MRI Accounts Payable

Report Packet

Sample Reports

- Aged Invoice Listing
- Allocation Listing
- Cash Requirements
- Check Preview
- Check Register
- Distribution Listing
- Vendor History
- Vendor Ledger History

MRI software

Database:	BASEMRI			Aged Invoice List		Aging by Due Date		Page:	1
				BASEMRI		Using Gross Amounts		Date:	2/15/2013
								Time:	04:36 PM

Invoice Number	Invoice Date	Due Date	P.O. Number	Entity	Reference	Status	Current	Due 2/28/2013 thru 2/1/2013	Due 1/31/2013 thru 1/1/2013	Due before 1/1/2013
Vendor: 000003		**Davis Plumbing**								
0243993	2/10/2013	2/10/2013		100	Plumbing Services	R	0.00	1,224.00	0.00	0.00
							0.00	1,224.00	0.00	0.00
					Vendor - Total Released:		0.00	1,224.00	0.00	0.00
					Vendor - Total On Hold:		0.00	0.00	0.00	0.00
Vendor Total Owed:		1,224.00			Vendor - Grand Total:		0.00	1,224.00	0.00	0.00
					Grand Total Released:		0.00	1,224.00	0.00	0.00
					Grand Total On Hold:		0.00	0.00	0.00	0.00
					Grand Total:		**0.00**	**1,224.00**	**0.00**	**0.00**

Allocation Code	Description	Entity ID	Department	Account	Percentage
CLA	Tibaldi Cleaning Allocation				
		100		7000-050	20.00
		225		7000-050	60.00
		300		7000-050	20.00
ENV	Envelope Expense				
		01		7300-020	22.80
		02		7300-020	32.50
LND	Landscaping				
		01		7250-020	25.00
		100		7250-020	25.00
		225		7250-020	25.00
		300		7250-020	25.00
LOR	Lori				
		01		7000-020	20.00
		100		7000-020	30.00
		225		7000-020	30.00
		300		7000-020	20.00
RCA	Thor				
		100		7000-000	80.00
		100		7000-000	20.00
SNO	Snow Removal				
		100		7250-050	30.00
		225		7250-050	40.00
		01		7250-050	30.00
STA	Property Staff Allocation				
		100		7000-026	20.00
		100		7750-050	10.00
		225		7000-026	20.00
		225		7750-050	10.00
		250		7000-026	25.00
		250		7750-050	15.00
SUT	Sutton Hill Split				
		01		7150-060	50.00
		02		7150-060	50.00

Invoice Number	Invoice Date	Due Date	P.O. Number	Entity	Reference	Status	Due before 1/1/2013	Due 1/1/2013 thru 1/31/2013	Due 2/1/2013 thru 2/28/2013	Due after 2/28/2013
Vendor: OTIS		**OWEN ELEVATOR**								
020000006658	1/16/2013	1/16/2013		100	Retention Original C	R	0.00	-80.00	0.00	0.00
020000006658	1/16/2013	1/16/2013		100	Original Commitment	R	0.00	800.00	0.00	0.00
020000006658	1/16/2013	1/16/2013		100	Retention Original C	R	0.00	-30.00	0.00	0.00
020000006658	1/16/2013	1/16/2013		100	Original Commitment	R	0.00	300.00	0.00	0.00
020000006658	1/16/2013	1/16/2013		100	Retention Original C	R	0.00	-50.00	0.00	0.00
020000006658	1/16/2013	1/16/2013		100	Original Commitment	R	0.00	500.00	0.00	0.00
							0.00	1,440.00	0.00	0.00
020000006660	1/16/2013	1/16/2013		100	Retention Original C	R	0.00	-10.00	0.00	0.00
020000006660	1/16/2013	1/16/2013		100	Original Commitment	R	0.00	100.00	0.00	0.00
							0.00	90.00	0.00	0.00
						Vendor - Total Released:	0.00	1,530.00	0.00	0.00
						Vendor - Total On Hold:	0.00	0.00	0.00	0.00
						Vendor - Grand Total:	0.00	1,530.00	0.00	0.00
						Grand Total Released:	0.00	1,530.00	0.00	0.00
						Grand Total On Hold:	0.00	0.00	0.00	0.00
						Grand Total:	**0.00**	**1,530.00**	**0.00**	**0.00**

Check Date:	2/13/2013	Check Preview Report	Page:	1
Batch Number:	LM2	BASEMRI	Date:	2/13/2013
		Check Period - Current Entity Period	Time:	01:19 PM

Check Number Entity	S/P	Vendor/Alternate Address ID Reference	Vendor Name PO Num	Account Number	Invoice Number	Invoice Date	Date Due	Check Period	Invoice Amount	Discount Amount	Check Amount

Entity ID/Name 250 631 Wilshire

1		**000003**	**Davis Plumbing**					**N**			
250		Plumbing Servic		7140-010	LM92660	2/13/2013	2/28/2013	201302	100.00	0.00	100.00
						01SD			100.00	0.00	100.00
						Totals for entity 250 - 631 Wilshire			100.00	0.00	100.00
						Totals for bank 01SD - Bank of America			100.00	0.00	100.00
						Grand Total			100.00	0.00	100.00

Summary:	Bank Id	# Checks	Amount
	01SD	1	100.00
Summary Total:		1	100.00

Database:	BASEMRI	Check Register BASEMRI	Page:	1
			Date:	2/27/2013
			Time:	01:26 PM

02/13 Through 02/13

Check # Entity	Check Date Reference	Check Pd	Vendor/Alternate Address ID P.O. Number	Vendor Name Account Number	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
823	**2/18/2013**	**02/13**	**000002**	**Stan Tibaldi**						
100	Cleaning			7000-050	ZZ3993	2/18/2013	2/18/2013	100.00	0.00	100.00
							Check Total:	*100.00*	*0.00*	*100.00*
824	**2/19/2013**	**02/13**	**000006**	**Sheffield Contract**						
100	plumbing repairs			7140-010	SP01	2/19/2013	2/19/2013	100.00	0.00	100.00
							Check Total:	*100.00*	*0.00*	*100.00*
825	**2/19/2013**	**02/13**	**000003**	**Davis Plumbing**						
100	Plumbing Services			7140-010	IN231	2/19/2013	3/6/2013	100.00	0.00	100.00
							Check Total:	*100.00*	*0.00*	*100.00*
1226	**2/11/2013**	**02/13**	**OTIS**	**OWEN ELEVATOR**						
100	Retention Original C			1250-048	020000006663	1/22/2013	1/22/2013	-100.00	0.00	-100.00
100	Original Commitment			1250-035	020000006663	1/22/2013	1/22/2013	1,000.00	0.00	1,000.00
100	Retention Original C			1250-048	020000006663	1/22/2013	1/22/2013	-50.00	0.00	-50.00
100	Original Commitment			1250-035	020000006663	1/22/2013	1/22/2013	500.00	0.00	500.00
100	Retention Original C			1250-048	020000006663	1/22/2013	1/22/2013	-100.00	0.00	-100.00
100	Original Commitment			1250-035	020000006663	1/22/2013	1/22/2013	1,000.00	0.00	1,000.00
							Check Total:	*2,250.00*	*0.00*	*2,250.00*
1908	**2/19/2013**	**02/13**	**000007**	**Tucson Contract**						
100	Repair/Install			7140-020	IN4502	2/19/2013	2/19/2013	110.00	0.00	110.00
							Check Total:	*110.00*	*0.00*	*110.00*
1918	**2/20/2013**	**02/13**	**000002**	**Stan Tibaldi**						
100	Cleaning			7000-050	IN2222	2/19/2013	2/19/2013	100.00	0.00	100.00
							Check Total:	*100.00*	*0.00*	*100.00*
1919	**2/20/2013**	**02/13**	**000003**	**Davis Plumbing**						
100	Plumbing Services			7140-010	LM123	2/19/2013	3/6/2013	10.00	0.00	10.00
100	Plumbing Services			7140-010	LM2889	2/19/2013	3/6/2013	50.00	0.00	50.00
							Check Total:	*60.00*	*0.00*	*60.00*

02/13 Through 02/13

Check # / Entity	Check Date / Reference	Check Pd	Vendor/Alternate Address ID / P.O. Number	Vendor Name / Account Number	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
1970	**2/20/2013**	**02/13**	**000007**	**Tucson Contract**						
100	Repair/Install			7140-020	IN2001	2/19/2013	2/19/2013	120.00	0.00	120.00
							Check Total:	*120.00*	*0.00*	*120.00*
							Grand Total:	*2,940.00*	*0.00*	*2,940.00*

Invoice Number	Invoice Date	P.O. Number	Entity	Reference	Invoice Amount	Discount Amount	Check Amount	Check Date	Check Number
Account: 2200-040		**GST**							
Vendor: 000003		Davis Plumbing			62.83	0.00	0.00		
				Expense Period 02/13 Total:	62.83	0.00	0.00		
				Entity 225 Total:	62.83	0.00	0.00		
				Account Total:	**62.83**	**0.00**	**0.00**		
Account: 7000-020		**NC Services**							
Vendor: 000003		Davis Plumbing			306.00	0.00	0.00		
				Expense Period 02/13 Total:	306.00	0.00	0.00		
				Entity 225 Total:	306.00	0.00	0.00		
				Account Total:	**306.00**	**0.00**	**0.00**		
Account: 7000-040		**Trash Removal**							
Vendor: 000002		Stan Tibaldi			16,926.40	0.00	0.00		
				Expense Period 02/13 Total:	16,926.40	0.00	0.00		
				Entity 225 Total:	16,926.40	0.00	0.00		
				Account Total:	**16,926.40**	**0.00**	**0.00**		
Account: 7000-050		**Cleaning-Other**							
Vendor: 000002		Stan Tibaldi			1,724.00	0.00	0.00		
				Expense Period 02/13 Total:	1,724.00	0.00	0.00		
				Entity 225 Total:	1,724.00	0.00	0.00		
				Account Total:	**1,724.00**	**0.00**	**0.00**		
Account: 7100-010		**Elec Contract Services**							
Vendor: 06MIDD		ELECTRIC MEMBER CORP.			6,409.46	0.00	0.00		
				Expense Period 02/13 Total:	6,409.46	0.00	0.00		
				Entity 225 Total:	6,409.46	0.00	0.00		
				Account Total:	**6,409.46**	**0.00**	**0.00**		

Invoice Number	Invoice Date	P.O. Number	Entity	Reference	Invoice Amount	Discount Amount	Check Amount	Check Date	Check Number
				Expense Period 02/13 Total:	67,878.05	0.00	0.00		
				Entity 225 Total:	67,878.05	0.00	0.00		
				Account Total:	**67,878.05**	**0.00**	**0.00**		
Account:	**7400-070**	**Water/Sewer**							
Vendor:	06CITY	CITY OF HIGHLAND HILLS			35,504.44	0.00	0.00		
				Expense Period 02/13 Total:	35,504.44	0.00	0.00		
				Entity 225 Total:	35,504.44	0.00	0.00		
				Account Total:	**35,504.44**	**0.00**	**0.00**		
Account:	**7840-010**	**Subsidiary-Prof. Fees**							
Vendor:	06STEV	FRED SANFORD & SON			15,337.62	0.00	0.00		
				Expense Period 02/13 Total:	15,337.62	0.00	0.00		
				Entity 225 Total:	15,337.62	0.00	0.00		
				Account Total:	**15,337.62**	**0.00**	**0.00**		
				Grand Total:	**326,013.46**	**1,863.30**	**50.00**		

Invoice Number	Invoice Date	P.O. Number	Entity	Reference	Status	Account Number	Invoice Amount	Discount Amount	Check Amount	Check Date	Check Number
Vendor:	**000003**	**Davis Plumbing**									
LM9382	2/10/2013		01	sample	R	7000-020	204.00	0.00	0.00		
LMj732	2/10/2013		01	Plumbing Services	R	7140-010	612.00	0.00	0.00		
				Entity 01 - Bentley Tower	Total Released:		816.00	0.00	0.00		
					Total On Hold:		0.00	0.00	0.00		
					Grand Total:		816.00	0.00	0.00		
MGBDG	2/10/2013		02	Whirlpool Refridgera	R	9980-000	109.88	0.00	109.88	2/11/2013	811
MGeg	2/10/2013		02	Whirlpool Oven	R	9980-000	84.85	0.00	84.85	2/11/2013	811
MGJF	2/10/2013		02	Whirlpool Oven	R	9980-000	116.19	0.00	116.19	2/11/2013	811
MGn	2/10/2013		02	Tenant Services	R	7150-060	4.01	0.00	4.01	2/11/2013	1238
MGn2	2/10/2013		02	Tenant Services	R	7150-060	19.22	0.00	19.22	2/11/2013	1238
MGTEHJ	2/10/2013		02	Whirlpool Oven	R	9980-000	87.91	0.00	87.91	2/11/2013	811
				Entity 02 - Morgan Mills - Phase A	Total Released:		422.06	0.00	422.06		
					Total On Hold:		0.00	0.00	0.00		
					Grand Total:		422.06	0.00	422.06		
0243993	2/10/2013		100	Plumbing Services	R	7140-010	1,224.00	0.00	0.00		
0299224	2/10/2013		100	Plumbing Services	R	1250-035	1,370.88	0.00	0.00		
0299888	2/10/2013		100	Plumbing Services	R	7140-010	114.24	0.00	0.00		
0299888	2/10/2013		100	GST / 100	R	2200-040	5.71	0.00	0.00		
0299888	2/10/2013		100	QST / 100	R	2200-050	8.69	0.00	0.00		
029999	2/10/2013		100	Plumbing Services	R	7140-010	114.24	0.00	0.00		
029999	2/10/2013		100	GST / 100	R	2200-040	5.71	0.00	0.00		
14322	2/10/2013		100	Inv2	R	7140-010	1,142.40	0.00	0.00		
3322	2/10/2013		100	Plumbing Services	R	7140-010	114.24	0.00	0.00		
LM9382	2/10/2013		100		R	7000-020	306.00	0.00	0.00		
LMj732	2/10/2013		100	Plumbing Services	R	7140-010	306.00	0.00	0.00		
				Entity 100 - Metro Square	Total Released:		4,712.12	0.00	0.00		
					Total On Hold:		0.00	0.00	0.00		
					Grand Total:		4,712.12	0.00	0.00		
0299966	2/10/2013		225	Plumbing Services	R	7140-010	1,370.88	0.00	0.00		
22834	2/10/2013		225	Plumbing Services	R	7140-010	102.00	0.00	0.00		
886644	2/10/2013		225	Plumbing Services	R	7140-010	1,256.64	0.00	0.00		
886644	2/10/2013		225	GST / 225	R	2200-040	62.83	0.00	0.00		
LM2331	2/10/2013		225	Plumbing Services	R	7140-010	10.20	0.00	0.00		
LM9382	2/10/2013		225		R	7000-020	306.00	0.00	0.00		
LMj732	2/10/2013		225	Plumbing Services	R	7140-010	306.00	0.00	0.00		

Invoice Number	Invoice Date	P.O. Number	Entity	Reference	Status	Account Number	Invoice Amount	Discount Amount	Check Amount	Check Date	Check Number
				Entity 225 - Glenrock Center		Total Released:	3,414.55	0.00	0.00		
						Total On Hold:	0.00	0.00	0.00		
						Grand Total:	3,414.55	0.00	0.00		
LM92660	2/13/2013		250	Plumbing Services	R	7140-010	100.00	0.00	100.00	2/13/2013	1907
				Entity 250 - 631 Wilshire		Total Released:	100.00	0.00	100.00		
						Total On Hold:	0.00	0.00	0.00		
						Grand Total:	100.00	0.00	100.00		
029993	2/10/2013		300	Plumbing Services	R	7140-010	1,370.88	0.00	1,370.88	2/11/2013	1239
LM9382	2/10/2013		300		R	7000-020	204.00	0.00	204.00	2/11/2013	1239
				Entity 300 - V Street Distribution Center		Total Released:	1,574.88	0.00	1,574.88		
						Total On Hold:	0.00	0.00	0.00		
						Grand Total:	1,574.88	0.00	1,574.88		
				Vendor 000003 - Davis Plumbing		Total Released:	11,039.61	0.00	2,096.94		
						Total On Hold:	0.00	0.00	0.00		
						Grand Total:	11,039.61	0.00	2,096.94		
						Total Released:	**11,039.61**	**0.00**	**2,096.94**		
						Total On Hold:	**0.00**	**0.00**	**0.00**		
						Grand Total:	**11,039.61**	**0.00**	**2,096.94**		