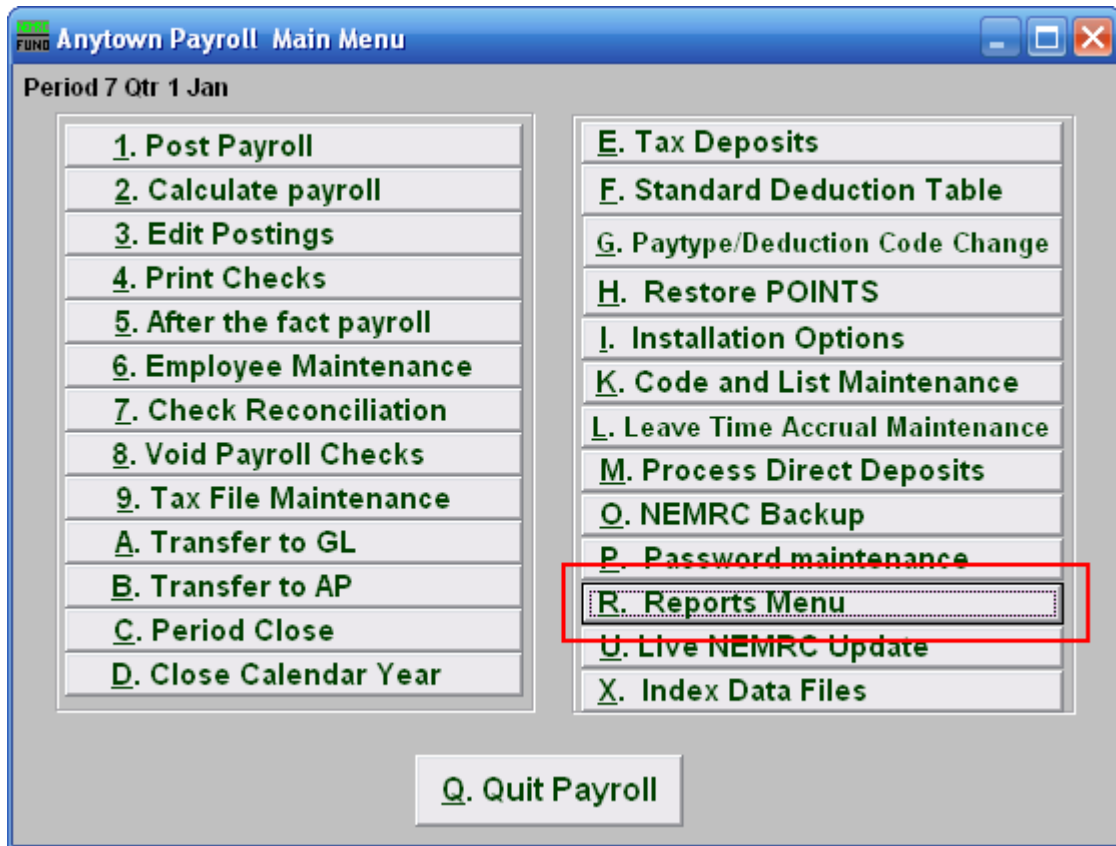


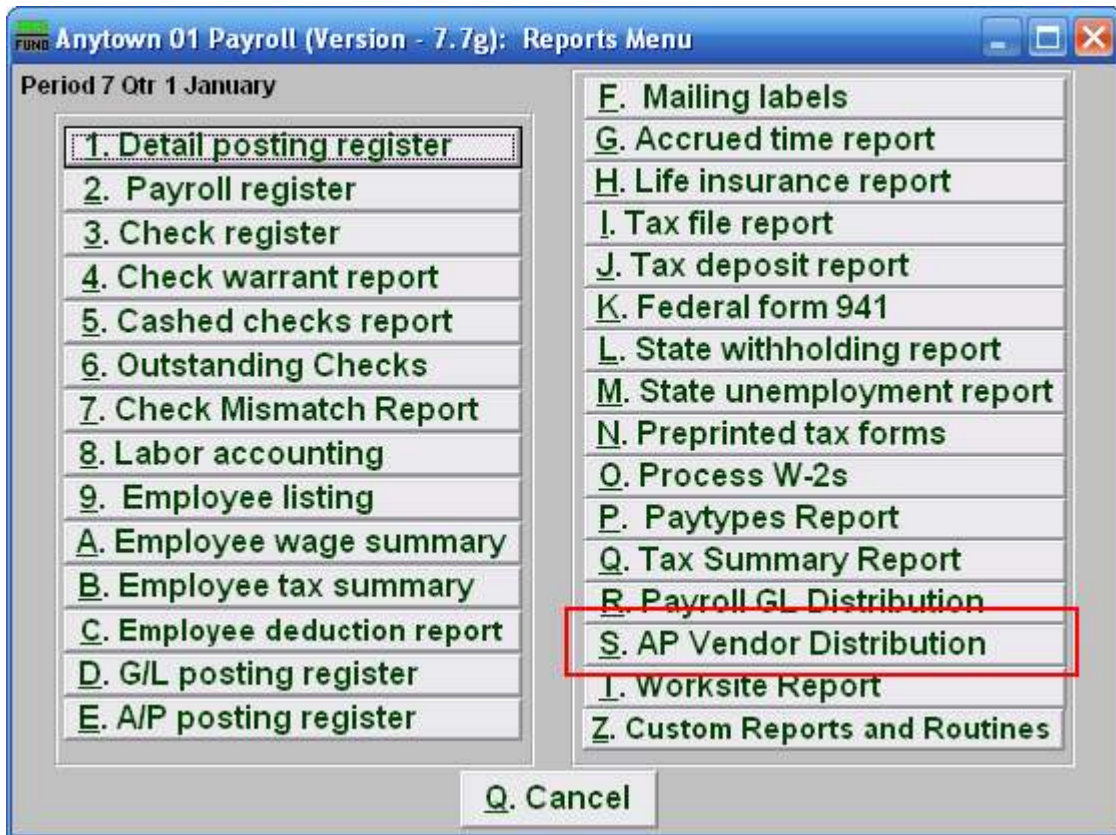
Payroll

R. Reports Menu: S. AP Vendor Distribution



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Payroll



Click on “AP Vendor Distribution” from the Reports Menu and the following window will appear:

Payroll

AP Vendor Distribution

The screenshot shows a window titled "Vendor Distribution Report" with a blue header bar. Below the header, there are several input fields and buttons. The "Status" field (1) has a radio button selected for "Current Postings" and another for "Paid Postings". The "End Dates" field (2) shows a range from "10/29/2007" to "11/28/2007". The "Employee #" field (3) contains the number "3". To the right of the "Employee #" field is a "Find" button. Below these fields are four buttons: "Preview" (4), "Print" (5), "File" (6), and "Cancel" (7). The window also has standard Windows window controls (minimize, maximize, close) in the top right corner.

1. **Status:** Select to report from either current unpaid postings or posting that have been paid.
2. **End Dates:** Enter the beginning and ending pay periods to collect data for reporting.
3. **Employee #:** Select the Employee # for the Employee you want this report to be for.
4. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
5. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
6. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
7. **Cancel:** Click "Cancel" to cancel and return to the previous screen.