



# Account Payable

Accounts payable is money owed by a business to its suppliers, shown as a liability on a company's balance sheet. Below actions are available from "Account Payable":

 View and search for account payable summary and ageing details for selected vendors and employees.

 Create new Payment for the selected selected vendor or employee.

Account Payable

Show: Vendors Only As On: 24/08/2016 Group: < Select All > Outstanding This Week

Account #	Account Name	Currency	Current	1 - 30	31 - 60	61 - 90	91 - 180	> 180 Days	Total Amount	This Week	Avg. Days
6004/TA001	Tata Communications Int'l Pte Ltd (SGD)	SGD						\$52,280.00	\$52,280.00	\$52,280.00	
DBS	DBS Financing	SGD	\$510,700.00			\$5149.80			\$510,849.80	\$5149.80	70
6002.004/AU001	AUGUST STORCK AG	SGD		\$5104.48					\$5104.48	\$5104.48	63
6002.001/LU001	Luxasia	SGD	\$575.13			\$5231.17			\$5306.30	\$5231.17	159
6004/S001	SingTel (SGD)	SGD				\$5350.00			\$5350.00	\$5350.00	202
6002.001/L0001	L'Oreal Singapore	SGD				\$5535.00	\$5692.29		\$11,227.29	\$51,227.29	237
Ht	Ht trading	SGD	\$521.40			\$5913.79	\$5323.25		\$11,258.44	\$51,237.04	279
6100.01/SF002	Star Freight (SGD)	SGD				\$51,500.00			\$51,500.00	\$51,500.00	208
YK-001	Yankee Candles	SGD				\$55,188.68			\$55,188.68	\$55,188.68	274
6002.004/Loacker	Loacker	SGD				\$55,130.00	\$5475.45		\$55,605.45	\$55,605.45	438
6002.002/LE001	LEGO	SGD				\$56,064.69			\$56,064.69	\$56,064.69	255
6004/CO001	Courts Singapore (SGD)	SGD		\$56,420.00					\$56,420.00	\$56,420.00	181
HP/O01	H.P. Creditor - Orix Leasing	SGD				\$5152,810.00			\$5152,810.00	\$5152,810.00	76

Total: \$510,796.53 \$56,524.48 \$5153,494.80 \$522,204.62 \$53,078.70 \$5196,099.13 \$5180,514.95

Ageing Summary Ageing Details

Account Payable

Account: < Select All > As On: Due Within: All Records Total Amount

Date	Document #	Reference #	Memo	Due Date	Days Overdue	Debit	Credit
------	------------	-------------	------	----------	--------------	-------	--------

Generate Report


Ageing Summary Ageing Details

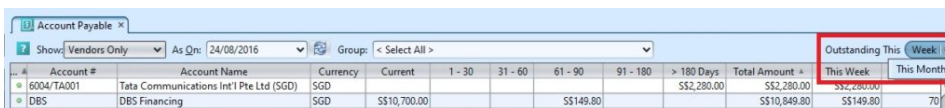
Field Name	Description	Mandatory Information
Show	Select to show vendors or employees payables	Y
As On	Select a date for account payable status	Y

Group	Select partner group to view or select all	Y
Outstanding This	Select to show payables by week or month view	Y
Account #	Self-Explanatory	Y
Account Name	Self-Explanatory	Y
Currency	Self-Explanatory	Y
Current	Not overdue yet	N
1-30	Payable age from 1 to 30 days old	N
31-60	Payable age from 31 to 60 days old	N
61-90	Payable age from 61 to 90 days old	N
91-180	Payable age from 91 to 180 days old	N
>180 Days	Payable age more than 180 days old	N
Total Amount	Self-Explanatory	Y
This Week / Month	Amount overdue for the account payable this week / month	N
Avg. Days	Average number of days passed since the creation date of payable document(s)	N

## View and Search for Account Payable Summary and Aging Details

1. Select date and group from the drop-down lists at the top of the screen of the **"Ageing Summary"** tab, it will pull up all the outstanding account payable entries for the selected parameters

2. Click on arrow on  button (top right side of screen) to change the account payable outstanding period from week to month and vice versa



Account #	Account Name	Currency	Current	1 - 30	31 - 60	61 - 90	91 - 180	> 180 Days	Total Amount	Outstanding This
										This Week   This Month
6004/TA001	Tata Communications Int'l Pte Ltd (SGD)	SGD						\$52,280.00	\$52,280.00	\$52,280.00
DBS	DBS Financing	SGD	\$510,700.00			\$5149.80			\$510,849.80	\$5149.80   70

3. Click on refresh  button to refresh the account payable table

4. Right-click on an account line to view options available, i.e. **"Create New Payment"** for the selected Vendor

Account #	Account Name	Currency	Current	1 - 30	31 - 60	61 - 90	91 - 180	> 180 Days	Total Amount	This Week	Avg. Days
6004/S001	SingTel (SGD)	SGD						\$5350.00	\$5350.00	\$5350.00	
6100.02/SF001	Star Freight (USD)	SGD						\$1,099.93	\$1,099.93	\$1,099.93	
6100.01/SF002	Star Freight (SGD)	SGD						\$1,500.00	\$1,500.00	\$1,500.00	
6004/TA001	Tata Communications Int'l Pte Ltd (SGD)	SGD						\$2,280.00	\$2,280.00	\$2,280.00	
6002.002/YK001	Yankee Candles	SGD						\$5,507.87	\$5,507.87	\$5,507.87	
6004/DBS	DBS Financing	SGD						\$10,849.80	\$10,849.80	\$10,849.80	
6004/HP-OL001	H.P. Creditor - Orix Leasing	SGD						\$152,810.00	\$152,810.00	\$152,810.00	
6002.004/AU001	AUGUST STORCK AG	SGD	\$5160.10					\$5107.22	\$267.32	\$5107.22	922
6010/AS001	Ascendas Pte Ltd	SGD				\$5773.61			\$5773.61	\$5773.61	197
6002.001/LO001	L'Oreal Singapore	SGD					\$82,427.29		\$82,427.29	\$82,427.29	886
6002.005/Nestle	Nestle	SGD				\$2,586.52			\$2,586.52	\$2,586.52	281
6002.001/TF001	TFI trading	SGD		\$263.86				\$2,453.07	\$2,726.89	\$2,716.93	677
6002.002/LE001	LEGO	SGD				\$57.22	\$56,437.77		\$56,494.99	\$56,494.99	59,045
6002.004/Loacker	Loacker	SGD				\$1,248.84	\$86,171.58		\$87,420.42	\$87,420.42	2,249
6004/CO001	Courts Singapore (SGD)	SGD				\$151.94	\$110,159.00		\$110,310.94	\$110,310.94	2,144
6002.001/LU001	Luxasia	SGD					\$83,751.29		\$83,751.29	\$83,751.29	368
6010/KD01	Keen Design Pte Ltd (SGD)	SGD					\$61,951.93		\$61,951.93	\$61,951.93	278
<b>Total:</b>			\$5170.06	\$263.86		\$4,818.13	\$297,856.75		\$303,108.80	\$302,938.74	

5. Double click an account from the table to see the ageing details

6. Click **“Generate Report”** button at the bottom of the **“Ageing Details”** tab to print **“Ageing Details”** report for the selected account

Date	Document #	Reference #	Memo	Due Date	Days Overdue	Debit	Credit
Nov 19, 2015	PI-0030:1	PO-0035	Split entry for partial payment: PYT160038	Jan 18, 2016	583		\$323.25
Jan 28, 2016	PI-0037	PO-0043	Invoice: PI-0037 From: TFI trading	Mar 28, 2016	513		\$381.99
Mar 7, 2016	PI-0049	PO-0052	Invoice: PI-0049 From: TFI trading	May 6, 2016	474		\$417.30
Mar 15, 2016	PI-0053	testSRV	Invoice: PI-0053 From: TFI trading	May 14, 2016	466		\$514.50
Jul 18, 2016	PI-0060		Invoice: PI-0060 From: TFI trading	Sep 16, 2016	341		\$21.40
Aug 31, 2016	PI-0065	SPD-168	Invoice: PI-0065 From: TFI trading	Oct 30, 2016	297		\$465.45
Aug 31, 2016	DN-16-080001	PI-0065	Debit Note: DN-16-080001 To: TFI trading	Oct 30, 2016	0	\$51.07	
Oct 6, 2016	PI-0070	PO-1401	Invoice: PI-0070 From: TFI trading	Dec 5, 2016	261		\$515.00
Oct 6, 2016	PI16-100015	PP16-100015	Invoice: PPI16-100015 From: TFI trading	Dec 5, 2016	261		\$523.05
Oct 6, 2016	PI-0071	PO-0054	Invoice: PI-0071 From: TFI trading	Dec 5, 2016	261		\$192.60
Oct 6, 2016	PI16-100016	PO-0065	Invoice: PPI16-100016 From: TFI trading	Dec 5, 2016	261		\$5107.00
Nov 14, 2016	PI-0074	PO-BT1411L	Invoice: PI-0074 From: TFI trading	Jan 13, 2017	222		\$553.50
May 3, 2017	PI-0088	test \$0 psc	Invoice: PI-0088 From: TFI trading	Jul 2, 2017	52		\$553.50
May 3, 2017	PI-0089	test2 \$0 psc	Invoice: PI-0089 From: TFI trading	Jul 2, 2017	52		\$553.50
May 3, 2017	PI-0090	test1 have ppl psc	Invoice: PI-0090 From: TFI trading	Jul 2, 2017	52		\$521.40
May 3, 2017	PI-0092	test3 have ppl psc	Invoice: PI-0092 From: TFI trading	Jul 2, 2017	52		\$521.40
May 4, 2017	PI-0093	test1 no ppl have psc	Invoice: PI-0093 From: TFI trading	Jul 3, 2017	51		\$521.40
May 4, 2017	PI-0095	test4 \$0 psc no ppl	Invoice: PI-0095 From: TFI trading	Jul 3, 2017	51		\$521.40
May 4, 2017	PI-0096	test5 \$0 psc no ppl	Invoice: PI-0096 From: TFI trading	Jul 3, 2017	51		\$521.40
May 4, 2017	PI-0097	test1 ppl vs psc	Invoice: PI-0097 From: TFI trading	Jul 3, 2017	51		\$28.46
May 4, 2017	PI-0094	test3 \$0 psc	Invoice: PI-0094 From: TFI trading	Jul 3, 2017	51		\$521.40
Aug 10, 2017	PI-0099	po1234	Invoice: PI-0099 From: TFI trading	Oct 9, 2017	-47		\$510.17
Aug 10, 2017	DN-17-080001	POS456965 po1234	Debit Note: DN-17-080001 To: TFI trading	Oct 9, 2017	0	\$50.21	

7. Right click a document entry from the **“Ageing Details”** tab table to open options available for the selected line: i.e. to see journal entries of of the document or to show the transaction document.

Date	Document #	Reference #	Memo	Due Date	Days Overdue	Debit	Credit
Nov 19, 2015	PI-0030:1	PO-0035	Split entry for partial payment: PYT160038	Jan 18, 2016	583		\$323.25
Jan 28, 2016	PI-0037	PO-0043	Invoice: PI-0037 From: TFI trading	Mar 28, 2016	513		\$381.99
Mar 7, 2016	PI-0049	PO-0052	Invoice: PI-0049 From: TFI trading	May 6, 2016	474		\$417.30
Mar 15, 2016	PI-0053	testSRV	Invoice: PI-0053 From: TFI trading	May 14, 2016	466		\$514.50

