

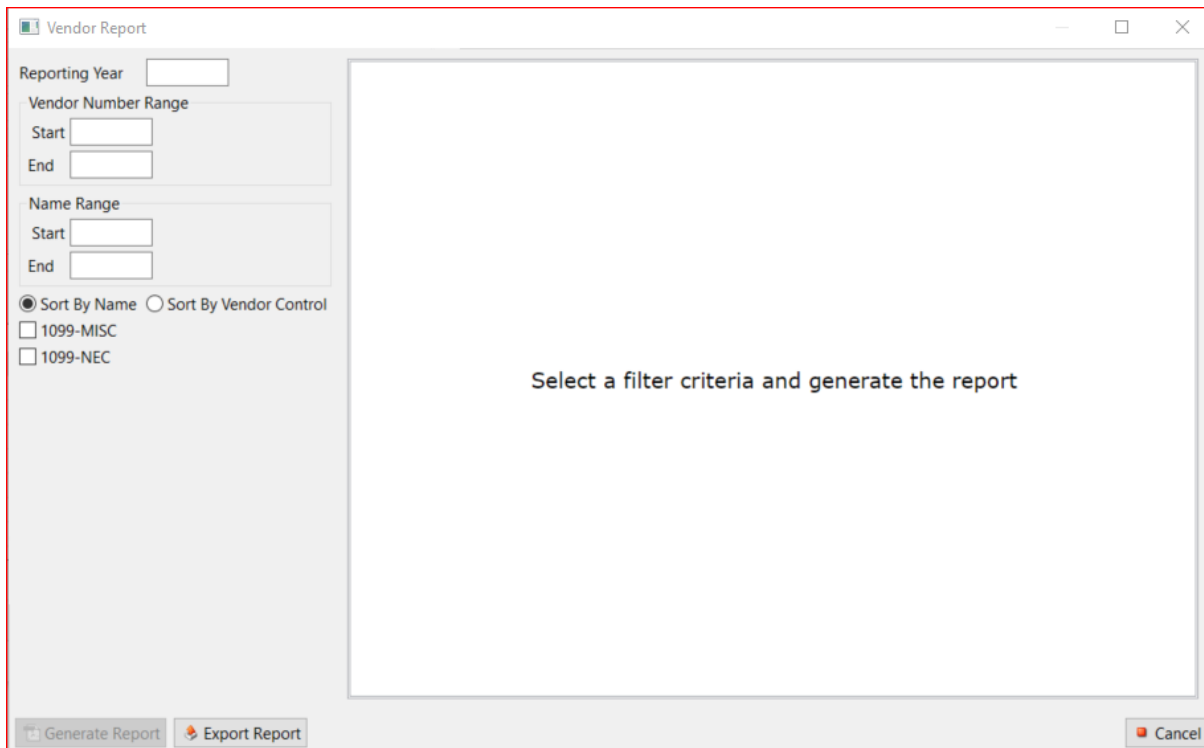
Accounts Payable Vendor Report

Running a vendor report to get the total YTD paid, verify all vendor information is entered, verify 1099 settings are correct.

1: In the A/P Module, select option 4 for “Vendor Master File.”

2: Select More on the bottom of the screen.

3: Select Vendor Report.



The screenshot shows a window titled "Vendor Report" with a sidebar on the left containing filter options and a main area on the right. The sidebar includes fields for "Reporting Year", "Vendor Number Range" (with "Start" and "End" sub-fields), and "Name Range" (with "Start" and "End" sub-fields). Below these are radio buttons for "Sort By Name" (selected) and "Sort By Vendor Control", and checkboxes for "1099-MISC" and "1099-NEC". The main area displays the text "Select a filter criteria and generate the report". At the bottom, there are buttons for "Generate Report", "Export Report", and "Cancel".

4: Enter the reporting Year.

5: Enter Vendor Range. (If you would like to see all vendors, leave blank)

6: If you would like to filter by Name, you can enter a name range. (If you would like to see all vendors, leave blank)

7: Choose your sorting preference, by name or control.

8: If you would like to see only 1099-Misc customers, 1099-NEC customers, or all 1099 customers, select the corresponding boxes. If you would like to see all vendors, leave the boxes unchecked.

9: You then have the option to generate the file as a PDF or Export it to Excel.

The screenshot shows the 'Vendor Report' window. On the left, there are filters for 'Reporting Year' (2021), 'Vendor Number Range' (Start/End), and 'Name Range' (Start/End). Below these are sorting options: 'Sort By Name' (selected) and 'Sort By Vendor Control'. At the bottom left are checkboxes for '1099-MISC' and '1099-NEC'. At the bottom are buttons for 'Generate Report', 'Export Report', and 'Cancel'. The main area displays a report titled 'VENDOR MASTER LISTING FOR 2021' with a table of vendor information.

VENDOR NUMBER	VENDOR NAME	ADDRESS	DISCOUNT	G/L#	Y-T-D PAID	1099	TAX ID
2021675	SULLIVAN TIRE INC.	ADDRESS	1.0	242	\$1,567.96	N	SSN
			10		N/A		

TOTAL VENDORS: 1

The 'Export Report' button is highlighted, and a dropdown menu is open showing the following options:

- Excel 95 (.xls)
- Excel 07 (.xlsx)
- CSV