Vendor Open Items

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The Vendor Open Items Report prints Vendor Bills and/or Credits which meet the criteria of the options selected. Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

· *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

· *Show Each Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

Vendor - The default is to display data for All Vendors. If the data for only certain Vendors is desired, you may highlight the first Vendor, then depress the CTRL key and highlight additional Vendors within the list.

· *Hide Inactive Vendors* - If data is not to be listed for inactive Vendors, select this option.

· *Show Each Vendor* - If this option is selected, a new page will begin with each unique Vendor. Totals are printed after all data is printed for a Vendor. The last page of the report will print Totals by Vendor and a Grand Total for all Vendors.

Select Bills and Credits - This option checkbox is selected by default which will fill the date range to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, un-check this option then select either the *Accounting Period* option or *Dates* option. Once an option is selected, you must select an Accounting Period range or Date range.

Select all Bills/Credits Due on or before - This date will default to today's date. you may select the checkbox then select a different date if desired.

Options

· *Bill/Credit Status* - The default for this option is "Open Bill/Credits Only". The other two options available are All Bills/Credits and Closed Bills/Credits.

- Open Bills/Credits: If this option is selected only Bills which have not been paid or partially paid and Credits which have not been used or partially used will be printed on the report.

- All Bills/Credits: If this option is selected All Bills paid and unpaid and Credits applied, partially applied or not applied at all will be printed on the report.

- Closed Bills/Credits: If this option is selected on Bills which have been completely paid and Credits which have been completely applied will be printed on the report.

· *Show Bills/Credits with a Balance of at least* - The default value is .01; you may change this value if desired.

Report Type - The default is to include *Both* Bill and Credits on the report. you may select Bills only or Credits only if desired.

Report Detail - Two options are available; Details or Totals Only; select the desired option.

· *Details* - If this option is selected, all line items on the Bill or Credit, for both parts and expense items will be listed on the report.

· *Totals Only* - If this option is selected, one row will print with totals for each open Bill or Credit.