or the service delivered by the vendor.
   4. If needed, in the **Quantity** column, enter the quantity of the item or service delivered by the vendor.
   5. If needed, in the **Unit Cost** column, specify the cost per unit.
   6. In the **Account** column, make sure that the correct account is specified.
   7. In the **Subaccount** column (if it appears), make sure that the correct subaccount is specified.
9. In the **Payment Amount** box of the Summary area, enter the total amount of the quick check.
10. On the form toolbar, click **Save** to save the check.

## To Print a Check

1. Open the [*Process Payments / Print Checks*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=e632860a-8905-424a-8e27-ad66cf9f64c7) (AP505000) form.
2. In the **Payment Method** box, select *Check* (or another payment method that involves printing checks).
3. In the **Cash Account** box, select the bank account (a checking account) from which the check should be drawn.
4. In the **Next Check Number** box, enter the number (if the box is blank) or make sure the check number suggested by the system matches the first check number of the checks you plan to print.
5. In the table, select the unlabeled check box for each payment document for which you intend to print a check.
6. On the form toolbar, click **Process**.

For each of the selected documents, a check appears in a new browser tab.

1. Click **Print** on the form toolbar to start the printing process for each check. The browser opens the **Print** page.
2. Select appropriate options, and then click **OK**. The checks for the selected documents are printed.
3. Close the browser tabs that contain the printable versions of the checks.

The system displays the [*Release Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0a981976-131b-4150-81d0-19b54a46e510) (AP505200) form, which lists the accounts payable checks for which you have printed checks.

## To Reprint a Check

1. Open the [*Release Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0a981976-131b-4150-81d0-19b54a46e510) (AP505200) form.
2. In the **Payment Method** box of the Selection area, select *CHECK*.
3. In the **Action** box, select one of the following options:
   * *Reprint* to reprint the check with the same number
   * *Reprint with New Number* to reprint the check with a new number
4. In the form table, select the unlabeled check box in the row with the required AP check.
5. On the form toolbar, click **Process**.
6. If needed, edit the details of the check as follows:
7. Open the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form.
8. In the Summary area, select the required check, which now has the *Pending Print* status. On the form toolbar, click **Hold**.
9. Edit the details of the check.
10. On the form toolbar click **Remove Hold**.
11. Open the [*Process Payments / Print Checks*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=e632860a-8905-424a-8e27-ad66cf9f64c7) (AP505000) form.
12. In the **Payment Method** box, select *Check* (or another option that in your system designates a payment method that involves printing checks).
13. In the **Cash Account** box, select the bank account (a checking account) from which the check should be drawn.
14. In the **Next Check Number** box, enter the number of the check you plan to print.
15. In the table, select the unlabeled check box for the payment document for which you intend to reprint a check.
16. On the form toolbar, click **Process**.

For the selected document, the corresponding check appears on the [*Check Form with Remittance*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=e10d1a22-f5e5-48f1-9e7d-67d8dd1e6c68)

(AP641000) report in a new browser tab.

1. Click **Print** on the form toolbar to start the printing process for the check. The browser opens the

**Print** page.

1. Select the appropriate options, and then click **OK**.

The system prints the check with the number you specified.

1. Close the browser tab that contains the printable version of the check.

The system displays the [*Release Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0a981976-131b-4150-81d0-19b54a46e510) (AP505200) form, which lists the AP checks for which you have printed checks.

1. Review the reprinted check, and if the check is reprinted correctly, release the check (which now has the *Printed* status).

## To Pay Multiple Vendor Bills

1. Open the [*Prepare Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=e3b526e3-8b12-4fa9-a5b2-2955e763f238) (AP503000) form.
2. In the **Branch** box, select a branch from which the payment should originate.
3. In the **Payment Method** box of the Selection area, select the payment method associated with the cash account.
4. In the **Cash Account** box, make sure that the account specified by the system by default is correct. Select another account, if needed. The system will update this account when the bills are paid.
5. In the **Payment Date** box, specify the date of payment.
6. If needed, in the **Vendor** box, select the vendor whose outstanding documents you want to view and possibly select for payment.
7. If needed, in the **Pay Date Within** box, enter a number of days to view documents that have pay dates within a particular date range.
8. In the table that lists the documents that match the criteria you have specified, select the check boxes in the unlabeled column for the credit adjustments or bills you want to pay.
9. On the form toolbar, click **Process** to initiate the payment process and generate payments (accounts payable checks) for the selected documents.
10. Confirm that the system has navigated to the [*Process Payments / Print Checks*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=e632860a-8905-424a-8e27-ad66cf9f64c7) (AP505000) form, so you can process the payment of the accounts payable checks, which are selected by default.
11. Select the check boxes in the unlabeled column for the accounts payable checks you want to release.
12. On the form toolbar, click **Process**.

For the selected document, the corresponding check appears on the [*Check Form with Remittance*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=e10d1a22-f5e5-48f1-9e7d-67d8dd1e6c68)

(AP641000) report in a new browser tab.

1. Close the browser tab that contains the printable version of the check.

The system displays the [*Release Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0a981976-131b-4150-81d0-19b54a46e510) (AP505200) form, which lists the AP checks which you want to release.

## To Pay a Vendor Bill

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.
2. In the **Type** box of the Summary area, select *Bill*.
3. In the **Reference Nbr.** box, select the reference number of the bill to be paid.
4. On the form toolbar, click **Pay**. In the **Indicate Amounts to Pay** dialog box, specify the amount to be paid in the **Amount to Pay** box, and click **Confirm**.
5. On the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form, which opens with a new accounts payable check created for this bill, make sure that the payment method specified in the accounts payable check is the one you want to use for the payment and that the date is specified correctly.
6. If needed, on the **Charges** tab, add any applicable charges or fees for processing this payment in the bank. For each charge or fee, do the following:
   1. On the table toolbar, click **Add Row**.
   2. In the **Entry Type** column, select the entry type for the bank charge that applies to this accounts payable check.
   3. In the **Amount** column, type the charge amount that applies to this check.
7. On the form toolbar, click **Remove Hold**. The status of the document changes to **Pending Print**.
8. On the form toolbar click **Print/Process**. In the [*Process Payments/Print Checks*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=085e9460-cebd-454e-8a8b-74b591bccfc1) (AP505000) form, which opens, select **Process**.

For the selected document, the corresponding check appears on the [*Check Form with Remittance*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=e10d1a22-f5e5-48f1-9e7d-67d8dd1e6c68)

(AP641000) report in a new browser tab.

1. Close the browser tab that contains the printable version of the check. The system displays the [*Release Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0a981976-131b-4150-81d0-19b54a46e510) (AP505200) form.
2. In the **Action** box, make sure that *Release* is selected.
3. On the [*Release Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=085e9460-cebd-454e-8a8b-74b591bccfc1) (AP505200) form, click **Process** to release the accounts payable check. The status of the bill and the accounts payable check changes to *Closed*.

## To Prepare ACH Payments for Export

1. Open the [*Process Payments / Print Checks*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=e632860a-8905-424a-8e27-ad66cf9f64c7) (AP505000) form.
2. In the **Payment Method** box of the Selection area, select a payment method used for ACH payments in your system (for example, *FEDWIRE*).
3. In the **Cash Account** box, select the cash account to be used as the source account for payment.
4. If needed, in the **Next Check Number** box, enter the number for the check.
5. In the table, select the unlabeled check box in the row for each payment to be included in the batch for export.
6. On the form toolbar, click **Process**.

The system displays the [*Batch Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=765f801c-0b3a-4d5b-8f01-3a1a496934e8) (AP305000) form with the created batch, which has a status of *Balanced*. When the batch is created, the ACH payments included in the batch are assigned the *Printed* status.

1. In the **Description** box of the form, enter the description of the batch.
2. On the form toolbar, click **Save**.
3. On the form toolbar, click **Release** to release the batch.

## To Export a Batch of ACH Payments

1. Open the [*Batch Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=765f801c-0b3a-4d5b-8f01-3a1a496934e8) (AP305000) form.
2. In the **Reference Nbr.** box in the Summary area, select the identifier of the batch you want to export.
3. In the **Batch Date** box, make sure that the date is correct.

By default, the system specifies the current business date.

1. Make sure the status of the batch is *Released*. If it is not, click **Release** on the form toolbar.
2. On the form toolbar, click **Export**.
3. If needed, in the form title bar, click **Files** to view the name of the file to which the batch was exported.

## To Release Accounts Payable Checks

1. Open the [*Release Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0a981976-131b-4150-81d0-19b54a46e510) (AP505200) form.
2. In the **Payment Method** box of the Selection area, select the payment method to be used for payments.
3. In the **Cash Account** box, make sure that the default cash account associated with the payment method is correct.
4. In the **Action** box, make sure that *Release* is selected.
5. In the table, select the unlabeled check box in the row of each check you want to release.
6. On the form toolbar, click **Process**.

## To Void an Accounts Payable Check

1. Open the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form.
2. In the **Type** box of the Summary area, select *Check*.
3. In the **Reference Nbr.**, select the reference number of the accounts payable check to be voided.
   * In the **Reference Nbr.** box, select the check by its reference number.
   * Click the navigation buttons on the form toolbar until you are viewing the accounts payable check you want to void.
4. On the form toolbar, click **Void**.

The system reverses the application of the check in full, and changes the document type to *Voided Check*, and the status to *Balanced*.

1. If needed, in the **Application Date** box, change the date of the voided payment.
2. On the form toolbar, click **Release**. The status of the voided check changes to *Closed*.

# Processing Prepayments

This section contains step-by-step instructions you can use when working with prepayments in Acumatica ERP.

## To Enter a Prepayment (Standard Way)

1. Open the [*Bills and Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=956b4e51-3078-4d2d-85b3-65c080d95234) (AP301000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Prepayment*.
3. In the **Date** box, check the date of the document.
4. In the **Vendor** box, select the vendor to be paid.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Terms**, **Due Date**, and **Cash Discount Date**. Review these settings, and make any needed changes.

1. In the **Currency** box, make sure that the document currency is correct. Select another currency, if needed.
2. If needed, click the **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. If needed, in the **Vendor Ref.** box, enter the reference number assigned to the document by the vendor.
4. On the **Details** tab, enter the details of the prepayment request by performing the following steps for each line:
   1. On the table toolbar, click **Add Row**.
   2. Make sure that the **Branch** column displays the needed branch.
   3. If needed, in the **Inventory ID** column, enter the ID of the particular non-stock item or service to be delivered by the vendor.
   4. In the **Quantity** column, enter the needed quantity of the item.
   5. If needed, in the **Unit Cost** column, type the cost per unit.
   6. Make sure that the **Account** column displays the account you want to be specified.
   7. Make sure that the **Subaccount** column displays the subaccount you want to be specified.
5. If needed, in the **Amount** box is available in the Summary area, enter the total amount of the document.
6. On the form toolbar, click **Save**.

## To Enter a Prepayment (Simplified Way)

1. Open the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select *Prepayment*.
3. In the **Application Date** box, check the date of the document, and change it, if needed.
4. In the **Vendor** box, select the vendor to be paid.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Payment Method**, and **Cash Account**. Review these settings, and make any needed changes.

1. In the **Payment Amount** box (if it appears), specify the total amount of the prepayment.
2. On the form toolbar, click **Save** to save the prepayment.

## To Apply a Prepayment to Bills

1. Open the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form.
2. In the **Type** box of the Summary area, select *Prepayment*.
3. In the **Reference Nbr.** box, select the prepayment you want to apply.
4. On the **Documents to Apply** tab, select the documents to which you want to apply the prepayment in one of the following ways:
   * To add all applicable documents to the list, click **Load Documents** on the table toolbar.
   * To add a particular document to the list, do the following:
5. On the table toolbar, click **Add Row**.
6. In the **Document Type** column, select a document type.
7. In the **Reference Nbr.** column, select a document from the list of applicable documents.
8. In the table, for each document, review the applied amount in the **Amount Paid** column, and change the amount, if needed.
9. On the form toolbar, click **Save**.

## To Correct a Prepayment Application That Has Not Been Released

1. Open the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form.
2. In the **Type** box of the Summary area, select *Prepayment*.
3. In the **Reference Nbr.** box, select the prepayment to be corrected.
4. On the **Documents to Apply** tab, click the row for each document you don't want to apply the prepayment to, and then click **Delete Row** on the table toolbar.
5. On the form toolbar, click **Save**.

## To Reverse Prepayment Applications That Have Been Released

1. Open the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form.
2. In the **Type** box of the Summary area, select *Prepayment*.
3. In the **Reference Nbr.** box, select the prepayment whose application to a bill or credit adjustment you want to reverse.
4. On the **Application History** tab, click the row of the document whose application you want to reverse, and then click **Reverse Application** on the table toolbar. On the **Documents to Apply** tab, the system adds a reversing row with the opposite amount.
5. On the form toolbar, click **Release** to release the application of the reversing entry.

The system creates a batch that reverses the prepayment application to a bill or credit adjustment, and changes the status of the prepayment to *Open*.

## To Void a Prepayment Paid by Check

1. Open the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form.
2. In the **Type** box of the Summary area, select *Check*.
3. In the **Reference Nbr.** box, select the number of the accounts payable check to be voided.
4. On the form toolbar, click **Void**.

The system creates a document of the *Voided Check* type with the same reference number as the prepayment.

1. On the form toolbar, click **Save**, and then click **Release** to save and release the voided check.

## To Void a Prepayment

1. Open the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form.
2. In the **Type** box of the Summary area, select *Prepayment*.
3. In the **Reference Nbr.** box, select the prepayment to be voided.
4. On the More menu (under **Corrections**), click **Void**.

The system creates a document of the *Voided Check* type with the same reference number as that of the prepayment used.

1. On the form toolbar, click **Save**, and then click **Release** to save and release the voided check.

## To Enter a Refund for a Prepayment

1. Open the [*Checks and Payments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=81659f97-cb14-4a27-bc3e-0f67b3945613) (AP302000) form.

To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New** right of the title.

1. On the form toolbar, click **Add New Record** to add a new document.
2. In the **Type** box of the Summary area, select *Vendor Refund*.
3. In the **Application Date** box, select the date when the vendor refund was applied.
4. In the **Vendor** box, select the vendor to be refunded.

The system fills in the following boxes automatically with the default settings of the selected vendor: **Location**, **Payment Method**, and **Cash Account**. Review these settings, and make any needed changes.

1. If needed, in the **Payment Ref.** box, enter the reference number of the vendor refund.
2. On the **Documents to Apply** tab, add a prepayment or multiple prepayments on which the vendor refund is based as follows:
   * To add all applicable documents to the list, click **Load Documents** on the table toolbar.
   * To add one document or multiple documents to the list, do the following for each prepayment:
3. On the table toolbar, click **Add Row**.
4. In the **Document Type** column, select *Prepayment*.
5. In the **Reference Nbr.** column, select a document.
6. In the **Payment Amount** box of the Summary area, enter the total amount of the debit adjustment applied to the document.
7. On the form toolbar, click **Save** and then **Release** to save and release the refund. The vendor refund now has the *Closed* status.

# Reviewing Accounts Payable Reports

This section contains step-by-step instructions you can use when preparing and analyzing Acumatica ERP reports.

## To Generate the AP Aged Past Due Report in the Base Currency

1. Open the [*AP Aging*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=c67e52ca-30b6-4b94-90b0-0aa21fd4c473) (AP631000) report.
2. On the **Report Parameters** tab, do the following:
   1. In the **Report Format** box, select one of the following options:
      * *Summary*: To view the past due balances on the selected aging date.
      * *Detailed*: To view the past due documents on the selected aging date.
      * *Detailed with Retainage*: To view past due documents and their unreleased retainage on the selected aging date.
   2. In the **Company/Branch** box, select the company or branch for which you want to view information, or leave this box empty to view information on all branches.
   3. In the **Vendor Class** box, select the vendor class for which you want to view information, or leave this box empty to view information on all vendor classes.
   4. In the **Vendor** box, select the vendor you want to view information for, or leave this box empty to view information on all vendors.
   5. In the **Age as of Date** box, select the date the system will use to calculate the aging categories for documents.
3. On the form toolbar, click **Run Report**.

The report displays the list of vendors with past-due balances. Balances are broken down by days past due on the specified date, and all amounts are displayed in the base currency.

## To Generate the Multicurrency AP Aged Past Due Report

1. Open the [*AP Aging MC*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=ae4a659b-152a-4cfa-a7e6-fc4b34846e9f) (AP631100) report.
2. On the **Report Parameters** tab, do the following:
   1. In the **Report Format** box, select one of the following options:
      * *Detailed*: To view the past due documents on the selected aging date.
      * *Summary*: To view the past due balances on the selected aging date.
   2. In the **Company/Branch** box, select the company or branch for which you want to view information, or leave this box empty to view information on all branches.
   3. In the **Vendor Class** box, select the vendor class for which you want to view information, or leave this box empty to view information on all vendor classes.
   4. In the **Vendor** box, select the vendor to view information for, or leave this box empty to view information on all vendors.
   5. In the **Age as of Date** box, select the date the system will use to calculate the aging categories for documents.
3. On the form toolbar, click **Run Report**.

The report displays the list of the vendors with past-due balances, which are broken down by days past due on the specified aging date. The amounts are displayed in the documents' currencies and in the base currency.

## To Generate the AP Aged Outstanding Report in the Base Currency

1. Open the [*AP Coming Due*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=be63f44c-0ba2-44b4-b734-2044a2d00aee) (AP631500) report.
2. On the **Report Parameters** tab, do the following:
   1. In the **Report Format** box, select one of the following options:
      * *Detailed*: To view outstanding documents on the selected aging date.
      * *Summary*: To view outstanding balances on the selected aging date.
   2. In the **Company/Branch** box, select the company or branch for which you want to view information, or leave this box empty to view information on all branches.
   3. In the **Vendor Class** box, select the vendor class for which you want to view information, or leave this box empty to view information on all vendor classes.
   4. In the **Vendor** box, select the vendor to view information for, or leave this box empty to view information on all vendors.
   5. In the **Date** box, select the date the system will use to calculate the aging categories for documents.
3. On the form toolbar, click **Run Report**.

The report displays the list of the vendors with outstanding balances, which are broken down by days outstanding with respect to the specified aging date. The amounts are displayed in the base currency.

## To Generate the Multicurrency AP Aged Outstanding Report

1. Open the [*AP Coming Due MC*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=58c82755-2b54-4be5-8f6f-4e1e2db2c8ec) (AP631600) report.
2. On the **Report Parameters** tab, do the following:
   1. In the **Report Format** box, select one of the following options:
      * *Detailed*: To view outstanding documents on the selected aging date.
      * *Summary*: To view outstanding balances on the selected aging date.
   2. In the **Company/Branch** box, select the company or branch for which you want to view information, or leave this box empty to view information on all branches.
   3. In the **Vendor Class** box, select the vendor class for which you want to view information, or leave this box empty to view information on all vendor classes.
   4. In the **Vendor** box, select the vendor to view information for, or leave this box empty to view information on all vendors.
   5. In the **Date** box, select the date the system will use to calculate the aging categories for documents.
3. On the form toolbar, click **Run Report**.

The report displays the list of the vendors with outstanding balances, which are broken down by days outstanding with respect to the specified aging date. The amounts are displayed in the documents' currencies and in the base currency.

## To Generate the AP Balance by Vendor Report in the Base Currency

1. Open the [*AP Balance by Vendor*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=0d1c7f3f-90d6-4d12-894f-05fadf489921) (AP632500) report.
2. On the **Report Parameters** tab, do the following:
   1. In the **Report Format** box, select one of the following options:
      * *Account Summary*: To view the total of all documents that are open at the end of the reporting period.
      * *Open Documents*: To view all documents with the *Open* status.
      * *Open + Current Period*: To view all documents with the *Open* status, as well as documents of the current period, regardless of their status.
      * *All Documents (Vendor Required)*: To view all of a specific vendor's documents. If you select this option, you must specify a vendor.
   2. In the **Company/Branch** box, select the company or branch for which you want to view vendor balances, or leave this box empty to view information on all branches.
   3. In the **Financial Period** box, select the financial period whose information you want to view.
   4. In the **Vendor** box, select the vendor whose information will be included in the report, or leave this box empty to view information about all vendors. Note that for the *All Documents (Vendor Required)* report format, you must select a vendor.
   5. To also view applied documents, select the **Include Applications** check box.
3. On the form toolbar, click **Run Report**.

The report lists the vendor balance for each account related to the vendor. All the amounts are displayed in the base currency.

## To Generate the Multicurrency AP Balance by Vendor Report

1. Open the [*AP Balance by Vendor MC*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=fd57f96a-5096-4ec0-bc4d-c28a5d1f37b0) (AP633000) report.
2. On the **Report Parameters** tab, do the following:
   1. In the **Report Format** box, select one of the following options:
      * *Account Summary*: To view the total of all documents that are open at the end of the reporting period.
      * *Open Documents*: To view all documents with the *Open* status.
      * *Open + Current Period*: To view all documents with the *Open* status, as well as documents of the current period, regardless of their status.
      * *All Documents (Vendor Required)*: To view all of a specific vendor's documents. You must specify a vendor if you select this option.
   2. In the **Company/Branch** box, select the company or branch for which you want to view vendor balances, or leave this box empty to view information on all branches.
   3. In the **Financial Period** box, select the financial period whose information you want to view.
   4. In the **Vendor** box, select the vendor whose information will be included in the report, or leave this box empty to view information about all vendors. Note that for the *All Documents (Vendor Required)* report format, you must select a vendor.
   5. To also view applied documents, select the **Include Applications** check box.
3. On the form toolbar, click **Run Report**.

The report lists the vendor balances in each of the currencies used (including the base currency) for each account related to the vendor.

## To View Vendors' Summary Information

1. Open the [*Vendor Summary*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=b61831e2-2f54-45d0-af17-b07fa1595890) (AP401000) form.
2. In the **Company/Branch** box, select the company or branch for which you want to view the data.
3. In the **Period** box, select the financial period for which you want to view information, or leave this box empty so that information about all open periods will be displayed in the table.
4. In the **Vendor Class** box, select the vendor class for which you want to view information, or leave this box empty so that information about vendors of all classes will be displayed in the table.
5. In the **AP Account** box, select the AP account for which you want to view information, or leave this box empty so that information on all accounts will be displayed.
6. In the **AP Subaccount** box (if this box appears), select a subaccount for the accounts payable account.
7. In the **Currency** box, select the currency for which you want to view information, or leave this box empty so that the data in the table will be displayed for all currencies.
8. If needed, select the **Split by Currency** check box if you want to view balances in each currency separately (if you left the **Currency** box empty).
9. Select the **Vendors with Balance Only** check box to view vendors with non-zero balances, or clear the check box to view all vendors.

In the table, you can view vendors' outstanding balances and other information that matches the criteria you specified.