

**Accounts Payable Sample Client
Open Payable and Payment List - Detailed**

December 1, 2016 - December 31, 2016

Date	Due Date	Discount Exp Date	Reference	Gross Amount	Discount Amount	Net Amount	Discount Taken	Paid Amount	Open Amount
CLEAN		Cleaning Made Easy							
12/09/16	01/08/17	12/24/16	P1002	220.00	(22.00)	198.00	(2.50)	(25.00)	192.50
Details									
PO number:									
Payment term: 10%15Due30									
GL AP account: 200									
Memo:									
Distributions									
	662	Janitorial		220.00					
Applied Payments									
	12/09/16		CM1002	25.00			2.50		
Totals for Cleaning Made Easy				<u>220.00</u>	<u>(22.00)</u>	<u>198.00</u>	<u>(2.50)</u>	<u>(25.00)</u>	<u>192.50</u>
LAWN		Gary Hansen							
12/01/16			CASH	(50.00)	0.00	(50.00)	0.00	0.00	(50.00)
Details									
GL AP account:									
Memo:									
Distributions									
	200	Accounts Payable		(50.00)					
12/02/16	12/10/16		P1001	250.00	0.00	250.00	0.00	0.00	250.00
Details									
PO number:									
Payment term:									
GL AP account: 200									
Memo:									
Distributions									
	663	Repairs and Maintenance		250.00					
Totals for Gary Hansen				<u>200.00</u>	<u>0.00</u>	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>
RENT		Greentree Properties							
12/01/16	12/31/16		P1000	1,700.00	0.00	1,700.00	0.00	0.00	1,700.00
Details									
PO number:									
Payment term: Due30									
GL AP account: 200									
Memo:									
Distributions									
	660	Rent		1,700.00					
Totals for Greentree Properties				<u>1,700.00</u>	<u>0.00</u>	<u>1,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,700.00</u>
Company Totals				<u>2,120.00</u>	<u>(22.00)</u>	<u>2,098.00</u>	<u>(2.50)</u>	<u>(25.00)</u>	<u>2,092.50</u>