

## Insurance And Other Vendor Expirations

As explained in the Help Document about setting up Vendors, there are fields available to trigger the program to track and report on General Liability Insurance, Worker's Comp Insurance, and other user-defined expirations. If check marks are placed in the appropriate boxes AND other appropriate fields are filled in, the program will pop up alerts about expirations and 'under-insured' vendors while posting bills to pay the vendor. See Help Documents about posting bills to pay vendors.

IN ADDITION, the program can produce Audit and Expiration reports for the vendors. Continue to the next pages for information on those reports.

**Add or Edit Vendors**

Find (try F4)-> AUSSTAR Add New Vendor Delete?

Vendor Code	AUSSTAR	Change Code	Status	ACTIVE
Vendor Type	SUB-CONTRACTOR	+Type	On Bids List?	Yes
Name	AUSTIN STAR ROOFING			
Customer #				
Street	1608 WATER RIDGE RD.			
Street				
City	AUSTIN			
State	TX	Zip Code	78704-1430	Change Vendor Name
Contact	Tom Davis			

**Vendor Activities/ Notes**

Balance Forward \$0.00 <-Hint

Payment Discount % 0.00% Enter as decimal.

Sales Tax Adj:(Disc Rate X Sls Tx Rate)-Disc Rate

# Days To Pay 0 OR Day Of Mo. Due 15

OR Due End of Month?

Retainage?  Retainage % 10.0%

1099 Default Tax ID Number

MISC 111-11-1111

Name to Print on 1099-> Tom Davis / Austin Star Roofing

G/L Ins Required?	<input checked="" type="checkbox"/>	Rate	Liability Amt	Required Amt:	Required Amount is entered on the Company Master.	
Exp. Date	09/30/06	2.54%	\$500,000	\$1,000,000.00		
Worker's Comp Required?	<input checked="" type="checkbox"/>	Rate	0.00%	Exp.	11/30/01	Enter DATES using 6 numerical digits. Example: For Jan 15, 2006, enter 011506. If there is any problem entering the date, press the Escape key on your keyboard and try again.
Other Expirations-Type In Any Title	Req?	Exp. Date				
City License	<input checked="" type="checkbox"/>	12/31/06				
State License	<input checked="" type="checkbox"/>	10/15/06				
None	<input type="checkbox"/>	01/01/05				
None	<input type="checkbox"/>	01/01/05				
None	<input type="checkbox"/>	01/01/05				

**Vendor Info for Online Banking (to be included in future program updates)**

Name on Bank Account AUSTIN STAR ROOFING

Bank Name None

ABA Check Routing # 0

Account Number 0

ACH Routing/Transit # 0

**Phone Numbers, Email, and Web Site**

Home		Ext.		Fax 1	(512) 444-5555
Work 1	(512) 333-4444			Fax 2	
Work 2				Mobile 2	(512) 666-7777
Mobile 1	(512) 555-6666			Email	ausstar@anywhere.com
Web Site					

G/L Acct. # 1430-DIRECT CC + Dept. CH Assign Other

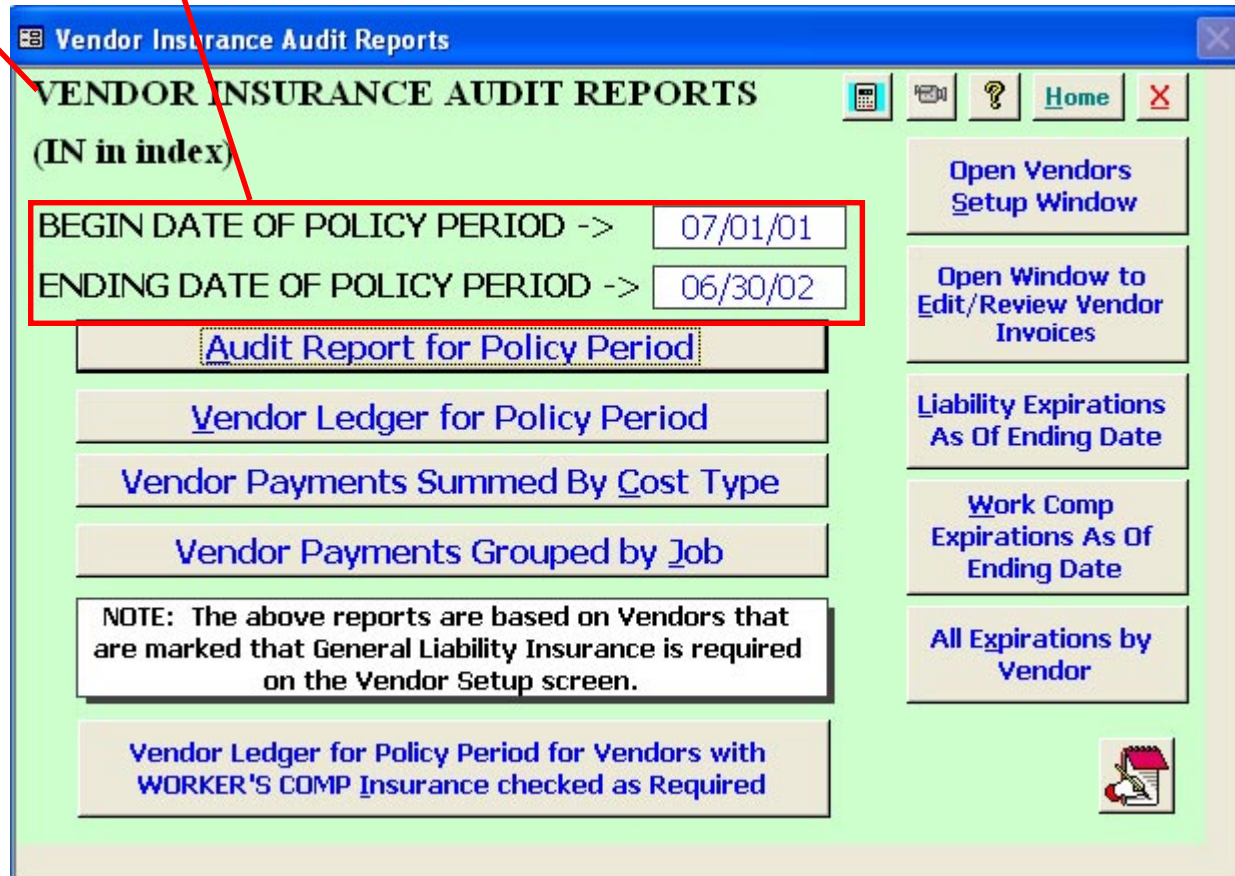
Cost Code 4030-Roofing - Turnkey + Cost Codes to Vendor

## General Liability Insurance Audit Reports

Index-> Insurance Audit Reports

The quickest way to open the window for printing Insurance Audit Reports is to start typing 'Insurance Audit Reports' in the **Index** field on the Navigation/Home window. Then press the 'Enter' key on your keyboard.

On the window that opens, enter dates that represent the appropriate policy audit period. These dates should be supplied to you by your insurance agent or auditor. Continue to the next page for reports.



Vendor Insurance Audit Reports

VENDOR INSURANCE AUDIT REPORTS  
(IN in index)

BEGIN DATE OF POLICY PERIOD -> 07/01/01

ENDING DATE OF POLICY PERIOD -> 06/30/02

Audit Report for Policy Period

Vendor Ledger for Policy Period

Vendor Payments Summed By Cost Type

Vendor Payments Grouped by Job

NOTE: The above reports are based on Vendors that are marked that General Liability Insurance is required on the Vendor Setup screen.

Vendor Ledger for Policy Period for Vendors with WORKER'S COMP Insurance checked as Required

Open Vendors Setup Window

Open Window to Edit/Review Vendor Invoices

Liability Expirations As Of Ending Date

Work Comp Expirations As Of Ending Date

All Expirations by Vendor

## General Liability Insurance Audit Reports - continued

After selecting the range of dates for the policy period as shown on the previous page, use the button labeled “**Audit Report For Policy Period**” to open a report that is very useful for preparing for a General Liability Insurance Audit. We have heard from many builders that their insurance auditor was thrilled to receive this report and went away quickly!

There are three sections on the report:

- 1) **Insured** - Vendor’s Liability amount is equal to or greater than the minimum required. Insurance has not expired as of the end of the policy period. Payments were made to the Vendor during the policy period.
- 2) **Currently Uninsured** - Vendor’s Liability insurance has expired by the end of the policy period OR Vendor does not have Liability insurance. Payments were made to the Vendor during the policy period.
- 3) **Under Insured**- Vendor’s Liability amount is less than the minimum required. Payments were made to the Vendor during the policy period.

[Audit Report for Policy Period](#)

This is the FIRST page. Go to next page of this document for the SECOND page.

### Liability Insurance Audit Report

For Vendors that are marked that General Liability Insurance is required (on the Vendor Setup window).

FROM 01-Jul-01

TO: 30-Jun-02

Required Liability Amount: \$1,000,000

#### INSURED

VENDOR NAME	EXP DATE	LIABILITY	TOTAL PAID
ARROYO FRAMING, INC.	22-Oct-02	\$1,000,000	\$20,372.27
CENTRAL TEXAS MASONRY	31-Aug-02	\$1,000,000	\$15,014.40
G & H LATH AND PLASTER, INC.	31-Oct-02	\$1,000,000	\$9,736.00
JACKSON AND COMPANY	13-Feb-03	\$2,000,000	\$850.00
JOHNSON INSULATION CO, INC.	31-Mar-03	\$1,000,000	\$2,438.00
J.V. MARBLE	10-Dec-02	\$1,000,000	\$783.25
PURCELL ELECTRIC, INC.	08-Nov-02	\$1,000,000	\$6,986.00
SAN MARCOS AIR CONDITIONING, INC.	25-Aug-02	\$1,000,000	\$7,306.80
WILLIAMS INSULATION OF AUSTIN	01-Aug-02	\$2,000,000	\$751.00
	<b>TOTAL INSURED</b>		<b>\$64,237.72</b>

## General Liability Insurance Audit Reports - continued

Below is the SECOND page of the 'Liability Insurance Audit Report'.

NOTE: The 'Required Liability Amount' by your Insurance Company should be entered on the Company Master window. (CM in Navigation/Home window Index)

General Liability Insurance Amount Required by Trades (ask your agent):	\$1,000,000.00
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### Liability Insurance Audit Report

For Vendors that are marked that General Liability Insurance is required (on the Vendor Setup window).

FROM 01-Jul-01 TO: 30-Jun-02

Required Liability Amount: \$1,000,000

#### CURRENTLY UNINSURED

VENDOR NAME	EXP DATE	LIABILITY	Insured Amt	Uninsured Amt	TOTAL PAID	RATE	INS DUE
AUDIO VIDEO ENVIRONMENTS	28-May-02	\$0	\$0.00	\$1,300.00	\$1,300.00	0.0254	\$33.02
AUSTIN WROUGHT IRON	21-Jun-02	\$0	\$0.00	\$814.25	\$814.25	0.0254	\$20.68
BRIGHTON CUSTOM PAINT	18-Apr-02	\$0	\$0.00	\$2,900.00	\$2,900.00	0.0254	\$73.66
CABINETS BY DESIGN	18-Apr-02	\$0	\$0.00	\$150.00	\$150.00	0.0254	\$3.81
CARSON AND BUSH SURVEYORS, I	18-Apr-02	\$0	\$0.00	\$850.00	\$850.00	0.0254	\$21.59
DENNIS TREPANIER	12-Mar-02	\$0	\$0.00	\$792.00	\$792.00	0.0254	\$20.12
ESPARZA PLUMBING	14-Jun-02	\$500,000	\$0.00	\$6,575.00	\$6,575.00	0.0254	\$167.00
THE HOME DEPOT	01-Apr-02	\$0	\$0.00	\$676.46	\$676.46	0.0000	\$0.00
RANGER CONCRETE, INC.	12-Mar-02	\$0	\$0.00	\$20,100.00	\$20,100.00	0.0254	\$510.54
KELLY THOMAS	06-Jun-02	\$0	\$0.00	\$1,200.00	\$1,200.00	0.0254	\$30.48
<b>TOTAL UNINSURED</b>			<b>\$0.00</b>	<b>\$35,357.71</b>	<b>\$35,357.71</b>		<b>\$880.90</b>

#### UNDER-INSURED

VENDOR NAME	EXP DATE	LIABILITY	TOTAL PAID	RATE	INS DUE
AUSTIN STAR ROOFING	30-Sep-06	\$500,000	\$11,800.00	0.0254	\$299.72
ROCKLYN ENTERPRISES	15-Mar-03	\$500,000	\$250.00	0.0254	\$6.35
<b>TOTAL UNDER-INSURED</b>			<b>\$12,050.00</b>		<b>\$306.07</b>
<b>GRAND TOTAL</b>			<b>\$111,645.43</b>		

**General Liability Insurance Audit Reports - continued**

BEGIN DATE OF POLICY PERIOD ->   
 ENDING DATE OF POLICY PERIOD ->

To view the invoice detail behind the totals on the Insurance Audit report, use the button labeled 'Vendor Ledger for Policy Period'.

Notice the General Liability Insurance Expiration Date for each vendor is shown on the report.

- [Audit Report for Policy Period](#)
- [Vendor Ledger for Policy Period](#)
- [Vendor Payments Summed By Cost Type](#)

- [Vendor Payments](#)
- NOTE: The above reports are marked that General Liability Insurance is required on the Vendor Setup window.
- [Vendor Ledger for Policy Period](#)
- [WORKER'S COMP Insurance](#)

<b>VENDOR LEDGER - General Liability Insurance Audit</b>										
For Vendors that are marked that General Liability Insurance is required (on the Vendor Setup window).										
		FROM		TO						
POLICY PERIOD		01-Jul-01		30-Jun-02						
DATE	DUE	INVOICE	DESCRIPTION	GL #	JOB	Cost Code	DATE PD	CK #	TOTAL	
<b>ARROYO ARROYO FRAMING, INC.</b>							<b>Expiration: 22-Oct-02</b>			
22-Mar-02	22-Mar-02	032201	1st draw on framing labor	1430	H11RIVER	3150	22-Mar-02	11412	\$6,157.43	
24-Mar-02	23-Mar-02	032401	2nd draw on framing labor	1430	H11RIVER	3150	29-Mar-02	11431	\$6,157.42	
30-Mar-02	30-Mar-02	504233	3rd draw on framing labor	1430	H11RIVER	3150	10-Apr-02	11458	\$6,157.42	
13-Jun-02	13-Jun-02	061301	last draw	1430	H11RIVER	3150	14-Jun-02	11590	\$1,900.00	
<b>TOTAL ARROYO</b>									<b>\$20,372.27</b>	
<b>AUDIOVID AUDIO VIDEO ENVIRONMENTS</b>							<b>Expiration: 28-May-02</b>			
19-May-02	19-May-02	11552	Stereo preview	1430	H11RIVER	3940	19-May-02	11552	\$1,300.00	
<b>TOTAL AUDIOVID</b>									<b>\$1,300.00</b>	
<b>AUSSTAR AUSTIN STAR ROOFING</b>							<b>Expiration: 30-Sep-06</b>			
02-Jan-02	02-Jan-02	529	Roofing draw - variance	1430	H11RIVER	4030	05-Jan-02	11226	\$500.00	
02-Jan-02	02-Jan-02	529	Roofing draw	1430	H11RIVER	4030	05-Jan-02	11226	\$6,000.00	
02-Jan-02	02-Jan-02	529	Reverse To Split Entry	1430	H11RIVER	4030	05-Jan-02	11226	(\$6,800.00)	
02-Jan-02	02-Jan-02	529	Extra Roofing expenses	1430	H11RIVER	4030	05-Jan-02	11226	\$300.00	
02-Jan-02	02-Jan-02	529	Roofing draw	1430	H11RIVER	4030	05-Jan-02	11226	\$6,800.00	
07-Jan-02	07-Jan-02	552	Roofing draw	1430	H11RIVER	4030	08-Jan-02	11228	\$5,000.00	
<b>TOTAL AUSSTAR</b>									<b>\$11,800.00</b>	
<b>AUSWROUG AUSTIN WROUGHT IRON</b>							<b>Expiration: 21-Jun-02</b>			
12-Jun-02	12-Jun-02	061201	Stair railing deposit	1430	H11RIVER	5235	12-Jun-02	11588	\$814.25	
<b>TOTAL AUSWROUG</b>									<b>\$814.25</b>	
<b>BRIGHTON BRIGHTON CUSTOM PAINT</b>							<b>Expiration: 18-Apr-02</b>			

General Liability Insurance Audit Reports - continued

BEGIN DATE OF POLICY PERIOD -> 07/01/01

ENDING DATE OF POLICY PERIOD -> 06/30/02

[Audit Report for Policy Period](#)

[Vendor Ledger for Policy Period](#)

[Vendor Payments Summed By Cost Type](#)

[Vendor Payments Grouped by Job](#)

NOTE: The above reports are for vendors that are marked that General Liability Insurance is required on the Vendor Setup window.

[Vendor Ledger for Policy Period](#)  
[WORKER'S COMP Insurance](#)

As explained in the Help Document about 'Setting Up And Using Cost Types', vendor invoices can be marked with a Cost Type category. Cost Type Categories can be set up by you. They might be categories like 'Labor', 'Materials', 'Turnkey', etc. Marking vendor invoices with the appropriate Cost Type can be very handy when producing a report like the one shown here for the insurance auditor.

## VENDOR PAYMENTS SUMMED BY COST TYPE

For Vendors that are marked that General Liability Insurance is required (on the Vendor Setup window).

Policy Period	FROM		TO	
	01-Jul-01		30-Jun-02	
<i>ARROYO</i>	<i>ARROYO FRAMING, INC.</i>			
LABOR		\$18,472.27	90.67%	
OTHER		\$1,900.00	9.33%	
	<b>TOTAL ARROYO</b>	<b>\$20,372.27</b>		
<i>AUDIOVID</i>	<i>AUDIO VIDEO ENVIRONMENTS</i>			
CHANGE ORDER		\$1,300.00	100.00%	
	<b>TOTAL AUDIOVID</b>	<b>\$1,300.00</b>		
<i>AUSSTAR</i>	<i>AUSTIN STAR ROOFING</i>			
LABOR		\$6,000.00	50.85%	
TURNKEY		\$5,800.00	49.15%	
	<b>TOTAL AUSSTAR</b>	<b>\$11,800.00</b>		
<i>AUSWROUG</i>	<i>AUSTIN WROUGHT IRON</i>			
MATERIALS		\$814.25	100.00%	
	<b>TOTAL AUSWROUG</b>	<b>\$814.25</b>		
<i>BRIGHTON</i>	<i>BRIGHTON CUSTOM PAINT</i>			
TURNKEY		\$2,900.00	100.00%	
	<b>TOTAL BRIGHTON</b>	<b>\$2,900.00</b>		
<i>CABBYDSN</i>	<i>CABINETS BY DESIGN</i>			
OTHER		\$150.00	100.00%	

General Liability Insurance Audit Reports - continued

Using the button labeled 'Vendor Payments Grouped by Job' to open the report shown below can be handy for 'management review' or insurance reasons.

Vendor Payments Grouped by Job

NOTE: The above reports are based on Vendors that are marked that General Liability Insurance is required on the Vendor Setup screen

Vendor Ledger for Policy Period for  
WORKER'S COMP Insurance check

## VENDOR PAYMENTS GROUPED BY JOB

For Vendors that are marked that General Liability Insurance is required (on the Vendor Setup window).

Policy Period	FROM	TO	
	01-Jul-01	30-Jun-02	
<b>H</b>	<b>H-OVERHE AD JOB</b>		
CABBYDSN	CABINETS BY DESIGN		\$150.00
HOMEDEPO	THE HOME DEPOT		\$503.89
<b>TOTAL H</b>			<b>\$653.89</b>
<b>H1RIVER</b>	<b>H1RIVER-1RIVER RUN</b>		
ARROYO	ARROYO FRAMING, INC.		\$20,372.27
AUDIOVID	AUDIO VIDEO ENVIRONMENTS		\$1,300.00
AUSSTAR	AUSTIN STAR ROOFING		\$11,800.00
AUSWROUG	AUSTIN WROUGHT IRON		\$814.25
BRIGHTON	BRIGHTON CUSTOM PAINT		\$2,900.00
CARSON	CARSON AND BUSH SURVEYORS, INC.		\$850.00
CENTTXMS	CENTRAL TEXAS MASONRY		\$15,014.40
DENNISDD	DENNIS TREPANIER		\$792.00
ESPARZA	ESPARZA PLUMBING		\$6,575.00
GHLATH	G & H LATH AND PLASTER, INC.		\$9,736.00
HOMEDEPO	THE HOME DEPOT		\$172.57
JACKSONC	JACKSON AND COMPANY		\$850.00
JOHNSON	JOHNSON INSULATION CO, INC.		\$2,438.00
JVMARBLE	J.V. MARBLE		\$783.25
PURCELL	PURCELL ELECTRIC, INC.		\$6,986.00
RANGER	RANGER CONCRETE, INC.		\$20,100.00
ROCKLYN	ROCKLYN ENTERPRISES		\$250.00
SANMARCO	SAN MARCOS AIR CONDITIONING, INC.		\$7,306.80
THOMASK	KELLY THOMAS		\$1,200.00
WILLIAMS	WILLIAMS INSULATION OF AUSTIN		\$751.00
<b>TOTAL H1RIVER</b>			<b>\$110,991.54</b>

## General Liability Expirations List

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Open Vendors Setup Window

Open Window to Edit/Review Vendor Invoices

Liability Expirations As Of Ending Date

Work Comp Expirations As Of Ending Date

All Expirations by Vendor

To print a List of Vendors With Liability Insurance THAT HAS EXPIRED as of the ending date selected for the policy period, use the button labeled 'Liability Expirations As Of Ending Date'. It is located on the right side of the window we've been discussing.

### Liability Insurance Expirations As Of 30-Jun-02

VENDOR CODE	VENDOR NAME	OFFICE PHONE	FAX PHONE	INSURANCE EXP DATE	INSUR LIAB AMOUNT
AUDIOVID	AUDIO VIDEO ENVIRONMENTS			28-May-02	\$0
AUSCOUN	AUSTIN COUNTERTOPS	(512) 835-5100	(512) 339-1796	30-Apr-02	\$0
AUSWROU	AUSTIN WROUGHT IRON	(512) 845-9931		21-Jun-02	\$0
BEAUCHAM	KENNETH D. BEAUCHAMP			12-Mar-02	\$0
BRIGHTON	BRIGHTON CUSTOM PAINT	(512) 740-6800	(512) 282-0802	18-Apr-02	\$0
CABBYDSN	CABINETS BY DESIGN			18-Apr-02	\$0
CAPFLOOR	CAPITAL FLOORS			23-Apr-02	\$0
CARSON	CARSON AND BUSH SURVEYORS, I	(512) 442-0990		18-Apr-02	\$0
CONWAYS	SCOTT CONWAY			21-May-02	\$0
DENNISDD	DENNIS TREPANIER			12-Mar-02	\$0
DESGNFL	DESIGNER FLOORS OF TEXAS, INC.	(512) 263-3333	(512) 263-0990	27-Nov-01	\$2,000,000
DOMINGUE	DOMINGUEZ CONSTRUCTION	(830) 372-9852		12-Mar-02	\$0
ESPARZA	ESPARZA PLUMBING			14-Jun-02	\$500,000
FLASH	FLASH PAINTING & DRYWALL	(512) 357-6105		12-Mar-02	\$0
FOWLERST	STEVE FOWLER			04-Apr-02	\$0
GRANTCA	CAROL A. GRANT	(111) 111-1111		12-Mar-02	\$0
HILLCNTR	HILL COUNTRY PLUMBING	(512) 847-1023	(512) 847-6714	18-Jun-02	\$1,000,000
HOMEDEPO	THE HOME DEPOT	(800) 395-7363		01-Apr-02	\$0
MARVMAID	MARVELOUS MAIDS	(512) 303-1140		01-Sep-01	\$300,000
MORENO	MORENO ELECTRIC	(512) 797-4734	(512) 376-6577	18-Apr-02	\$0
ORGANIC	ORGANIC SOLUTIONS			23-Apr-02	\$0
RANGER	RANGER CONCRETE, INC.			12-Mar-02	\$0
THOMASK	KELLY THOMAS			06-Jun-02	\$0
TRIMTECH	TRIM TECH OF AUSTIN, INC.	(512) 832-8746	(512) 832-4108	03-Apr-02	\$0

# Worker's Comp Vendor Ledger

Vendor Ledger for Policy Period for Vendors with WORKER'S COMP Insurance checked as Required

If Vendors have been marked that they are required to have Worker's Comp Insurance, a report of the invoices Paid to Vendors during a Policy Period can be printed. Use the button shown to the left.

## VENDOR LEDGER - for Vendors with Worker's Comp Required

For Vendors that are marked that Worker's Comp Insurance is required (on the Vendor Setup window).

POLICY PERIOD		FROM	TO							
01-Jul-01		01-Jul-01	30-Jun-02							
DATE	DUE	INVOICE	DESCRIPTION	GL #	JOB #	Cost Code	DATE PD	CK #	TOTAL	
<b>ARROYO</b>			<b>ARROYO FRAMING, INC.</b>				<i>Expiration: 18-Apr-02</i>			
22-Mar-02	22-Mar-02	032201	1st draw on framing labor	1430	H11RIVER	3150	22-Mar-02	11412	\$6,157.43	
24-Mar-02	23-Mar-02	032401	2nd draw on framing labor	1430	H11RIVER	3150	29-Mar-02	11431	\$6,157.42	
30-Mar-02	30-Mar-02	504233	3rd draw on framing labor	1430	H11RIVER	3150	10-Apr-02	11458	\$6,157.42	
13-Jun-02	13-Jun-02	061301	last draw	1430	H11RIVER	3150	14-Jun-02	11590	\$1,900.00	
								<b>TOTAL ARROYO</b>	<b>\$20,372.27</b>	
<b>AUDIOVID</b>			<b>AUDIO VIDEO ENVIRONMENTS</b>				<i>Expiration: 28-May-02</i>			
19-May-02	19-May-02	11552	Stereo prewire	1430	H11RIVER	3940	19-May-02	11552	\$1,300.00	
								<b>TOTAL AUDIOVID</b>	<b>\$1,300.00</b>	
<b>AUSSTAR</b>			<b>AUSTIN STAR ROOFING</b>				<i>Expiration: 30-Nov-01</i>			
02-Jan-02	02-Jan-02	529	Roofing draw	1430	H11RIVER	4030	05-Jan-02	11226	\$6,000.00	
02-Jan-02	02-Jan-02	529	Extra Roofing expenses	1430	H11RIVER	4030	05-Jan-02	11226	\$300.00	
02-Jan-02	02-Jan-02	529	Roofing draw	1430	H11RIVER	4030	05-Jan-02	11226	\$6,800.00	
02-Jan-02	02-Jan-02	529	Roofing draw - variance	1430	H11RIVER	4030	05-Jan-02	11226	\$500.00	
02-Jan-02	02-Jan-02	529	Reverse To Split Entry	1430	H11RIVER	4030	05-Jan-02	11226	(\$6,800.00)	
07-Jan-02	07-Jan-02	552	Roofing draw	1430	H11RIVER	4030	08-Jan-02	11228	\$5,000.00	
								<b>TOTAL AUSSTAR</b>	<b>\$11,800.00</b>	
<b>AUSWROUG</b>			<b>AUSTIN WROUGHT IRON</b>				<i>Expiration: 21-Jun-02</i>			
12-Jun-02	12-Jun-02	061201	Stair railing deposit	1430	H11RIVER	5235	12-Jun-02	11588	\$814.25	
								<b>TOTAL AUSWROUG</b>	<b>\$814.25</b>	
<b>BRIGHTON</b>			<b>BRIGHTON CUSTOM PAINT</b>				<i>Expiration: 18-Apr-02</i>			
31-Dec-01	31-Dec-01	32255	testing prior period entry	1430	H11RIVER	4905	31-Dec-01	3544	\$500.00	
04-May-02	04-May-02	11524	Paint draw	1430	H11RIVER	4905	04-May-02	11524	\$800.00	

## Worker's Comp Expirations List

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- Open Vendors Setup Window
- Open Window to Edit/Review Vendor Invoices
- Liability Expirations As Of Ending Date
- Work Comp Expirations As Of Ending Date**
- All Expirations by Vendor

To print a List of Vendors With Worker's Comp Insurance THAT HAS EXPIRED as of the ending date selected for the policy period, use the button labeled 'Work Comp Expirations As Of Ending Date'. It is located on the right side of the window we've been discussing.

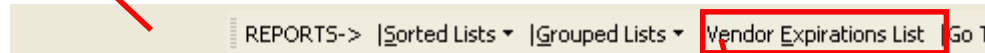
### Worker's Comp Insurance Expirations For Active Vendors As Of 30-Jun-02

VENDOR CODE	VENDOR NAME	OFFICE PHONE	FAX PHONE	INSURANCE EXP DATE
ARROYO	ARROYO FRAMING, INC.	(512) 693-2632	( ) 999-9999	18-Apr-02
AUDIOVID	AUDIO VIDEO ENVIRONMENTS			28-May-02
AUSCOUNT	AUSTIN COUNTERTOPS	(512) 835-5100	(512) 339-1796	01-Apr-02
AUSSTAR	AUSTIN STAR ROOFING	(512) 333-4444	(512) 444-5555	30-Nov-01
AUSWROU	AUSTIN WROUGHT IRON	(512) 845-9931		21-Jun-02
BEAUCHAM	KENNETH D. BEAUCHAMP			04-Apr-02
BRIGHTON	BRIGHTON CUSTOM PAINT	(512) 740-6800	(512) 282-0802	18-Apr-02
CABBYDSN	CABINETS BY DESIGN			18-Apr-02
CAPFLOOR	CAPITAL FLOORS			23-Apr-02
CARSON	CARSON AND BUSH SURVEYORS, I	(512) 442-0990		18-Apr-02
COBBGENE	GENE COBB	(111) 111-1111		30-Jun-01
CONWAYS	SCOTT CONWAY			21-May-02
DBLGDRY	DOUBLE G DRYWALL, INC.	(512) 218-9830	(512) 218-9227	12-Mar-02
DESGNFL	DESIGNER FLOORS OF TEXAS, INC.	(512) 263-3333	(512) 263-0990	27-Nov-01
DOMINGUE	DOMINGUEZ CONSTRUCTION	(830) 372-9852		11-Feb-01
FOWLERST	STEVE FOWLER			04-Apr-02
HILLCNTR	HILL COUNTRY PLUMBING	(512) 847-1023	(512) 847-6714	11-Feb-01
JACKSONC	JACKSON AND COMPANY	(111) 111-1111	(222) 222-2222	12-Mar-02
MARVMAID	MARVELOUS MAIDS	(512) 303-1140		12-Mar-02
MORENO	MORENO ELECTRIC	(512) 797-4734	(512) 376-6577	16-Mar-01
ORGANIC	ORGANIC SOLUTIONS			23-Apr-02
PURCELL	PURCELL ELECTRIC, INC.	(512) 894-0900	(512) 894-1675	06-May-02
ROCKLYN	ROCKLYN ENTERPRISES	(512) 357-6609	(512) 357-6600	12-Mar-02
TRIMTECH	TRIM TECH OF AUSTIN, INC.	(512) 832-8746	(512) 832-4108	03-Apr-02

# List of ALL Vendor Expirations



To print a report of ALL Expirations for Vendors, use the button labeled 'All Expirations by Vendor' to open the 'Vendor Lists' window shown below. The button is located on the right side of the window we have been discussing.



Click the button on the toolbar at the top of the 'Vendor Lists' window labeled 'Vendor Expirations List' and a report of all expirations for vendors will open.

## Vendor Lists - Criteria and Reports (VLI in Index)

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

<b>VENDOR</b>	From AMEX	To ZURICH	Reset	<b>TYPE</b>	AGENT
<b>COST CODES</b>	0	9999	Reset	<b>ACTIVE?</b>	ACTIVE
<b>DEPARTMENTS</b>	CH	SPEC	Reset		

NOTE! All of the ones in our example display the word 'EXPIRED!' because our demo data is from the year 2002 and this document is being prepared in 2007.

Save As Excel Spreadsheet

To make changes to the Vendor's setup record,

Vendor Code	Edit	Vendor Name
AMEX	Edit	AMERICAN EXPRESS
AMEXOPTI	Edit	AMEX OPTIMA
ARROYO	Edit	ARROYO FRAMING, INC.
ATABEXAR	Edit	ATA/BEXAR TAXIDERMY

## Active Vendors Expirations List

	OFFICE	FAX	MOBILE	PAGER
<b>ARROYO-ARROYO FRAMING, INC.</b>	(512) 693-2632	( ) 999-9999	(512) 826-8090	
CONTACT: Leo Arroyo				
General Liability Insur	Expiration: 10/22/2002	<b>EXPIRED!</b>		
State License	Expiration: 12/31/2002	<b>EXPIRED!</b>		
Workmens Comp Insur	Expiration: 4/18/2002	<b>EXPIRED!</b>		
<b>AUDIOVID-AUDIO VIDEO ENVIRONMENTS</b>				
CONTACT:				
General Liability Insur	Expiration: 5/28/2002	<b>EXPIRED!</b>		
Workmens Comp Insur	Expiration: 5/28/2002	<b>EXPIRED!</b>		
<b>AUSCOUNT-AUSTIN COUNTERTOPS</b>	(512) 835-5100	(512) 339-1796		
CONTACT:				
City License	Expiration: 4/1/2002	<b>EXPIRED!</b>		
General Liability Insur	Expiration: 4/30/2002	<b>EXPIRED!</b>		
State License	Expiration: 4/1/2002	<b>EXPIRED!</b>		
Workmens Comp Insur	Expiration: 4/1/2002	<b>EXPIRED!</b>		
<b>AUSSTAR-AUSTIN STAR ROOFING</b>	(512) 333-4444	(512) 444-5555	(512) 555-6666	(512) 666-7777
CONTACT: Tom Davis				
City License	Expiration: 12/31/2006	<b>EXPIRED!</b>		
General Liability Insur	Expiration: 9/30/2006	<b>EXPIRED!</b>		
State License	Expiration: 10/15/2006	<b>EXPIRED!</b>		
Workmens Comp Insur	Expiration: 11/30/2001	<b>EXPIRED!</b>		
<b>AUSWROUG-AUSTIN WROUGHT IRON</b>	(512) 845-9931			