Supplier/Customer Totals by G/L Account Report

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Process
Perform the steps listed below.

Result
Generate a report of transactions for a vendor, for a specified time period, with totals by Account, Business Unit, Fund, and Grand Total.

Start this instruction from the Work With Batch Versions – Available Versions window.


2. Click Select and the Version Prompting window appears.

3. Choose Data Selection, then click Submit and the Data Selection window appears.
4. Add data as follows:

   Note: There are more selections than the following examples that can be used to narrow the scope of the report. In addition, selections can be used in combination with other selections.

To specify a vendor:
- **Left Operand** – Address Number (F0911) [BC]
- **Comparison** – is equal to
- **Right Operand** – Choose Literal, Single Value – Enter the supplier’s AB number, then click **OK**.

To specify a time period:
- **Left Operand** – Date – For G/L (and Voucher) – Julian (F0911) [BC]
- **Comparison** – is equal to
- **Right Operand** – Choose Literal, Range of Values – Enter the beginning date & ending date, then click **OK**.

To specify a Business Unit(s):
- **Left Operand** – Business Unit (F0911) [BC]
- **Comparison** – is equal to
- **Right Operand** – Choose Literal – Enter your Business Unit(s), then click **OK**.

To specify an Object(s):
- **Left Operand** – Object Account (F0911) [BC]
- **Comparison** – is equal to
- **Right Operand** – Choose Literal – Enter your Object(s), then click **OK**.

See next page for an example of a completed Data Selection screen.
5. Click OK and the Processing Options window appears.

6. Enter the following as appropriate.
   a. 1 in the Enter the type of Account Number field, or leave Blank.
   b. Leave the bottom field Blank, or enter 1 if you want the Supplier’s mailing address on the report. Note: if you enter “1”, the mailing address will be printed with the first transaction for every account.

7. Click OK on this window and then click OK on the Printer Selection window. You will return to the Work With Batch Versions – Available Versions window.

8. Click Form, Submitted Jobs and the Submitted Job Search window appears.
9. Choose the report (R09450_NE999001) when the Description field is "Done".

   Note: Click Find to refresh the window until "Done" is displayed.

10. Click Row, View PDF to see the report.
11. Review report and print if desired.

12. Close Adobe Acrobat Reader.

13. Click *Delete*, then *OK*, to remove the report from the Submitted Job Search window.

14. Click *Close* on this window.

15. Click *Close* on the Work With Batch Versions – Available Versions window to return to the menu.