
VENRPT**VENDOR REPORT WITH USER SELECTION OPTIONS**

A single-spaced vendor listing report that displays only the Purchase Order Address for each vendor. Several selection and sorting options are provided. This report is intended as a quick-reference document for a data entry clerk. [132-column report].

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VENRPT - Vendor Report With User Selections

This procedure produces a single-spaced report displaying vendor data. The report displays the vendor number, name, and address (as used on Purchase Orders), and vendor status. You may select from several selection and sorting options.

Report Selection Options:

- 1 - All Vendors
- 2 - Active Vendors Only
- 3 - Inactive Vendors Only
- 4 - 1099-MISC Vendors Only
- 5 - Not 1099-MISC Vendors AND YTD Activity > \$599.99
- 6 - Memo Vendors Only
- 7 - Range of Vendor Numbers
- 8 - No YTD Activity With Vendor
- 9 - Specific Zip Code
- 10 - Include Multi-vendors only

Enter Selection Option: 2

Report Sort Options:

- A - Alphabetic Order by Vendor Name
- N - Vendor Number Order
- Z - Zip Code Order
- S - State/City
- C - City/State

Enter Sort Option: N

Output file is VENRPT.TXT

Processing Completed!

Datatrieve Reports

SAMPLE REPORT

Date: 3/29/98

V E N D O R M A S T E R L I S T I N G
Processing Month: February 1998
SAMPLE CITY SCHOOLS

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Ven #	Vendor Name	PO Mailing Address	City	St	Zip	Sts
000001	SAMPLE CITY SCHOOL DIST	111 TEST DR.	SAMPLE	OH	44444	A
000002	FEDERAL TAX	101 WARBUCKS LANE	GOVERNMENT	OH	44444	A
000003	STATE OF OHIO TAXATION	111 HIRE LANE	MONEY	OH	44444	A
000004	SERS	1 SHADY LANE	RETIREMENT	OH	44444	A
000005	STRS	101 SUNSET DR.	GOLDEN	OH	44444	A
000006	SEINFELD, JERRY	100 HAPPYDALE HILLS	NBC	OH	44444	A
000007	WENDT, GEORGE	101 HELP STREET	SAMPLE	OH	44444	A
000008	GUMP, FORREST	200 TEST DR.	SAMPLE	OH	44444	A
000009	DUCK, DAFFY	505 MILLSTREAM LANE	SAMPLE	OH	44444	A
000010	TRACY, RICHARD	200 GUESS AVE.	SAMPLE	OH	44444	A
000011	NIXON, RICHARD	202 HONEST ST.	SAMPLE	OH	44444	A
000012	BOGART, HUMPHREY	101 LOOKING-AT-YOU ST.	SAMPLE	OH	44444	A
000013	MCCALL, LAUREN	101 SHADY LANE	SAMPLE	OH	44444	A
000014	MARSHALL, GEORGE	222 PLAN ST.	SAMPLE	OH	44444	A
000015	CHURCHILL, WINSTON	111 BRITISH AVE.	SAMPLE	OH	44444	A
000016	WAYNE, JOHN	222 GALLOP WAY	SAMPLE	OH	44444	A
000017	NEWTON, FIG	321 ORCHARD DR.	SAMPLE	OH	44444	A

VENSSN**VENDOR LISTING SHOWING SSN/EIN & YTD VENDOR ACTIVITY**

A single-spaced vendor listing similar to VENRPT, but this version displays only the first name and address fields for the vendor, and shows the YTD vendor activity and SSN/EIN associated with the vendor record. A number of selection and sorting options are available. VENSSN contains capabilities to assist users in checking vendor information in preparation to the generation of 1099-MISC forms. [132-column report].

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VENSSN - Vendor Report With SSN/EIN and YTD Activity Displayed

This procedure produces a single-spaced report displaying vendor data. The report displays the SSN/EIN, vendor number, name, and address (as used on Purchase Orders), YTD Activity (\$), and vendor status. The user may select from several selection and sorting options.

Report Selection Options:

- 1 - All Vendors
- 2 - Active Vendors Only
- 3 - Inactive Vendors Only
- 4 - 1099-MISC Vendors AND YTD Activity meeting IRS Requirement
- 5 - NOT 1099-MISC Vendors AND YTD Activity > \$599.99
- 6 - 1099-MISC Vendors Only (Regardless of YTD Activity)
- 7 - Memo Vendors Only
- 8 - Range of Vendor Numbers
- 9 - Range of YTD Activity With Vendor

Enter Selection Option: 2

Report Sort Options:

- A - Alphabetic Order by Vendor Name
- D - YTD Vendor Activity (\$) Order
- N - Vendor Number Order
- S - Social Security or Employer Identification Number Order
- Z - Zip Code Order

Enter Sort Option: N

Output file is VENSSN.TXT

Processing Completed!

VENSSN - 1099-MISC Vendors Only (Regardless of YTD Activity)

Date: 3/29/95

V E N D O R M A S T E R L I S T I N G
 Processing Month: February 1995
 SAMPLE CITY SCHOOLS

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Ven #	Vendor Name	PO Mailing Address	City	St	Zip	Sts	SSN	Vendor YTD
000006	SEINFELD, JERRY	100 HAPPYDALE HILLS	NBC	OH	44444	A	234 45 6780	50,000.00
000007	WENDT, GEORGE	101 HELP STREET	SAMPLE	OH	44444	A	345 56 7890	3,500.00
000008	GUMP, FORREST	200 TEST DR.	SAMPLE	OH	44444	A	456 67 8900	25,000.00
000009	DUCK, DAFFY	505 MILLSTREAM LANE	SAMPLE	OH	44444	A	123 34 5670	599.99
000010	TRACY, RICHARD	200 GUESS AVE.	SAMPLE	OH	44444	A	123 34 5670	150.00
000011	NIXON, RICHARD	202 HONEST ST.	SAMPLE	OH	44444	A	345 56 7890	60,000.00
000012	BOGART, HUMPHREY	101 LOOKING-AT-YOU ST.	SAMPLE	OH	44444	A	123 34 5670	1,000.00
000013	MCCALL, LAUREN	101 SHADY LANE	SAMPLE	OH	44444	A	123 34 5670	500.00
000014	MARSHALL, GEORGE	222 PLAN ST.	SAMPLE	OH	44444	A	123 34 5670	3,500.00
000015	CHURCHILL, WINSTON	111 BRITISH AVE.	SAMPLE	OH	44444	A	123 34 5670	250.00
000016	WAYNE, JOHN	222 GALLOP WAY	SAMPLE	OH	44444	A	123 34 5670	4,500.00
000017	NEWTON, FIG	321 ORCHARD DR.	SAMPLE	OH	44444	A	123 34 5670	350.00

Report Totals ===>> 149,349.99