

LISTS OF VENDORS - PRINT AND EXPORT

Index-> VLI - Vendor Lists

To print lists of vendors OR to export lists of vendors to an Excel spreadsheet, type 'VLI' into the Index field on the Navigation/Home window.

Manager
ACCOUNTING Management

OR, click on the Payables button, and use the Vendor Lists button on the window that opens.

On the 'Vendor Lists - Criteria and Reports' window, use the 'From' and 'To' fields to select the vendors or other criteria to display in the list window. Click the 'View All' button to show all vendors.

Use toolbar buttons to print various types of Vendor Lists reports.

See next page for information about exporting lists to an Excel spreadsheet.

REPORTS-> Sorted Lists ▾ Grouped Lists ▾ Vendor Expirations List Go To Vendor/Payables Management ▾

Vendor Lists - Criteria and Reports

Use the Toolbar at the top of the window to view CHS Vendor List Reports.

VENDOR	From AMEX ▾	To ZURICH ▾	Reset	TYPE	From AGENT ▾	To SUPPLIER ▾	Reset
COST CODES	0 ▾	9999 ▾	Reset	ACTIVE?	ACTIVE ▾	INACTIVE ▾	Reset
DEPARTMENTS	CH ▾	SPEC ▾	Reset				

Save As Excel Spreadsheet <-Click this button to save the data to an Excel spreadsheet. Please save the spreadsheet to A DRIVE ON YOUR OWN COMPUTER.

To make changes to the Vendor's setup record, Double Click on the Edit Field for a Vendor in the list below.

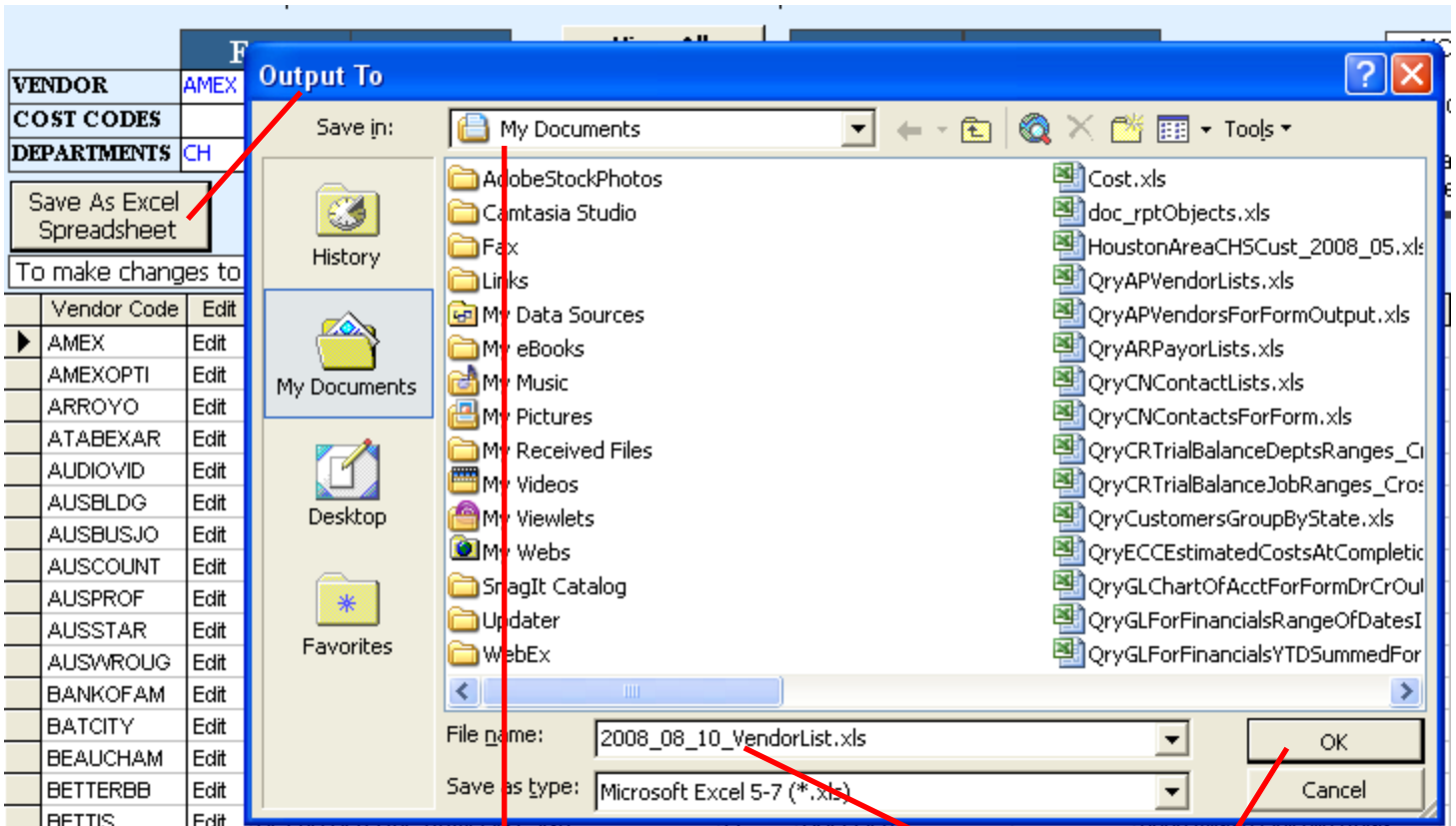
Vendor Code	Edit	Vendor Name	Status	Type	Customer #	Street 1
▶ AMEX	Edit	AMERICAN EXPRESS	A	SUPPLIER		American Express, Suite 001
AMEXOPTI	Edit	AMEX OPTIMA	A	OVERHEAD		American Express, Suite 001
ARROYO	Edit	ARROYO FRAMING, INC.	A	SUB-CONTRACTOR		PO Box 41611
ATABEXAR	Edit	ATA/BEXAR TAXIDERMY	A	OVERHEAD		
AUDIOVID	Edit	AUDIO VIDEO ENVIRONMENTS	A	SUB-CONTRACTOR		3456 MAIN ST.
AUSBLDG	Edit	AUSTIN BUILDING PRODUCTS	A	SUPPLIER		13724 North IH-35
AUSBUSJO	Edit	AUSTIN BUSINESS JOURNAL	A	OVERHEAD		
AUSCOUNT	Edit	AUSTIN COUNTERTOPS	A	SUB-CONTRACTOR		11108 Bluff Bend Drive
AUSPROF	Edit	AUSTIN PROFESSIONAL COURIERS	A	SUPPLIER		149 Texas Ave., #A-1
AUSSTAR	Edit	AUSTIN STAR ROOFING / TOM DAVIS	A	SUB-CONTRACTOR		1608 WATER RIDGE RD.
AUSWROUG	Edit	AUSTIN WROUGHT IRON	A	SUB-CONTRACTOR		222 Will Smith Dr.
BANKOFAM	Edit	BANK OF AMERICA	A	OVERHEAD		P.O. Box 53155
BATCITY	Edit	BAT CITY PRODUCTIONS	A	OVERHEAD		P.O. Box 1860
BEAUCHAM	Edit	KENNETH D. BEAUCHAMP	A	SUB-CONTRACTOR		1343 Oak Grove
BETTERBB	Edit	BETTER BUSINESS BUREAU/CENTRAL TEXAS	A	OVERHEAD		2101 S. IH 35, Suite 302
BETTIS	Edit	BETTIS SERVICE COMPANY, INC.	A	SUPPLIER		5306 Middle Fiskville Road
BINGHAMJ	Edit	JENNIFER BINGHAM	A	OVERHEAD		1000 Turnover Road
BO&CC	Edit	BANK OF AMERICA BUSINESS CARD	A	SUPPLIER		P.O. Box 53155

Record: 1 of 130

NOTE:
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EXPORT LIST DATA TO AN EXCEL SPREADSHEET

You can save the list data by clicking the button labeled 'Save As Excel Spreadsheet'.



Select an appropriate folder in the 'Save In' field. Then assign an appropriate name to the file.

Then click the OK button. When it is finished, you will receive a message that it has been saved. To open the file, open Microsoft Excel, and open the file from wherever you saved it.

NOTE TO REMOTE USERS:

IF you save a file to 'My Documents' on the Remote Server, you will not be able to open it until it is downloaded to your own computer. Please follow the instructions in the 'Remote User Guide' about downloading files from the server to your own computer.

IF you navigate to your own computer to save the file, then downloading as mentioned above will not be necessary. HOWEVER, it CAN be faster to quickly save to My Documents on the server and then download later. This will avoid waiting for the program to calculate AND download at the same time.