

# Accounts Payable

Any Job you entered from the Add/Edit Job Estimation Page paid out can be viewed from the Accounts Payable by Job Tab located under the ( Reports ) tab.

Once in Customer make sure you select the Reports option tab

Double Click Accounts Payable by Job Tab

The screenshot shows a software interface with a menu bar at the top containing: File, Bank Transaction, Global Reports, Settings, Window, Layout, Help. Below the menu bar is a toolbar with icons for: New Job, Open Job, Create Transaction, Find Transaction, Check Reconciliation, Check Register, Global Report, Fee Category, and Exit. Below the toolbar is a section labeled 'JOB TITLE:' with two radio buttons: 'Entries' (unselected) and 'Reports' (selected). Below this is a grid of report icons categorized into: Contracts (Notice of Commencement, Proposal/Contract, Scope of Work, Time Sheet, Contractors Li), Expenses (Change Order, Expense Ledger By Job, Job Summary, Accounts Payable by Job), Invoices (Invoice By Number, Invoice Summary, All Invoices), and Misc (Customer Envelope, General Notes). The 'Accounts Payable by Job' icon is circled in red.

Once you click on Accounts Payable button this report will generate

**Accounts Receivable**

Customer Name: Betty Darling      Category: Materials  
Job Site address: 5692 Cayman Drive      Sub Category: Framing  
City State Zip: Tampa, FL 33602      Paid To: [ALL Payee]  
Job #: 512

ID	Beginning Balance	Amount Paid	Date Paid	Invoice#	Paid By	Balance
1	\$325.00	\$0.00	09/20/2016			\$325.00

Original Contract Price: \$325.00  
Adjusted Cost(-): \$0.00  
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\$325.00  
Paid to date: \$0.00  
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Balance: \$325.00