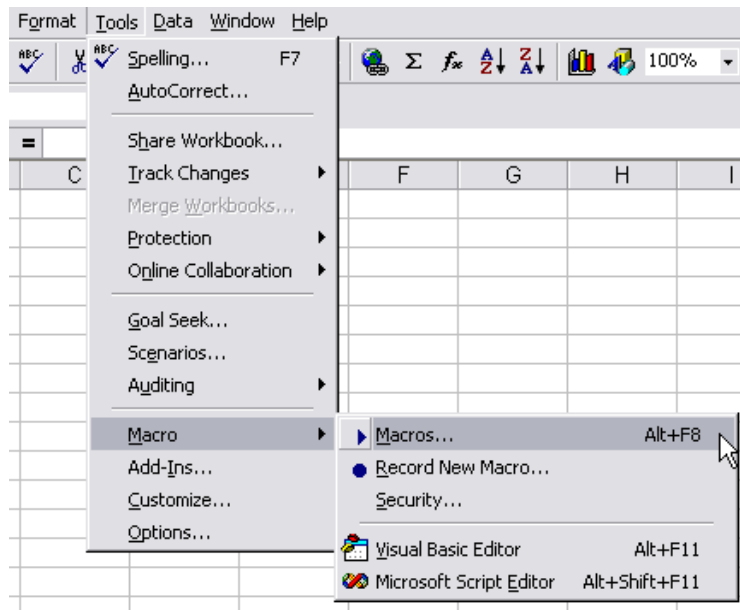


Running the AP Report

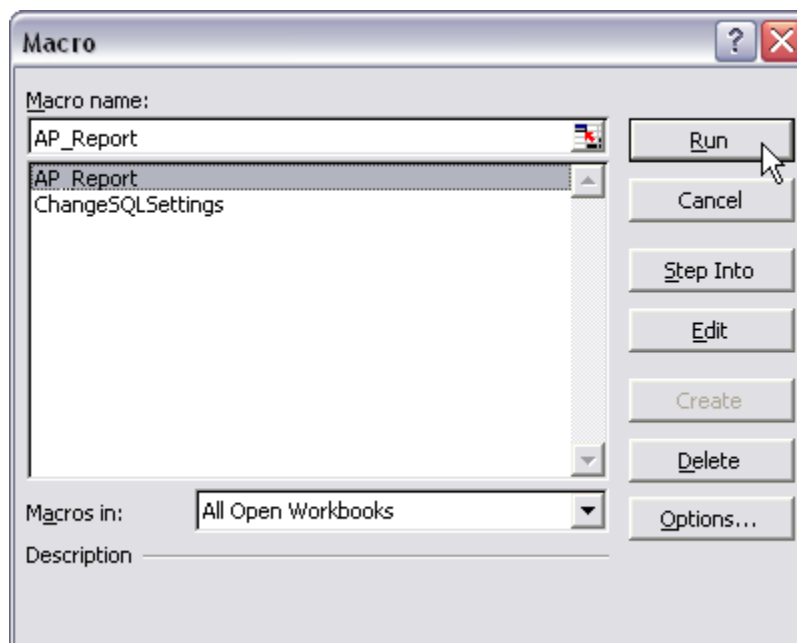
The AP Report allows users to view Accounts Payable data that has been exported from OGWIN into a SQL Server database.

Steps to follow:

- Navigate to the Macros menu (Click Tools – Macro - Macros).



- Run the AP_Report macro.



- You will see the dialog box below.

- Company Selection – Click on the company which contains the information about the Vendor. Only one company can be selected at a time.
- Vendor Selection (optional) – If no selection is made, the default is all vendors. Select multiple vendors by holding the CTRL key down while clicking on each vendor. Using the Shift key will select all vendors from original vendor highlighted to the last vendor selected.
- Include Vendors with \$0.00 Balances – Default is unchecked. Check to include vendors with a zero balance.
- Sort by Amount Due – Changes the default sort on all tabs to Amount due. On the Vendor Tab the default is Vendor code. On the Invoice Tab, the default is Invoice number.
- Show General Ledger Un-closed Items – When checked, Vendor invoices that have not been a part of a GL Close month (do not have an accrual date) will be included.
- Date selection – Enter the date that will be used for analysis. If the Invoice Date radio button is chosen, the comparison will be made to the Invoice date. If the Due Date radio is selected, the comparison will be made based on Due date.

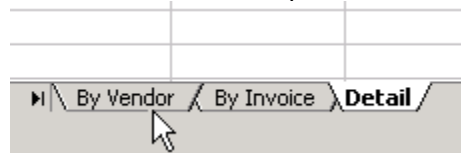
- The report will populate the By Vendor tab with a list of vendors and the status of their invoices. To populate the By Invoice Tab, Right-click on the worksheet to bring up the option to view the invoices for a specific vendor. Select either unpaid invoices only or paid and unpaid invoices.

Over 90 Days	90-61 Days	60-31 Days	30 Days-Current	Total Outstanding
\$43,034.28	\$0.00	\$0.00	\$0.00	\$43,034.28
\$35,860.67	\$0.00	\$0.00	\$0.00	\$35,860.67
\$21,509.69	\$0.00	\$0.00	\$0.00	\$21,509.69
\$21,209.05	\$0.00	\$0.00	\$0.00	\$21,209.05
\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00

- The report will populate the By Invoice tab with a list of invoices based on the option chosen in the previous step. To populate the Detail Tab, Right-click on a cell in the worksheet to bring up the option to view the details of a specific invoice

Days	30 Days-Current	Total Outstanding
\$0.00	\$0.00	\$750.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00

- At any time, you can navigate back to previous tabs by clicking on the tab at the bottom of the screen and re-run the drill down options



Sample Report

	A	B	C	D	E	F	G
2	OIL & GAS INTERNATIONAL, INC.						
3	UNPAID INVOICES BY INVOICE DATE						
4	01/04/2008						
5							
6	Vendor Code	Vendor Name	Over 90 Days	90-61 Days	60-31 Days	30 Days-Current	Total Outstanding
7	MM0001	M & M OILFIELD SPECIALTY CO	\$43,034.28	\$0.00	\$0.00	\$0.00	\$43,034.28
8	MA0001	MAXIM DRILLING & EXPLORATION	\$35,860.67	\$0.00	\$0.00	\$0.00	\$35,860.67
9	RI0005	RIG EQUIPMENT & SUPPLY COMPANY	\$21,509.69	\$0.00	\$0.00	\$0.00	\$21,509.69
10	WE0001	WESTERN MFG & SUPPLY COMPANY	\$21,209.05	\$0.00	\$0.00	\$0.00	\$21,209.05
11	AQ0001	AQUARIUS ENTERPRISES	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
12	MC0001	MCI TELECOMMUNICATIONS	\$1,047.74	\$0.00	\$0.00	\$0.00	\$1,047.74
13	SC0001	SCOTT-RICE COMPANY	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
14	PI0001	PITNEY-BOWES INC.	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
15	AC0001	ACQUANTEMS	\$510.90	\$0.00	\$0.00	\$0.00	\$510.90
16	LA0001	LARRY'S CONTRACT WELL SERVICE	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
17	OI0015	OIL & GAS JOURNAL	\$176.00	\$0.00	\$0.00	\$0.00	\$176.00
18	RR0001	R & R JANITORIAL SERVICE	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
19	AR0015	ARVEY PAPER & OFFICE PRODUCTS	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
20	FE0001	FEDERAL EXPRESS CORPORATION	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
21	OI0005	OIL & GAS INVESTOR	\$82.00	\$0.00	\$0.00	\$0.00	\$82.00
22	AD0001	ADVANCED OFFICE PRODUCTS	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
23	RE0005	RESPOND SECURITY	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
24			\$129,980.33	\$0.00	\$0.00	\$0.00	\$129,980.33