

Reports – Vendor Reports

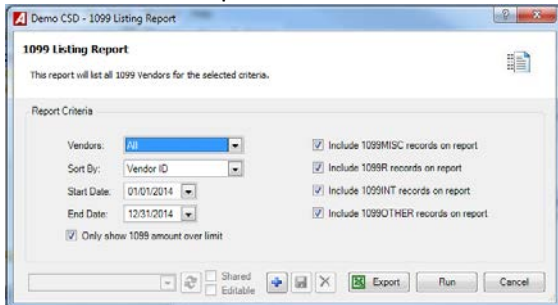
Path: Accounting/Reports/Vendor Reports

There are two ways to run reports.

1. The Accounting Report Viewer allows you to click on any report, view a description of that report, and preview a sample of the report contents. Set the radio button to the appropriate report option and click Run at the bottom of the Preview window to enter your reporting criteria.
2. If you want to eliminate this step and simply run the report, choose the report option directly from the appropriate reporting category on the Accounting Main menu tree.

1099 Listing

This option provides a report of those vendors who require the filing of Form 1099 with the Internal Revenue Service based on a selected year. Any vendor who has a 1099 type specified on the Tax Information window in Vendor Setup OR only those vendors with a 1099 type indicated and purchases over the 1099 limit defined in Vendor Setup can be included on this report.

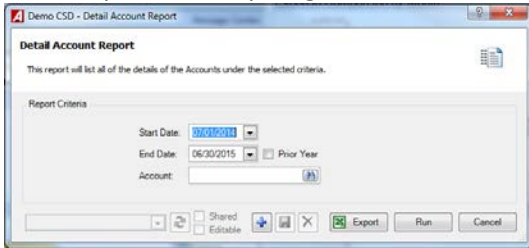



- **Vendors** - The default value is ALL; however you can choose specific vendors by clicking on the drop-down arrow and choosing Selection.
- **Starting and Ending Date** - Enter the desired start and end date.
- **Only Show 1099 Amount Over Limit**
 - Uncheck box - To report on all vendors
 - Check box - To report on only those vendors with payments over their limit within the date range.
- **Include 1099MISC Records on Report**
 - Uncheck box - To exclude those vendors to whom you paid misc. payments, such as fees, royalties, etc.
 - Check box - Include 1099 Miscellaneous records on the report.
- **1099R Records on Report**
 - Uncheck box - To exclude those vendors/individuals to whom you paid distributions from annuities, profit-sharing plans, retirement plans, etc.
 - Check box - Include 1099R records on the report.
- **Include 1099INT Records**
 - Uncheck box - To exclude those vendors/individuals to whom you paid interest income.
 - Check box - Include 1099INT records on the report.
- **Include 1099Other Records on Report**
 - Uncheck box - To exclude those vendors/individuals to whom you paid all other types of income.
 - Check box - Include 1099Other records on the report.
- Click Run .

The 1099 Listing includes the following information: vendor number, vendor payment name, vendor payment address, Federal ID #, 1099 amount, 1099 payment, total year to date payments, 1099 type (i.e., 1099MISC, 1099INT, etc.), and 1099 description (i.e., Non Employee Comp). The report concludes with the grand total year to date payments as of the report ending date for all selected vendors.

Detail Account Report


This option provides a breakdown of payments made to all vendors by account code within a specified date range. The detail report can only be generated for one account code at a time.



- Enter the desired **Start and End Date** Check the Prior Year box if you want to change the date range to report on payment information for the previous fiscal year.
- Enter the **Account Code** or use the lookup button to select an account code. Only one account code can be selected.
- Click **Run**  .

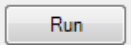
The Detail Account Report includes the following information for the selected account code: vendor number, vendor name, payment date, and amount expensed. Subtotals are provided for each vendor and grand totals are provided for the account code.

Sample Report

Demo CSD			
Detail Account From 7/1/2013 - 6/30/2014			
Account: A 1010.490-11-0000			
Vendor ID	Vendor Name	Date	Expensed
1	COPELAND	01/06/2014	17.22
Vendor Total:			17.22
14	ABC SPORTS & FITNESS	10/22/2013	-1,000.00
		01/31/2014	598.00
Vendor Total:			-402.00
15	ABEKA BOOK, INC	12/02/2013	1,000.00
Vendor Total:			1,000.00
Account Total:			615.22

Vendor History

This option provides detail of purchase orders issued and payments made to a selected vendor or range of vendors. It contains all history for the vendor – regardless of whether it has been encumbered or not. You can choose to restrict the report to detail for a specific fund, purchase order number, or date or include detail for a selected range of funds, purchase order numbers, or dates. The report shows the purchase order amount placed, liquidated, and expensed.

- Enter **Start and End Date** range. Check the Prior Year box if you want to change the date range to report on purchase order information for the previous fiscal year.
- **Page Break by Vendor**
 - Yes if you want the report to page break after each vendor.
 - NO if you want the report to print vendor history information continuously.
- **Include 1099 Vendors Only**
 - Yes if you want the report to include only those vendors who receive a 1099.
 - Otherwise, set the drop- down to No.
- **Vendors** - The default value is ALL; however you can choose specific vendors by clicking on the drop-down arrow and choosing Selection.
- **Purchase Orders** - The default value is ALL; however you can choose specific POs by clicking on the drop-down arrow and choosing Selection.
- **Funds** - The default value is ALL; however you can choose specific Funds by clicking on the drop-down arrow and choosing Selection.
- **Sort By**
 - Vendor Number to sort the report in alphanumerical order by vendor number.
 - Vendor Name to sort the report in alphabetical order by vendor name.
- Click Run  .

The Vendor History report provides a listing of purchase orders for the selected vendor(s) based on a specified date range. The report includes the vendor number and name, transaction date, schedule number, schedule type (EN – Encumbrance, CD – Cash Disbursement, CR – Cash Receipt, JE – Journal Entry, etc.), temporary number, check or reference number, invoice number, account number, amount placed, amount liquidated, and amount expensed. Account and Purchase Order totals are provided. Grand total Outstanding Amounts are provided for each vendor.


Sample Report

Demo CSD										
Vendor History Report From 7/1/2014 - 6/30/2015										
PO Number	Date	Schedule	Type	Temp	Check / Ref #	Invoice / Memo	Account	Placed	Liquidated	Expensed
ABEKA BOOK, INC - 15										
2										
	08/08/2014	A - 2	EN	<input type="checkbox"/>			A 1040.402-11-0000	51.10	0.00	0.00
	08/08/2014	A - 2	CD	<input type="checkbox"/>	10011		A 1040.402-11-0000	0.00	50.00	50.00
	08/08/2014	A - 2	CD	<input type="checkbox"/>	10011	**VOID**	A 1040.402-11-0000	0.00	-50.00	-50.00
	08/08/2014	A - 2	CD	<input checked="" type="checkbox"/>	5383		A 1040.402-11-0000	0.00	50.00	50.00
	Account Totals:							51.10	50.00	50.00
	08/08/2014	A - 2	EN	<input type="checkbox"/>			A 1040.475-11-0000	91.00	0.00	0.00
	08/08/2014	A - 2	CD	<input type="checkbox"/>	10011		A 1040.475-11-0000	0.00	50.00	50.00
	08/08/2014	A - 2	CD	<input type="checkbox"/>	10011	**VOID**	A 1040.475-11-0000	0.00	-50.00	-50.00
	08/08/2014	A - 2	CD	<input checked="" type="checkbox"/>	5383		A 1040.475-11-0000	0.00	50.00	50.00
	Account Totals:							91.00	50.00	50.00
Purchase Order Totals:								142.10	100.00	100.00

Vendor Listing

This option allows you to print a listing of all or selected vendors from the Vendor Setup File. The report can be sorted by either vendor number or vendor name. If desired, you can restrict the report to show vendors with a status of Active, Inactive, or report on all vendors regardless of status.

The screenshot shows a window titled "Demo CSD - Vendor Listing". Inside, there's a section "Vendor Listing" with a sub-header "Report Criteria". Below this, there are three dropdown menus: "Sort By:" (set to "Vendor ID"), "Status:" (set to "Active"), and "Vendor(s):" (set to "All"). At the bottom, there are buttons for "Export", "Run", and "Cancel".

- **Sort By**
 - Choose Vendor Number to sort the report in alphanumerical order by vendor number.
 - Choose Vendor Name to sort the report in alphabetical order by vendor name.
- **Status**
 - Active to print only active vendors on the report.
 - Inactive to print only inactive vendors on the report.
 - All to print both active and inactive vendors on the report.
- **Vendors** The default value is ALL; however you can choose specific vendors by clicking on the drop-down arrow and choosing Selection.
- Click Run  .

The Vendor Listing includes the following information: vendor name, vendor number, purchasing address, payment address, telephone number, fax number, 1099 flag, federal ID number, and vendor status (Active or Inactive).

Sample Report

Vendor ID	Vendor Name	Phone	Fax	Vendor 1099	Federal ID	Status
1	COPELAND			<input checked="" type="checkbox"/>	111222222	Active
	Purchasing Address	Payment Address	Legal Address			
	12 STATE STREET NEW YORK, NY 12222	12 STATE STREET NEW YORK, NY 12222	12 STATE STREET NEW YORK, NY 12222			
2	IBM			<input type="checkbox"/>		Active
	Purchasing Address	Payment Address	Legal Address			
	10 TEST STREET TESTVILLE, NY 12222	10 TEST STREET TESTVILLE, NY 12222	10 TEST STREET TESTVILLE, NY 12222			
7	A P EXAMINATIONS			<input type="checkbox"/>		Active
	Purchasing Address	Payment Address	Legal Address			
	P.O. BOX 5522 PRINCETON, NJ 08541	P.O. BOX 5522 PRINCETON, NJ 08541	P.O. BOX 5522 PRINCETON, NJ 08541			

Vendor Mailing Labels

This option allows you to produce mailing labels for all vendors or a selected consecutive or nonconsecutive range of vendors. You can print labels for only those vendors who have received a minimum total payment as of a specified date range. Labels can be sorted by either vendor number or vendor name and can be printed to a laser printer. When printing to a laser printer, use Avery 5160 labels to print 3 labels across and 10 labels down each page for a total of 30 labels per page.

The screenshot shows a window titled "Demo CSD - Vendor Mailing Labels". Inside, there's a section "Vendor Mailing Labels" with a sub-header "Report Criteria". Below this, there are several fields and checkboxes for configuring the report. The fields include "Start Date" (07/01/2014), "End Date" (06/30/2015), "Sort By" (Vendor Name), "Vendors" (All), and "Minimum Total Payment within Date Range" (\$ 0.00). There are also dropdown menus for "Address Type" (Payment) and "Vendor Status" (All). Checkboxes for "Include 1099 Vendors Only", "Include the Default Vendor Contact Name", and "Name Switch" are present. At the bottom, there are "Run" and "Cancel" buttons.

- Enter **Start and End Date** range. Check the Prior Year box if you want to change the date range to report on payment information for the previous fiscal year.
 - This field is used in conjunction with the Minimum Total Payment within Date Range field.
- **Sort By**
 - Choose Vendor Number to sort the labels in alphanumerical order by vendor number.
 - Choose Vendor Name to sort the labels in alphabetical order by vendor name.
- **Vendors** - The default value is ALL; however you can choose specific vendors by clicking on the drop-down arrow and choosing Selection.
- Enter the **Minimum Total Payment within Date Range** - This field is used in conjunction with the Start and End Date range fields. This will allow you to print labels for only those vendors who have received at least the specified total payment amount as of the selected date range. Leave \$0.00 to print labels for all vendors.
- **Address Type** - Choose Payment, Purchasing, or Bidding to print the vendor's specific address on the label.
- **Status** to be included
 - Active to print labels for only active vendors.
 - Inactive to print labels for only inactive vendors.
 - All to print labels for both active and inactive vendors.
- Check the **Include 1099 Vendors Only** box if you want to print labels for only those vendors who receive a 1099 (where a 1099 Type is defined for the vendor in Vendor Setup). Otherwise, leave the box unchecked.
- Check the **Include the Default Vendor Contact Name** box if you want the labels to include the main contact name as defined on the Contacts window in Vendor Setup. Otherwise, leave the box unchecked.
- Check the **Name Switch** box if you want the label to print the vendors' First Name followed by the vendors' Last Name. Leave the box unchecked if you want to print the vendors' name as Last Name, First Name.
- Click Run .

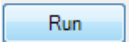
The Vendor Mailing Labels provide the following information: vendor number, vendor payment name, vendor payment address, Federal ID #, 1099 amount, 1099 payment, total year to date payments, 1099 type (i.e., 1099MISC, 1099INT, etc.), and 1099 description (i.e., Non Employee Comp). The report concludes with the grand total year to date payments as of the report ending date for all selected vendors.

Sample Report

A P EXAMINATIONS P.O. BOX 5822 PRINCETON, NJ 08541	A E S.W. SEMINARS 38171 VIA LA COLINA MURRIETA, CA 92563	ABC SCHOOL SUP. PO BOX 1000 DULUTH, GA 30136
ABC SPORTS & FITNESS CROSSROAD PLAZA 3 JOHNSON ROAD LATHAM, NY 12110	ABEKA BOOK, INC PO BOX 19100 PENSACOLA, FL 32523	ABILITIES PO BOX 101662 ATLANTA, GA 30392-1662
ACADEMIC BOOK SERVICE INC PO BOX 32244 ATLANTA, GA 30384-7987	ACADEMIC COMMUNICATION ASSOCIA PUBLICATIONS DIV DEPT 35 P O BOX 566249 OCEANSIDE, CA 92056	ACADEMIC IND. INC CHEROKEE STATION PO BOX 20607 NEW YORK, NY 10021-0071

Vendor Payment History

This option provides detail of payments made to a selected vendor or range of vendors. You can choose to restrict the report to detail for a specific fund, purchase order number, or date or include detail for a selected range of funds, purchase order numbers, or dates. This report allows you to include account detail information.

- Enter the **Start and End Date** range. Check the Prior Year box if you want to change the date range to report on payment information for the previous fiscal year.
- **Vendors** - The default value is ALL; however you can choose specific vendors by clicking on the drop-down arrow and choosing Selection. Check the Select All box to choose all vendors.
- **Purchase Orders** - The default value is ALL; however you can choose specific POs by clicking on the drop-down arrow and choosing Selection. Check the Select All box to choose all POs.
- **Funds** - The default value is ALL; however you can choose specific Funds by clicking on the drop-down arrow and choosing Selection. Check the Select All box to choose all funds.
- **Invoice Number** (Optional) - Enter invoice number to display payment history for a specific invoice.
- **Sort By**
 - Vendor Number to sort the report in alphanumerical order by vendor number.
 - Vendor Name to sort the report in alphabetical order by vendor name.
- **Include Account Detail on the Report** – Yes will reflect the account number and liquidated amount.
 - No if you do NOT want to include account detail information on the report.
- **Page Break by Vendor** - Yes if you want the report to page break after each vendor.
 - NO if you want the report to print vendor history information continuously.
- **Include 1099 Vendors Only** - Yes if you want the report to include only those vendors who receive a 1099.
 - Otherwise, set the drop- down to No.
- Click Run .

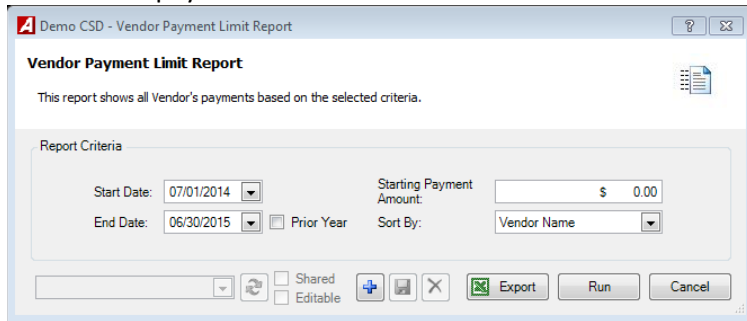
The Vendor Payment History report provides a listing of payments made to the selected vendor(s). The report includes the vendor number, vendor name, check/reference number, transaction type (CD – Computer Check, CD-M – Manual Check), payment date, schedule number, invoice number, purchase order number, temporary flag, 1099 flag, check description, and amount paid. Payment totals are provided for each vendor. The report concludes with the grand total payment amount for all selected vendors.

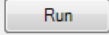
Sample Report

Demo CSD									
Vendor Payment History From 7/1/2014 - 6/30/2015									
Vendor ID	Vendor Name	Vendor 1099							
Check / Ref #	Type	Date	Schedule	Temp	Check Description	Invoice #	PO Number	1099	Paid
7	A P EXAMINATIONS								
5360	CD	07/30/2014	A - 1	<input checked="" type="checkbox"/>	ap exams			<input type="checkbox"/>	100.00
Check Total:									100.00
Vendor Total:									100.00

Vendor Payment Limit

This option provides a listing of total payments made to all vendors based on a specified date range and starting payment amount. The information on the report can be sorted in alphabetical order by vendor name or from highest to lowest total payment amounts.



- Enter the desired **Start and End Date** range. Check the Prior Year box if you want to change the date range to report on payment information for the previous fiscal year.
- Enter the **Starting Payment Amount**. Any payments made to vendors that were between the specified date range and are greater than or equal to the starting payment amount will be included on the report.
- **Sort By**
 - Choose Vendor Name to sort the data alphabetically by vendor name.
 - Choose Amount Descending to sort data starting with greatest to least payment totals.
- Click Run  .

The Vendor Payment Limit report includes the following information: vendor name, vendor number, default payment address, and year-to-date total payment amount.

Sample Report

Demo CSD

Vendor Payment Limit Report By Vendor Name From 7/1/2014 - 6/30/2015



Vendor Name	Vendor ID	Address	Total
A P EXAMINATIONS	7	P.O. BOX 5522 PRINCETON, NJ 08541	100.00
A.E.S.W. SEMINARS	10	38171 VIA LA COLINA MURRIETA, CA 92563	0.00
ABEKA BOOK, INC	15	PO BOX 19100 PENSACOLA, FL 32523	100.00
ACCESS	20	1081 OLIVA COURT CHESTERTON, IN 46304	387.50