

Vendor Summary

Last Modified on 01/18/2023 5:24 pm EST

The Vendor Summary Report prints a listing of Vendors which includes columns with the following information for each Vendor:

Vendor Code, Company Name, Address, City, State, Zip code, Phone Number, Total Balance of all Open Bills, Total Balance of all Open Credits, Total Current Balance (Bills - Credits), Date of the Last Payment and the Last Payment Amount. Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

This report is a snapshot in time and cannot be generated for any date ranges.

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.

