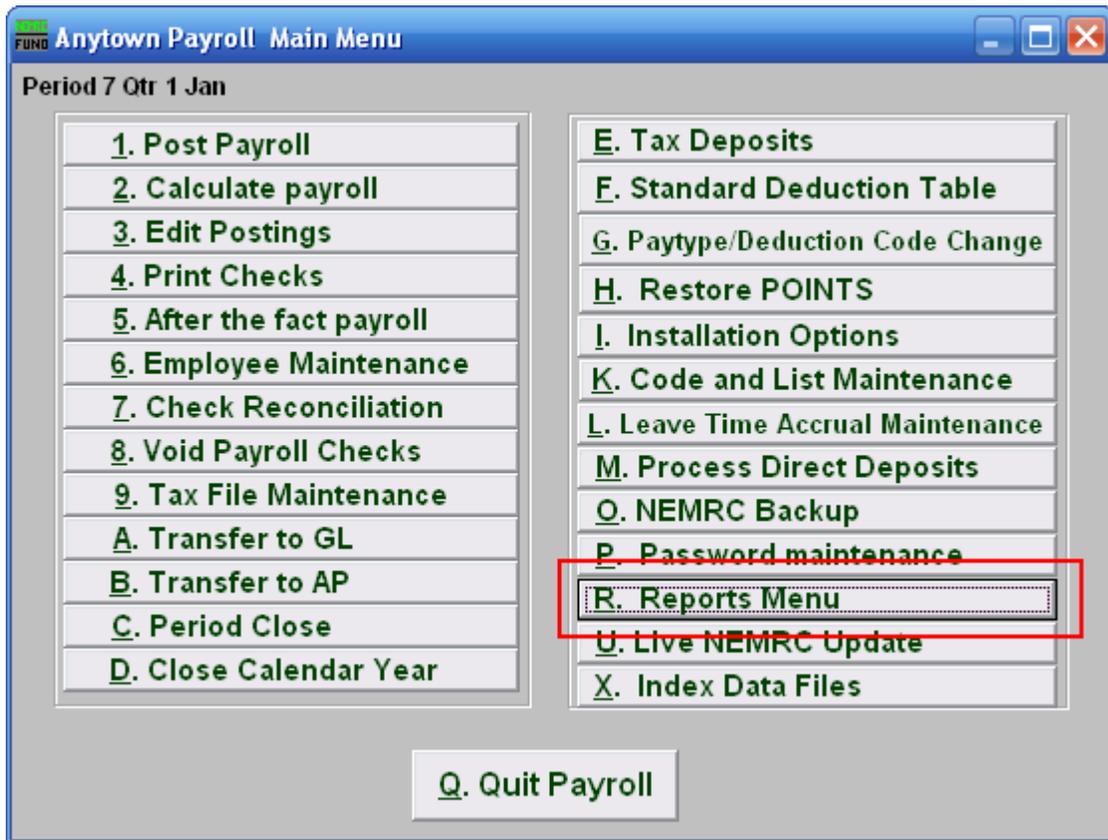


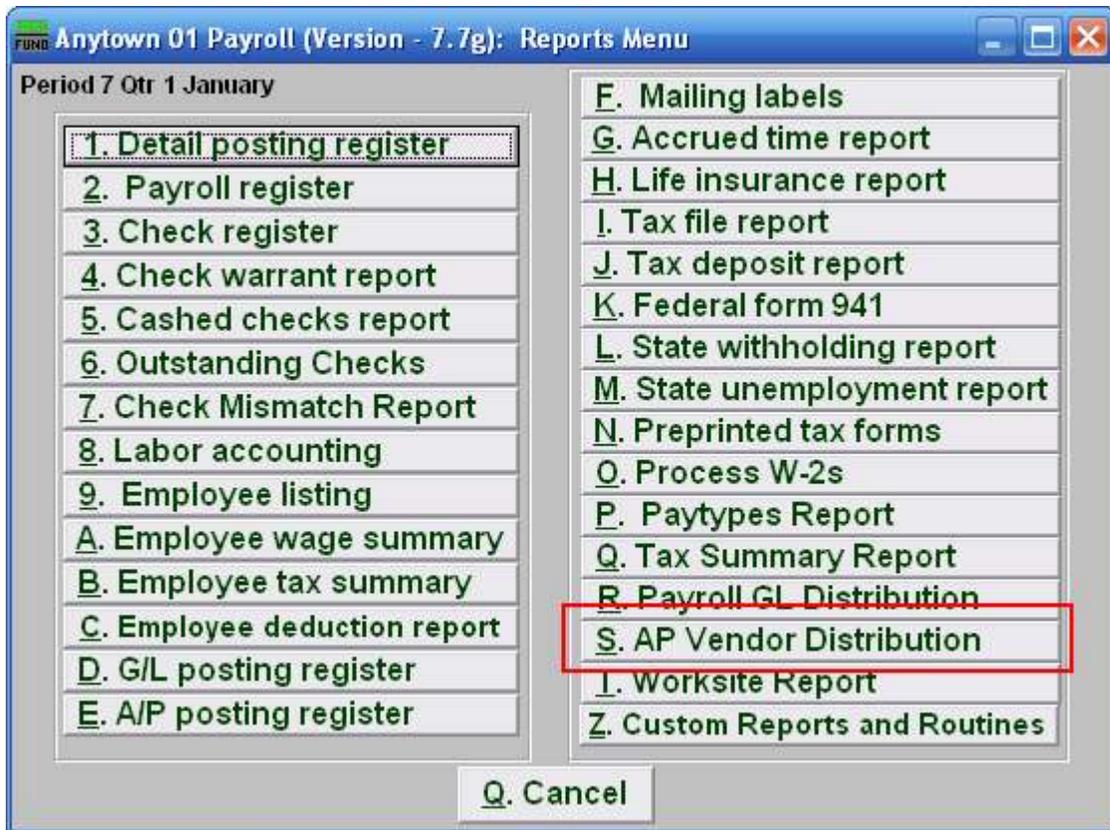
Payroll

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

Vendor Distribution Report

Status **1** Current Postings Paid Postings

End Dates **2** 10/29/2007 to 11/28/2007

Employee # **3**

4 **5** **6** **7**

- 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.