

# Accounts Payable & Accounts Receivable Reports

## Sage Intacct Help Sheets

### 1. Overview

There are 3 types of reports.

- standard
- financial
- custom

You can create reports online or process and store them offline. You can even save reports (referred to as memorized reports) to run repeatedly, saving you time.

This help sheet is designed to cover the most used **standard** reports. If you would like training on Financial reports, please contact your Customer Success Manager. For custom report requirements please contact the help desk in the first instance.

All examples are taken from Accounts Payable however Accounts Receivable reports have the same/similar date and filter criteria.

### 1.1. Aged Creditor/Debtor report

Accounts Payable > All > Reports > Supplier aging > Report

Accounts Receivable > All > Reports > Customer aging > Report

#### Supplier aging report

**Time period**

Aging periods  
-0,1-30,31-60,61-90,91-

**Report as of**

Today  Select date

**Date to use**

04/09/2023

**Based on**

AP purchase invoice date  Due date  GL posting date

**Filters**

From supplier

To supplier

Supplier type

Transaction currency

Exclude credit card transactions from report

Exchange rate type  
Intacct Daily Rate

Location   Individual report  Prompt on run

Note: Process & store is required when Individual report is selected.

Department   Individual report  Prompt on run

Show for  
All locations

**Format**

Sort by  
Supplier ID

Group by  
None

**Report type**

Summary  Detail

- Select the Report as of date
- If using Select Date as the Report as of date, enter the cutoff date.
- Based on - GL Posting date - Includes Invoices based on the GL posting date and Ages based on that date.
- Choose Report type – summary or detail.

### Example Detail report

Supplier aging report Customize View Print Process & store Email Add to dashboard Memorize Export

Based on: *GL posting date* As of date: *04/09/2023*

Supplier ID	Supplier name	AP purchase invoice	GL posting date	AP purchase invoice date	Due date	Txn currency	Txn amount	Days aged	-0	1-30	31-60	61-90	91-	Total
20001	Massachusetts Department of Revenue	101/15092021	15/09/2021	15/09/2021	30/09/2021	USD	140.00	719	0.00	0.00	0.00	0.00	111.23	111.23
		101/13122022	13/12/2022	13/12/2022	12/01/2023	GBP	2,587.50	265	0.00	0.00	0.00	0.00	2,587.50	2,587.50
		101/25012023	27/02/2023	15/01/2023	14/02/2023	USD	1,000.00	189	0.00	0.00	0.00	0.00	794.50	794.50
Total for 20001									0.00	0.00	0.00	0.00	3,493.23	3,493.23

### Example Summary Report

Supplier aging report Settings

Based on: *GL posting date* As of date: *04/09/2023*

Supplier ID	Supplier name	-0	1-30	31-60	61-90	91-	Total
S100002	Sun Alliance Insurance Plc	0.00	0.00	0.00	0.00	1,000.00	1,000.00
S100003	Rightchoice Catering Services	0.00	0.00	0.00	0.00	3,290.75	3,290.75

### 1.2. AP Invoice/ AR Sales Register

Accounts Payable > All > Reports > Registers > AP purchase invoices

Accounts Payable > All > Reports > Registers > Sales

#### AP purchase invoices register

**Time period**

Reporting period:  As of date:

OR

Start date:  End date:

Prompt on run

**Reporting accounts labels**

Substitute with reporting accounts labels

Reporting account set:

Prompt on run

**Filters**

Supplier:

Supplier type:

Transaction currency:

Location:   Individual report  Prompt on run

Note: Process & store is required when Individual report is selected.

Department:   Individual report  Prompt on run

Show for:

Display transaction details

Display payment details

Show credit details

Hide paid documents

- Choose the time period and as of date or enter a date range
- Add any filters
- Choose the details required. Untick Hide paid documents to exclude paid Invoices. Tick Display transaction details for a less summarised report.

### Display transaction details **unticked**

AP purchase invoices register

Customize View Print Process & store Email Add to dashboard Memorize Export

Date	Supplier	AP purchase invoice no./adjustment no.	Due date	Descr	Curr	Txn amount	Base amount (GBP)	Amount paid (GBP)
01/07/2023	S100022--Sage Intacct	101/01072023	31/07/2023		GBP	1,200.00	1,200.00	1,200.00
05/07/2023	S100022--Sage Intacct	101/05072023	04/08/2023		GBP	1,200.00	1,200.00	1,200.00
02/08/2023	S100022--Sage Intacct	APADJ0016			GBP	600.00	600.00	600.00
02/08/2023	S100022--Sage Intacct	101C/02082023	02/08/2023		GBP	(600.00)	(600.00)	(600.00)
07/08/2023	S100022--Sage Intacct	APADJ0017			GBP	(600.00)	(600.00)	0.00
Grand total							1,800.00	2,400.00

### Display transaction details **ticked**

AP purchase invoices register

Customize View Print Process & store Email Add to dashboard Memorize Export

Date	Supplier	AP purchase invoice no./adjustment no.	Due date	GL account	Department	Location	Allocation	Descr	Memo	Curr	Txn amount	Base amount (GBP)	Amount paid (GBP)
01/07/2023	S100022--Sage Intacct	101/01072023	31/07/2023	60200--Travel	710--Sage 200	540--UK Durham				GBP	1,000.00	1,000.00	1,000.00
				14500--VAT Inputs	710--Sage 200	540--UK Durham			GBP	200.00	200.00	200.00	
				Total for 101/01072023									1,200.00
05/07/2023	S100022--Sage Intacct	101/05072023	04/08/2023	60200--Travel	710--Sage 200	540--UK Durham				GBP	1,000.00	1,000.00	1,000.00
				14500--VAT Inputs	710--Sage 200	540--UK Durham			GBP	200.00	200.00	200.00	
				Total for 101/05072023									1,200.00

## 1.3. Cheque/Receipt Register

Accounts Payable > All > Reports > Registers > Cheque

Accounts Receivable > All > Reports > Registers > Receipts

**PLEASE NOTE:** The accounts payable report can also be used void payments.

Cheque register

View Print Process & store Add to dashboard Memorize Export

Time period

Reporting period: Current year to date (dropdown) As of date: 04/09/2023 (calendar icon)  Prompt on run

OR

Start date: (calendar icon) End date: (calendar icon)  Prompt on run

- Select reporting period as of date or date range

**Filters**

Current account

Supplier from

Supplier to

Transaction currency

Location  
  Individual report  Prompt on run

Note: Process & store is required when Individual report is selected.

Department  
  Individual report  Prompt on run

From cheque no.

To cheque no.

Show for

Show details

- Select filters as required
- Show details displays transaction details.

Show only voided

Show only cheque transactions

Show reconciliation status

**Reconcile state**

All  In transit  Cleared

- Select Reconciliation state, if required (AP Cheque Register only)

**Report grouping**

Bank  Supplier  Date  AP purchase invoice account

- Select report grouping if required (AP Cheque Register only)

Example: Show details - **unticked**

Cheque register 
[Customize](#) [View](#) [Print](#) [Process & store](#) [Email](#) [Add to dashboard](#) [Memorize](#) [Export](#)

Bank	Date	Supplier	Document no.	Txn currency	Txn amount	Base curr	Amount	Cleared		
540 - GBP NatWest - NatWest	Account no: 123456780									
	01/07/2023	S100022--Sage Intacct	101/01072023 P	GBP	1,200.00	GBP	1,200.00	In Transit	AP purchase invoices	Void
	05/08/2023	S100022--Sage Intacct		GBP	1,200.00	GBP	1,200.00	In Transit	AP purchase invoices	Void

Example: Show details - **ticked**

Cheque register 
[Customize](#) [View](#) [Print](#) [Process & store](#) [Email](#) [Add to dashboard](#) [Memorize](#) [Export](#)

Bank	Date	AP purchase invoice date	AP purchase invoice no.	Supplier	GL account or account label	Method	Document no.	Txn currency	Txn amount	Base curr	Amount	Amount applied	Cleared	Memo	Department	Location		
540 - GBP NatWest - NatWest	Account no: 123456780																	
	01/07/2023	01/07/2023	101/01072023	S100022--Sage Intacct	80200--Travel	EFT	101/01072023 P	GBP	1,200.00		1,200.00	1,000.00	In Transit		710--Sage 200	540--UK Durham	AP purchase invoices	Void
				S100022--Sage Intacct	14500--VAT Inputs	EFT	101/01072023 P				1,200.00	200.00	In Transit		710--Sage 200	540--UK Durham		
	05/08/2023	05/07/2023	101/05072023	S100022--Sage Intacct	14500--VAT Inputs	EFT		GBP	1,200.00		1,200.00	200.00	In Transit		710--Sage 200	540--UK Durham	AP purchase invoices	Void
				S100022--Sage Intacct	80200--Travel	EFT					1,200.00	1,000.00	In Transit		710--Sage 200	540--UK Durham		

### 1.3.1. Voiding an AP transaction using this report

Void (reverse) Sage Intacct payment dated 01/07/2023

Cheque register

Customize View Print Process & store Email Add to dashboard Memorize Export

Bank	Date	Supplier	Document no.	Txn currency	Txn amount	Base curr	Amount	Cleared	
540 - GBP NatWest - NatWest	01/07/2023	S100022--Sage Intacct	101/01072023 P	GBP	1,200.00	GBP	1,200.00	In Transit	AP purchase invoices Void
	05/08/2023	S100022--Sage Intacct		GBP	1,200.00	GBP	1,200.00	In Transit	AP purchase invoices Void

Click Void

Void payment date

Date: 01/07/2023

Document number: 101/01072023 P

Supplier: S100022--Sage Intacct

Amount: GBP 1,200.00

Void the payment on date: 01/09/2023

Enter the effective date for voiding the transaction. This is usually the original transaction date or a later date.

Memo: Pay invoice 101/01072023

Select the items that you want to reverse. Some items cannot be reversed, such as an AP purchase invoice created from a purchasing transaction.

#	Reverse	AP purchase invoice no.	Date	Due date	Amount	Amount paid	Reverse as of
1	<input type="checkbox"/>	101/01072023	01/07/2023	31/07/2023	1,200.00	1,200.00	

Cancel Submit

- Enter the Reversal / Void date of the payment
- Enter a memo reason for voiding the payment (Audit history)
- Click Submit

To also reverse the **Invoice**, continue with the next steps.

Date  
01/07/2023

Document number  
101/01072023 P

Supplier  
S100022--Sage Intacct

Amount  
GBP 1,200.00

Void the payment on date

Enter the effective date for voiding the transaction. This is usually the original transaction date or a later date.

Memo

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Select the items that you want to reverse. Some items cannot be reversed, such as an AP purchase invoice created from a purchasing transaction.

#	Reverse	AP purchase invoice no.	Date	Due date	Amount	Amount paid	Reverse as of
1	<input checked="" type="checkbox"/>	101/01072023	01/07/2023	31/07/2023	1,200.00	1,200.00	<input type="text" value="01/09/2023"/>

- Tick the Invoice
- Enter Reversing date of Invoice
- Click on Submit

### 1.4. Supplier/Customer List

Accounts Payable > All > Reports > Supplier List

Accounts Receivable > All > Reports > Customer List

- Select any filters

- Select the data you want to display

**Sort by**

Supplier ID ▼

**Line format**

Multi-line ▼

- Select the sort order
- Select line format

Example: Selected Balance, Credit limit, Supplier type and On hold, sort by supplier name.

Supplier list								
Supplier ID	Supplier name	Supplier type	Term	VAT reg no	Account no.	Credit limit	Balance	On hold
20003	ADP	General Trade	Net 30	85-3678274			0.00	No
20043	Advisor Printing	General Trade	Net 30				128.65	No
20006	American Express	General Trade	Net 30	79-4785633			0.00	No
20054	Boardwalk Post	General Trade	Net 30				2,161.00	No
20061	Canyon CPA	Subcontractors	Net 30				65,000.00	No
20009	Citi Bank	General Trade	Net 30	13-8484578			12,000.00	No
20041	Consulting Grid	Subcontractors	Net 30				65,000.00	No
20042	Cornerstone	Subcontractors	Net 30				138,000.00	No

### 1.5. AP/AR Ledger

Accounts Payable > All > Reports > AP Ledger

Accounts Receivable > All > Reports > AR Ledger

Activity in a period

AP ledger

[View](#)
[Print](#)
[Process & store](#)
[Add to dashboard](#)
[Memorize](#)
[Export](#)

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**Time period**

Reporting period

OR

Start date  End date

As of date

Prompt on run

Prompt on run

- Select Reporting Period and as of date, or date range

**Filters**

**Supplier type**

**Summary**

**From supplier**

**To supplier**

**Transaction currency**

Exclude credit card transactions from report

**Location**  

 Individual report
  Prompt on run

Note: **Process & store** is required when **Individual report** is selected.

**Department**  

 Individual report
  Prompt on run

**Show one-time suppliers**  
 Exclude  Include  Grouped

- Select filters

Based on

Document date
  GL posting date

- Select Date to base the search on

Supplier	Date	Document	Reference	Memo	Txn currency	Txn amount	Charges (GBP)	Payments (GBP)	Balance (GBP)
S100022 - Sage Intacct	01/07/2023	101/01072023			GBP		1,200.00		1,200.00
	01/07/2023	101/01072023 P		Pay invoice 101/01072023	GBP			1,200.00	0.00
	05/07/2023	101/05072023			GBP		1,200.00		1,200.00
	02/08/2023	101C/02082023			GBP		(600.00)		600.00
	02/08/2023	APADJ0016	101C/02082023		GBP		600.00		1,200.00
	05/08/2023				GBP			1,200.00	0.00
	07/08/2023	APADJ0017	101/05072023		GBP		(600.00)		(600.00)
<b>Total for Sage Intacct</b>							<b>1,800.00</b>	<b>2,400.00</b>	<b>(600.00)</b>
				<b>Totals</b>			<b>1,800.00</b>	<b>2,400.00</b>	<b>(600.00)</b>

- Click on the date to drill to the transaction.