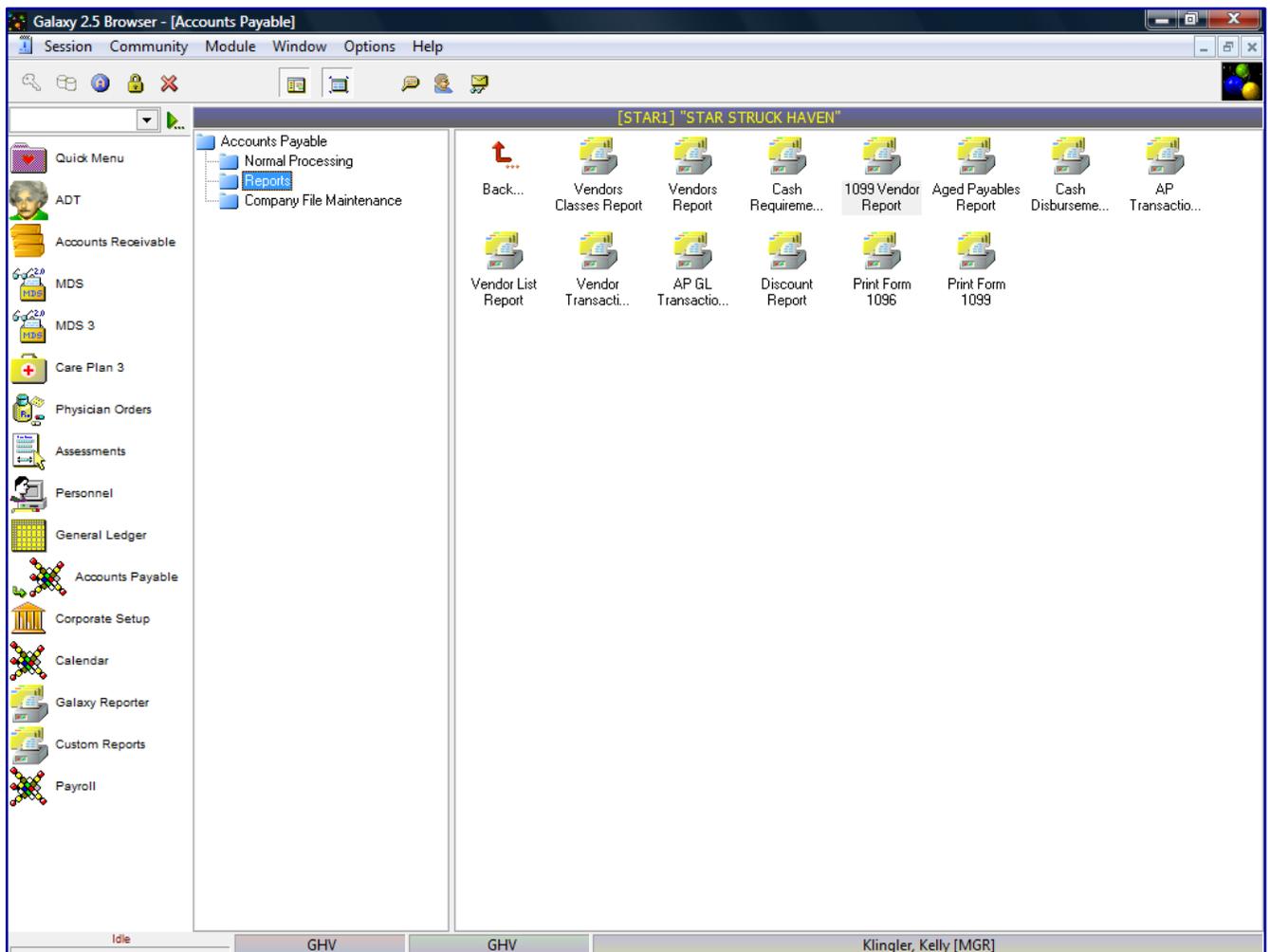


Galaxy Hosted Software
Accounts Payable
Reports
Informational Guide



Looking at **Reports**, you can see it has listed 13 different report options. You can access any report by double clicking on the icon.

- **Vendor Class Report**
- **Vendors Report**
- **Cash Requirements Report**
- **1099 Vendor Report**
- **Aged Payable Report**
- **Cash Disbursement Report**
- **AP Transaction Report**
- **Vendor List Report**
- **AP GL Transaction Report**
- **Discount Report**
- **Print Form 1096**
- **Print Form 1099**

Vendor Class Report - list of Vendor Classes that were set up in Company File Maintenance

The screenshot shows a web browser window titled "Galaxy 2.5 Browser" displaying a report titled "Accounts Payable <Vendors Classes Report>". The report content is as follows:

Vendor Class Name	Current Use
CABLE	T
CONTRACT	T
DIETARY SUPPLIES	T
EDUCATIONAL	T
INSURANCE	T
LEASE	F
LICENSING	T
MAINTENANCE	T
MARKETING	T
MEDICAL	T
Misc	T
NON-PROFIT	T
NURSING	T
OFFICE SUPPLIES	T
PROFESSIONAL	T
SERVICES	T
TAX	T
TELEPHONE	T
TRANSPORTATION	T
UTILITIES	T
ththfff	T

The system will list all the Vendor Class Names and if they are currently being used in the system.

Users can print the Vendor Class list or Export the file by clicking on the Export option. The system will show a list of standard export options.

Excel Spreadsheet (XML)

PDF file

CSV file

Text file

JPEG file

HTML file

Vendor Report - list of Vendor Maintenance

Vendor ID	Vendor Name	Class	Address	City	State	Zip	Phone 1	Phone 2	E-mail
ALAT	ALADDIN TEMP-RITE, LLC	MAINTENANC	P.O. BOX 8500-3431	PHILADLPHIA	PA	19178	800-895-2858		
AMEF	AMERICAN FIRE SPRINKLERS	MAINTENANC	P.O. BOX 5563	CHATTANOOGA	FL	33658	800-569-5898		
ABCT	ABC TREE SERVICE, INC.	MAINTENANC	873 EMORY	HIXSON	FL	37343	800-821-5238		
CALP	CALDWELL PAVING & GRADING	MAINTENANC	8735 EURBKA RD	CHARLESTON	FL	33352	877-958-5210		
BYRE	BYRD'S ELECTRIC MOTOR SERVICE	MAINTENANC	2193 WATERLEVEL HIGHWAY	CLEVELAND	IL	60673	877-523-5698		
ARRO	ARROW OUTDOOR ADVERTISING	MAINTENANC	1508 S. SMITH STREET, SUITE 23	CHATTANOOGA	IL	60290	877-985-2589		
ACEH	ACE HARDWARE	MAINTENANC	REGIONAL ACCOUNTING DEPT 4921 HIGHWAY 58	CHATTANOOGA	FL	33658	800-254-3562		
CLEF	CLEVELAND FASTNERS	MAINTENANC	P.O. BOX 5149	CLEVELAND	FL	33301	877-523-5214		
ACEA	ACE AMERICAN INSURANCE COMPANY	INSURANCE	P.O. BOX 9758	BREA	CA	92822	800-258-4582		
BOSM	BOSTON MUTUAL LIFE INSURANCE CO.	INSURANCE	GROUP BILLING DEPT P.O. BOX 55154	BOSTON	MA	02205	877-235-5832		
BLUC	BLUE CROSS BLUE SHIELD OF IL	INSURANCE	RECEIPTS DEPT, P.O. BOX 180172	CHATTANOOGA	IL	60290	888-251-2585		
BADR	BADEN RETIREMENT PLAN SERVICES	INSURANCE	23893 NETWORK	CHICAGO	IL	60673	877-521-2562		
ASSE	ASSURANT EMPLOYEE BENEFITS	INSURANCE	P.O. BOX 807009	KANSAS CITY	MO	64184	800-214-5423		
AMEL	AMERITAS LIFE INSURANCE CORP	INSURANCE	P.O. BOX 81889	LINCOLN	NE	68501	800-548-2356		
ADVP	ADVANCE PAPER COMPANY	OFFICE SUPP	P.O. BOX 72873	CHATTANOOGA	FL	33658	800-589-5232		
ABAC	ABACUS ACCOUNTING CONSULTANTS	SERVICES	7000 EGERTON RD	PASSA	FL	33348	888-562-5698		
EINB	EINSTEIN & BURT COMPANY LLC	SERVICES	24100 CHAGRIN BLVD	AURORA	IL	60801	888-548-4587		
DWOB	DWORKEN BERNSTEIN LPA	SERVICES	55 PUBLIC SQ	CHARGER	IL	60614	877-521-2569		
KABL	KABB LAW FIRM	SERVICES	3690 ORANGE AVE	SHAWNEE	FL	33326	877-856-2356		
ILLIH	ILLINOIS DEPARTMENT OF HEALTH	LICENSING	C/O DEPARTMENT OF REVENUE P.O. BOX 198890	NASHVILLE	IL	60624	888-523-5412		
STATE	STATE OF FLORIDA	LICENSING	DEPT OF FINANCE AND ADMIN 312 ROSA LANE	NASHVILLE	FL	33350	877-254-3821		
BRIC	BRIGGS CORPORATION	LEASE	P.O. BOX 1355	DES MOINES	IA	50305	877-589-2541		
IRS2	INTERNAL REVENUE SERVICE	TAX	P.O. BOX 95689 b	LONG	IL	33305	877-568-5214		

3/2/2011 at 1:52:59 PM, User: Klingler, Kelly

Page: 1 of 3

The system will list all the vendors entered in Vendor Maintenance. The user cannot pick and choose what is on the report. The report will list vendor demographic information from Vendor Maintenance:

Vendor ID - vendor ID

Vendor Name – vendor’s full name

Class – vendor class category set up in Vendor Class maintenance

Address – vendor’s address

City – vendor’s city

State - vendor’s state

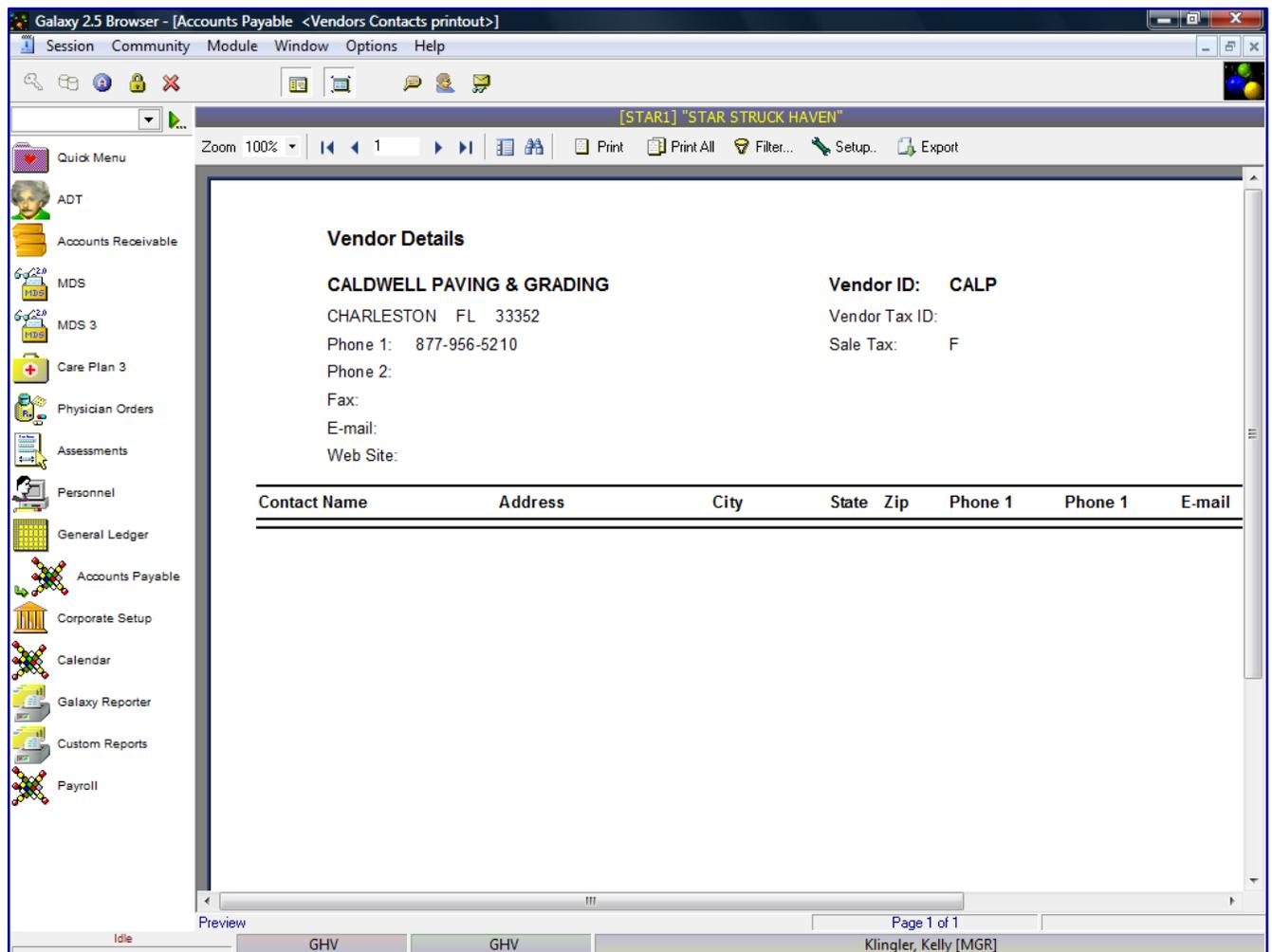
Zip – vendor’s zip code

Phone 1 - vendor’s telephone number

Phone 2 – additional telephone number

Email – vendor’s email address

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor information.



Vendor ID – vendor ID assigned in Vendor master

Vendor Tax ID - vendor tax ID assigned in Vendor master

Sales Tax - if the vendor is set up for sales tax in the Vendor master

Contact Name – vendor’s contact person

Demographic information - vendor’s demographic information set up in the Vendor master

Current Use – if vendor is currently an active vendor

Users can print the Vendor list or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Cash Requirements Report – List all invoices due for vendors

The screenshot displays the 'Cash Requirements Report' configuration interface in the Galaxy 2.5 Browser. The window title is 'Galaxy 2.5 Browser - [Accounts Payable <Cash Requirements Report>]'. The interface includes a menu bar (Session, Community, Module, Window, Options, Help), a toolbar, and a sidebar with various modules like ADT, Accounts Receivable, MDS, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll. The main area is titled 'Cash Requirements Report' and contains several filter sections: 'For Date' with a date input field, 'Invoice Status' with a dropdown menu set to 'All', 'Vendor Type' with a search field, 'Order by' with radio buttons for 'Vendor ID' and 'Vendor Name', and 'Appearance' with a checked box for 'Show Heading on Each Page'. There are also 'Vendors' and 'Amount Due' sections with dropdown menus. A 'Generate' button is visible in the top right. The status bar at the bottom shows 'Idle', 'GHV', 'GHV', and 'Klingler, Kelly [MGR]'.

The Cash Requirements report will show a list of all invoices dues for a specified date and the cash requirements that are due to be current as of the specified date. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

For Date – enter the “*as of date*” user wants to see all invoices due/cash requirements

Invoice Status

All – will create a reports that shows all invoices due to be paid

Due - No Discount Available - will create a report that shows invoices that are not eligible for discounts, but are due to be paid

Discount Available – will create a report that shows the invoices that are available for discounts

Due or With Discount Available - will create a report that shows invoices that are due to be paid and are eligible for discounts

Vendor Type – if user wants to select vendors by certain vendor class to show just that class of vendors on the report

Order by

Vendor ID – will order the vendors on the report by vendor id

Vendor Name – will order the vendors on the report by vendor name

Appearance – Show heading on each page (checked a default setting)

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Amount Due

All

Range of – enter FROM/TO amount

Greater Than – enter FROM amount

Less Than – enter FROM amount

Equal To – enter FROM amount

Days Past Due

All

Range of – enter FROM/TO date

Greater Than – enter FROM date

Less Than – enter FROM date

Equal To – enter FROM date

Click the  Generate button to generate the report

The following screen will be displayed.

The screenshot shows a web browser window titled "Galaxy 2.5 Browser - [Accounts Payable <Cash Requirements Report>]". The main content area displays a report titled "Cash Requirements As of Mar 07, 2011" with the subtitle "All vendors: Order by Vendor ID". The report is presented as a table with the following columns: Vendor ID, Vendor, Invoice/CM #, Date, Date Due, Amount Due, Disc Amt, Disc Date, Amount Due After Disc, and Age. The data is grouped by vendor, with sub-totals for each vendor. A "Report Total" row is at the bottom of the table. The browser interface includes a menu bar (Session, Community, Module, Window, Options, Help), a toolbar with various icons, and a sidebar with a "Quick Menu" containing icons for ADT, Accounts Receivable, MDS, MDS 3, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll. The status bar at the bottom shows "Page 1 of 1" and "Klingler, Kelly [MGR]".

Vendor ID	Vendor	Invoice/CM #	Date	Date Due	Amount Due	Disc Amt	Disc Date	Amount Due After Disc	Age
ABAC	ABACUS ACCOUNTING CONSULTANTS	349	08/25/2009	09/24/2009	450.00			450.00	529
ABAC	ABACUS ACCOUNTING CONSULTANTS				450.00	0.00		450.00	
AKIG	AKINS GAS COMPANY, LLC	004	01/25/2010	02/24/2010	1.00			1.00	376
AKIG	AKINS GAS COMPANY, LLC				1.00	0.00		1.00	
AMEF	AMERICAN FIRE SPRINKLERS	005	01/01/2010	01/31/2010	5.00			5.00	400
AMEF	AMERICAN FIRE SPRINKLERS				5.00	0.00		5.00	
AMEL	AMERITAS LIFE INSURANCE CORP	008	01/01/2010	01/31/2010	1.00			1.00	400
AMEL	AMERITAS LIFE INSURANCE CORP				1.00	0.00		1.00	
BRIC	BRIGGS CORPORATION	031	10/07/2009	11/06/2009	650.20			650.20	486
BRIC	BRIGGS CORPORATION	032	11/07/2009	12/07/2009	650.20			650.20	455
BRIC	BRIGGS CORPORATION	034	01/07/2010	02/06/2010	650.20			650.20	394
BRIC	BRIGGS CORPORATION				1,950.60	0.00		1,950.60	
BYRE	BYRD'S ELECTRIC MOTOR SERVICE	004	01/01/2010	01/31/2010	4.00			4.00	400
BYRE	BYRD'S ELECTRIC MOTOR SERVICE				4.00	0.00		4.00	
Report Total:					2,411.60	0.00		2,411.60	

The report will list each vendor's Vendor ID and Vendor Name with an outstanding amount for the requested "as of date". The report will show the details of the invoice:

Invoice/Credit Memo # - the Invoice # or Credit Memo # assigned in entry

Date – Invoice or Credit Memo transaction date

Date Due – Invoice or Credit Memo due date

Amount Due – outstanding amount due for the "as of date"

Disc Amount – if discount is applicable for this vendor's – the amount of the discount, if the invoice is paid by specified discount date

Disc Date - if discount is applicable for this vendor's – the date the invoice payment must be paid to get vendor discount

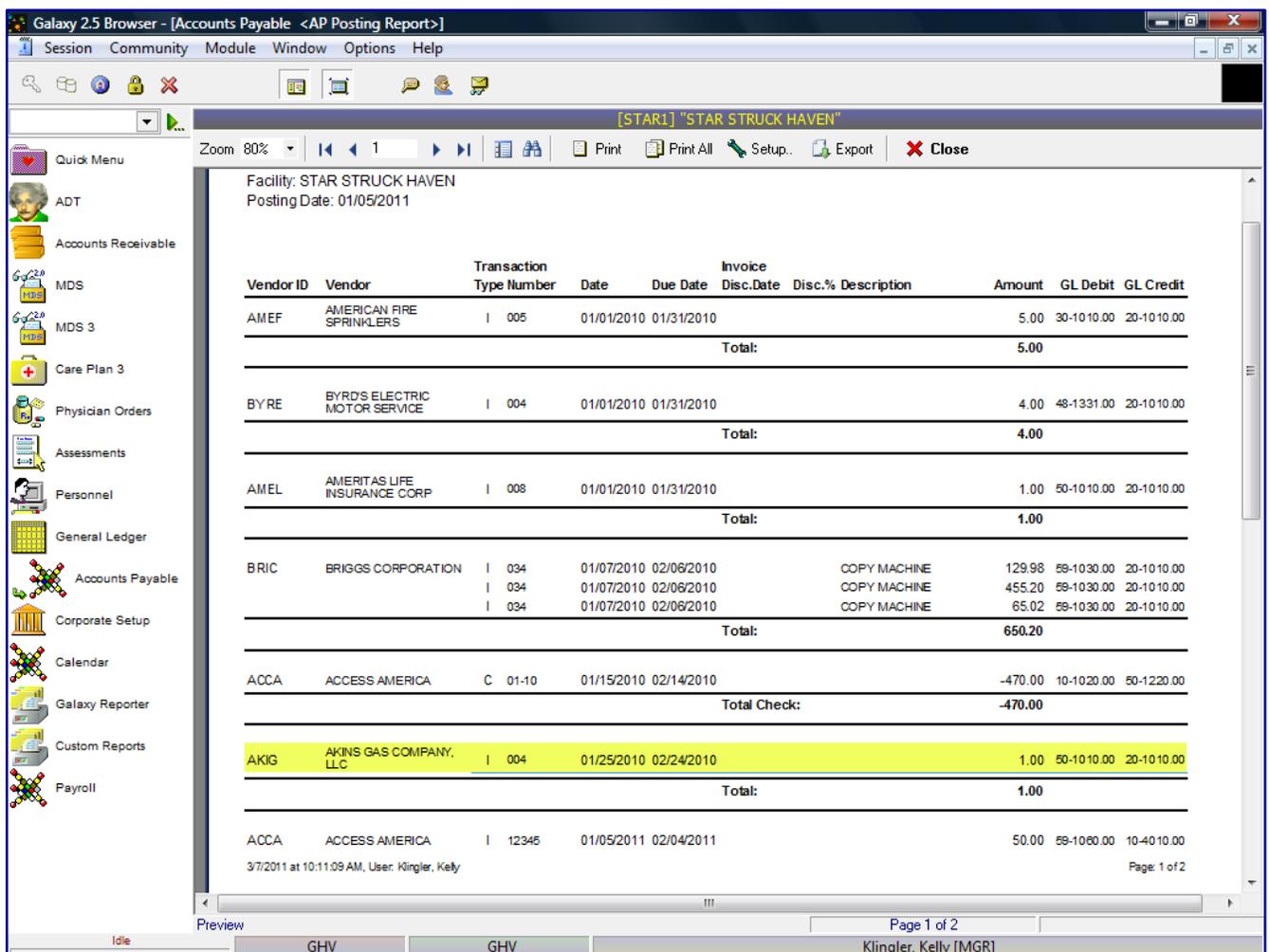
Amount Due After Discount - outstanding amount due after discount has been applied

Age - days the invoice is outstanding from the "as of date"

The report will include a **Total Amount** by vendor and also **Report Total** for all vendors' amounts added together.

The user can go back to the report selection criteria screen by clicking on the  **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details from the AP Posting Report. The system will highlight the specific invoice the user selected.



Galaxy 2.5 Browser - [Accounts Payable <AP Posting Report>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Zoom 80% | 1 | Print | Print All | Setup... | Export | Close

Facility: STAR STRUCK HAVEN
Posting Date: 01/05/2011

Vendor ID	Vendor	Transaction Type Number	Date	Due Date	Invoice Disc.Date	Disc.%	Description	Amount	GL Debit	GL Credit
AMEF	AMERICAN FIRE SPRINKLERS	I 005	01/01/2010	01/31/2010				5.00	30-1010.00	20-1010.00
Total:								5.00		
BYRE	BYRD'S ELECTRIC MOTOR SERVICE	I 004	01/01/2010	01/31/2010				4.00	48-1331.00	20-1010.00
Total:								4.00		
AMEL	AMERITAS LIFE INSURANCE CORP	I 008	01/01/2010	01/31/2010				1.00	50-1010.00	20-1010.00
Total:								1.00		
BRIC	BRIGGS CORPORATION	I 034	01/07/2010	02/06/2010			COPY MACHINE	129.98	59-1030.00	20-1010.00
		I 034	01/07/2010	02/06/2010			COPY MACHINE	455.20	59-1030.00	20-1010.00
		I 034	01/07/2010	02/06/2010			COPY MACHINE	65.02	59-1030.00	20-1010.00
Total:								650.20		
ACCA	ACCESS AMERICA	C 01-10	01/15/2010	02/14/2010				-470.00	10-1020.00	50-1220.00
Total Check:								-470.00		
AKIG	AKINS GAS COMPANY, LLC	I 004	01/25/2010	02/24/2010				1.00	50-1010.00	20-1010.00
Total:								1.00		
ACCA	ACCESS AMERICA	I 12345	01/05/2011	02/04/2011				50.00	59-1060.00	10-4010.00

3/7/2011 at 10:11:09 AM, User: Klingler, Kelly

Page 1 of 2

Preview | GHV | GHV | Page 1 of 2 | Klingler, Kelly [MGR]

The following screen will be displayed.

Galaxy 2.5 Browser - [Accounts Payable <AP Posting Report>]

[STAR1] "STAR STRUCK HAVEN"

Zoom 85% | 3 | Print | Print All | Setup.. | Export | Close

Vendor ID	Vendor	Transaction Type	Number	Description	Date	Due Date	Disc.Date	Disc.%	Description	Amount	GL Debit	GL Credit
Total:										4,205.48		
ACCA	ACCESS AMERICA	I	34822412	TELEPHONE	08/24/2009	09/23/2009			TELEPHONE	1,498.04	59-1080.00	20-1010.00
Total:										1,498.04		
ABAC	ABACUS ACCOUNTING CONSULTANTS	I	349	ACCT.	08/25/2009	09/24/2009			ACCT.	1,150.00	59-1010.00	20-1010.00
Total:										1,150.00		

GL Summary			
Account	Description	Debit	Credit
20-1010.00	Accounts Payable - Trade	0.00	60,122.17
51-2210.00	Contract Nursing Cert	4,205.48	0.00
51-6230.00	Contract Pharmacy Consultant Non-Cert.	249.72	0.00
54-1550.00	Housekeeping Supplies Cert	2,372.64	0.00
56-1550.00	Office Supplies Cert	2,101.77	0.00
59-1010.00	Accounting and Audit	1,150.00	0.00
59-1020.00	Legal	1,275.00	0.00
59-1041.00	Auto Expense Cert.	318.20	0.00
59-1042.00	Auto Insurance Cert.	247.37	0.00
59-1052.00	Liability Insurance Cert.	12,503.04	0.00
59-1060.00	Telephone	1,498.04	0.00
59-1061.00	Electric Cert.	8,165.18	0.00
59-1062.00	Gas Cert.	4,831.05	0.00
59-2043.00	Computer Software & Service Cert.	1,250.00	0.00
59-4010.00	Misc Expense	19,954.68	0.00
Total		60,122.17	60,122.17

Page 3 of 3
Klingler, Kelly [MGR]

The drill down option will now display:

Vendor ID - vendor ID assigned in Vendor master

Vendor – vendor’s full name

Transaction Type

I - Invoice

C- Check

M – Credit Memo

Number – Invoice number, Check number or Credit Memo number

Description – Invoice, Check or Credit Memo description

Date – Invoice, Check or Credit Memo transaction date

Due Date - Invoice, Check or Credit Memo due date

Invoice Discount Date - if discount is applicable for this vendor’s – the date the invoice payment must be made to get vendor discount

Discount % – if discount is applicable for this vendor’s – the amount of the discount, if the invoice is paid by specified discount date

Amount - Invoice, Check or Credit Memo amount due

1099 Vendor – list of vendors with 1099 requirements and limit information

The screenshot displays the '1099 Vendor Report' configuration interface in the Galaxy 2.5 Browser. The window title is 'Galaxy 2.5 Browser - [Accounts Payable <1099 Vendor Report>]'. The main content area is titled '1099 Vendor Report' and includes several input fields: 'Period' with 'From Date' set to 2009/01 and 'To Date' set to 2009/12; 'Vendor Type' with a search field; 'Order by' with radio buttons for 'Vendor ID' and 'Vendor Name'; 'Vendors' with an 'Include' dropdown set to 'All vendors'; and '1099 Type' with a dropdown set to 'All'. There is also a 'Generate' button and a 'Facility...' button. The left sidebar contains a 'Quick Menu' with various system modules like ADT, Accounts Receivable, MDS, Care Plan 3, etc. The bottom status bar shows 'Idle', 'GHV', 'GHV', and 'Klingler, Kelly [MGR]'.

The 1099 vendor report will show a list of all vendors who are set up as a 1099 vendor and transactions that occurred toward the 1099 limit. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report

To Date – enter the end date the user wants to run the report

Vendor Type – if user wants to select vendors by certain vendor class

Order by

Vendor ID – will order the vendors on the report by vendor id

Vendor Name – will order the vendors on the report by vendor name

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

1099 Type

Yes – will print only vendors set up as a 1099 vendor

No – will not print vendors not set up as a 1099 vendor

All – will print all vendors

Appearance – Show heading on each page (checked as default setting)

Click the  Generate button to generate the report

The following screen will be displayed.

The screenshot shows a web browser window titled "Galaxy 2.5 Browser - [Accounts Payable <1099 Vendor Report>]". The browser address bar shows "[STAR1] 'STAR STRUCK HAVEN'". The page content is a report titled "[STAR1] 'STAR STRUCK HAVEN' 1099 Vendor Report For Year 2009". The report includes a table with the following data:

Vendor ID	Vendor	1099 Box	Box Desc.	Date	Trans No	Trans Amount	Limit Met
ABAC	ABACUS ACCOUNTING CONSULTANTS	Box 7	Nonemployee Compensation	07/07/2009	1021	2,000.00	
				07/08/2009	1019	1,150.00	
				09/14/2009	1066	500.00	
						3,650.00	Yes
ACEA	ACE AMERICAN INSURANCE COMPANY	Box 7	Nonemployee Compensation	07/07/2009	1003	1,818.03	
				07/15/2009	1024	1,792.61	
				08/15/2009	1049	1,795.35	
						5,405.99	Yes
BJSC	BJ'S CLOWN	Box 7	Nonemployee Compensation	07/07/2009	1010	1,476.71	
						1,476.71	Yes

The report footer shows "Page 1 of 1" and "Klingler, Kelly [MGR]".

The drill down option will now display:

Vendor ID - vendor ID assigned in Vendor master

Vendor – vendor’s full name

1099 Box – which box of the 1099 the information will be displayed

Box Description – 1099 box description

Date – Check transaction date

Trans No – Check number

Trans Amount – Check amount

Limit Met – indicator whether vendor met 1099 required limit

The user can go back to the report selection criteria screen by clicking on the  **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details from the AP Posting Report. The system will highlight the specific check the user selected.

AP Posting Report
 Facility: STAR STRUCK HAVEN
 Posting Date: 07/15/2009

Vendor ID	Vendor	Transaction Type	Transaction Number	Description	Date	Due Date	Disc.Date	Disc.%	Description	Amount	GL Debit	GL Credit
ACEA	ACE AMERICAN INSURANCE COMPANY	C	1024		07/15/2009				Payment	-1,792.61	10-1020.00	20-1010.00
Total Check:										-1,792.61		
ADVP	ADVANCE PAPER COMPANY	C	1025		07/15/2009				Discount	-30.48	48-1380.00	20-1010.00
		C	1025		07/15/2009				Payment	-1,493.63	10-1020.00	20-1010.00
Total Check:										-1,524.11		
AMEL	AMERITAS LIFE INSURANCE CORP	C	1026		07/15/2009				Payment	-387.26	10-1020.00	20-1010.00
Total Check:										-387.26		
CLEF	CLEVELAND FASTNERS	C	1027		07/15/2009				Discount	-43.87	48-1380.00	20-1010.00
		C	1027		07/15/2009				Payment	-2,149.39	10-1020.00	20-1010.00
Total Check:										-2,193.26		
GALA	GALAXY/THRESHOLD	C	1028		07/15/2009				Payment	-1,250.00	10-1020.00	20-1010.00
Total Check:										-1,250.00		
INSI	INSURANCE INCORPORATED	C	1030		07/15/2009				Payment	-17,548.34	10-1020.00	20-1010.00

Page 1 of 2
 Klingler, Kelly [MGR]

Aged Payables Report - list of outstanding vendors invoices and/or credit memo information

Galaxy 2.5 Browser - [Accounts Payable <Aged Payables Report>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Aged Payables Report

For Date: 03/30/2011

Vendor Type: 66

Vendors Include: All vendors

Aging Columns: Based on: Due Date

Number of Periods: 4 Period Length, days: 30

Order by: Vendor ID (selected)

Appearance: Show Heading on Each Page (checked)

Print Output: All data (selected)

Generate

Quick Menu: ADT, Accounts Receivable, MDS, MDS 3, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, Payroll

Idle GHV GHV Klingler, Kelly [MGR]

The Aged Payables Report will show a list of outstanding invoices and credit memos for all vendors, by due date and order by vendor id. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

For Date – enter the “as of date” user wants to see all invoices/credit memos

The Aged Payable report will allow the user to select specific selection report criteria to meet the user’s needs:

Vendor Type – if user wants to select vendors by certain vendor class

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Aging Columns

Due Date

Invoice Date

Number of Periods

Period Length, days

Ranges

0, 30, 60, 90

90

0, 30

0, 90

0, 7, 14, 21, 28

0, 15, 30, 45, 60, 75, 90

Order by

Vendor ID – will order the vendors on the report by vendor id

Vendor Name – will order the vendors on the report by vendor name

Appearance – Show heading on each page (checked as default setting)

Print Output

All data – will list vendor (s) individual invoice/credit memo #, date, amount of invoice/credit memo, due date, aging columns, disc amount, discount date, limit, credit memo

Detail – will list vendor(s) invoice/credit memo #, date, aging columns, amount due

Summary – will list vendor(s), aging columns, amount due

Click the  Generate button to generate the report

The following screen is displayed.

[STAR1] "STAR STRUCK HAVEN"
Aged Payables
As of Mar 30, 2011
All vendors; Based on Due Date; Order by Vendor ID

Vendor ID	Invoice/CM #	Current	1 - 30	31 - 60	61 - 90	Over 91	Amount Due	Disc Amt	Limit
Vendor	Date	Invoice/CM Amt						Disc Date	Credit Memo
	Date Due								
ABAC	349					450.00	450.00	0.00	0.00
ABACUS ACCOUNTING CONSULTANTS	8/25/2009	1,150.00							No
	09/24/2009								
Vendor Total:						450.00	450.00		
AKIG	004					1.00	1.00	0.00	0.00
AKINS GAS COMPANY, LLC	1/25/2010	1.00							No
	02/24/2010								
Vendor Total:						1.00	1.00		
ALAT	321						-15.00		0.00
ALADDIN TEMP-RITE, LLC	12/15/2010	-15.00							No
Vendor Total:							-15.00		
AMEF	005					5.00	5.00	0.00	0.00
AMERICAN FIRE SPRINKLERS	1/1/2010	5.00							No
	01/31/2010								
	324						-50.00		0.00

Page 1 of 2
Klingler, Kelly [MGR]

The report will list each vendor's Vendor ID and Vendor Name with an outstanding amount for the requested "as of date". The report will show the following details:

Invoice/Credit Memo # - the Invoice # or Credit Memo # assigned in entry

Date – Invoice or Credit Memo transaction date

Invoice/CM Amt – the amount of the invoice or credit memo

Date Due – Invoice or Credit Memo due date

Current – aging column will reflect if the outstanding amount is current as the "as of date"

1-30 – aging column will reflect if the outstanding amount is current as the "as of date"

31-60 – aging column will reflect if the outstanding amount is current as the "as of date"

61-90 – aging column will reflect if the outstanding amount is current as the "as of date"

Over 91 – aging column will reflect if the outstanding amount is current as the "as of date"

Amount Due – outstanding amount due for the "as of date"

Disc Amt – if discount is applicable for this vendor – the amount of the discount, if the invoice is paid by specified discount date

Disc Date – if discount is applicable for this vendor – the date the invoice payment must be made to get the vendor's discount

Limit – indicator whether vendor met the 1099 required limit

Credit Memo – if a credit memo was used against invoice

Galaxy 2.5 Browser - [Accounts Payable <Aged Payables Report>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Zoom 86% 2 Print Print All Export Back to Options

Vendor Total:		5.00	-45.00		
AMEL	008	1.00	1.00	0.00	0.00
AMERTAS LIFE INSURANCE CORP 1/1/2010					No
	01/31/2010	1.00			
Vendor Total:		1.00	1.00		
BRIC	031	650.20	650.20	0.00	0.00
BRIGGS CORPORATION 10/7/2009					No
	11/06/2009	650.20			
Vendor Total:		650.20	650.20	0.00	0.00
	11/7/2009	650.20			No
	12/07/2009	650.20			
Vendor Total:		650.20	650.20	0.00	0.00
	1/7/2010	650.20			No
	02/06/2010	650.20			
Vendor Total:		1,950.60	1,950.60		
BYRE	004	4.00	4.00	0.00	0.00
BYRD'S ELECTRIC MOTOR SERVICE 1/1/2010					No
	01/31/2010	4.00			
Vendor Total:		4.00	4.00		
Report Total:		2,411.60	2,346.60		

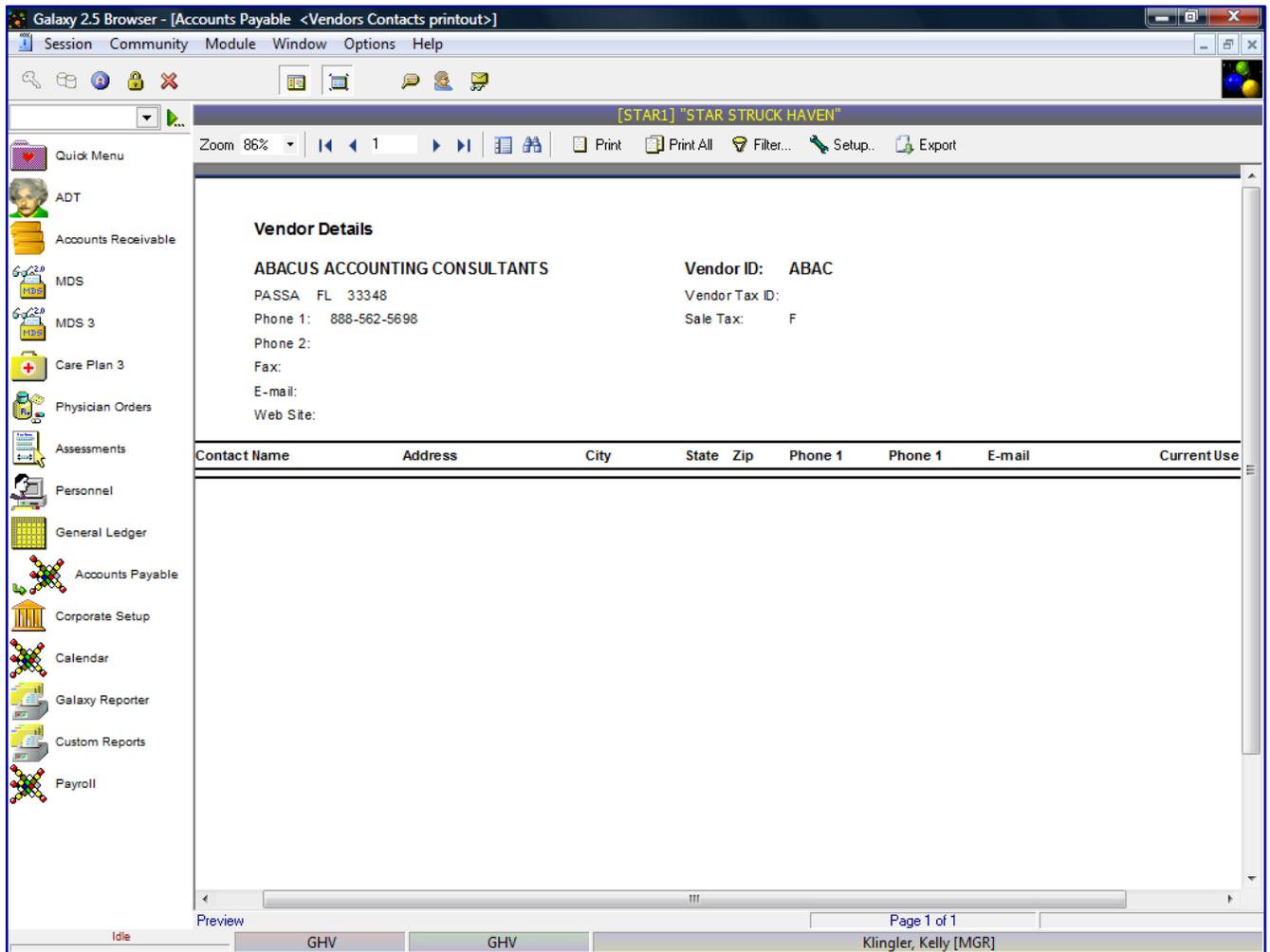
3/30/2011 at 4:05:33 PM, User: Klingler, Kelly Page: 2 of 2

Preview Page 2 of 2 Klingler, Kelly [MGR]

The report will include each vendor's amount in **Vendor Total** and **Report Total** for all vendors amounts added together.

The user can go back to the report selection criteria screen by clicking on the  **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor information.



The drill down option will now display:

Vendor ID – vendor ID assigned in Vendor master

Vendor Tax ID - vendor tax ID assigned in Vendor master

Sales Tax - if the vendor is set up for sales tax in the Vendor master

Contact Name – vendor’s contact person

Demographic information - vendor’s demographic information set up in the Vendor master

Current Use – if vendor is currently an active vendor

Users can print the Aged Receivables Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Cash Disbursements Report – list all checks disbursed to vendors

Galaxy 2.5 Browser - [Accounts Payable <Cash Disbursement Report>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Cash Disbursements Report

Period

From Date 03/01/2011 To Date 03/31/2011

Account 60

Facility...

Generate

Checks

Type All From To

Order By

Field Check Number

Appearance

Show Heading on Each Page

Idle GHV GHV Klingler, Kelly [MGR]

The Cash Disbursements report will show a list of all vendors and the checks that were disbursed for those vendors. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report

To Date – enter the end date the user wants to run the report

Account – select bank account to generate check information

Checks

All

Handwritten

Electronic

From – beginning check number

To – ending check number

Order by

Check Number – will generate the report based on chronological check order

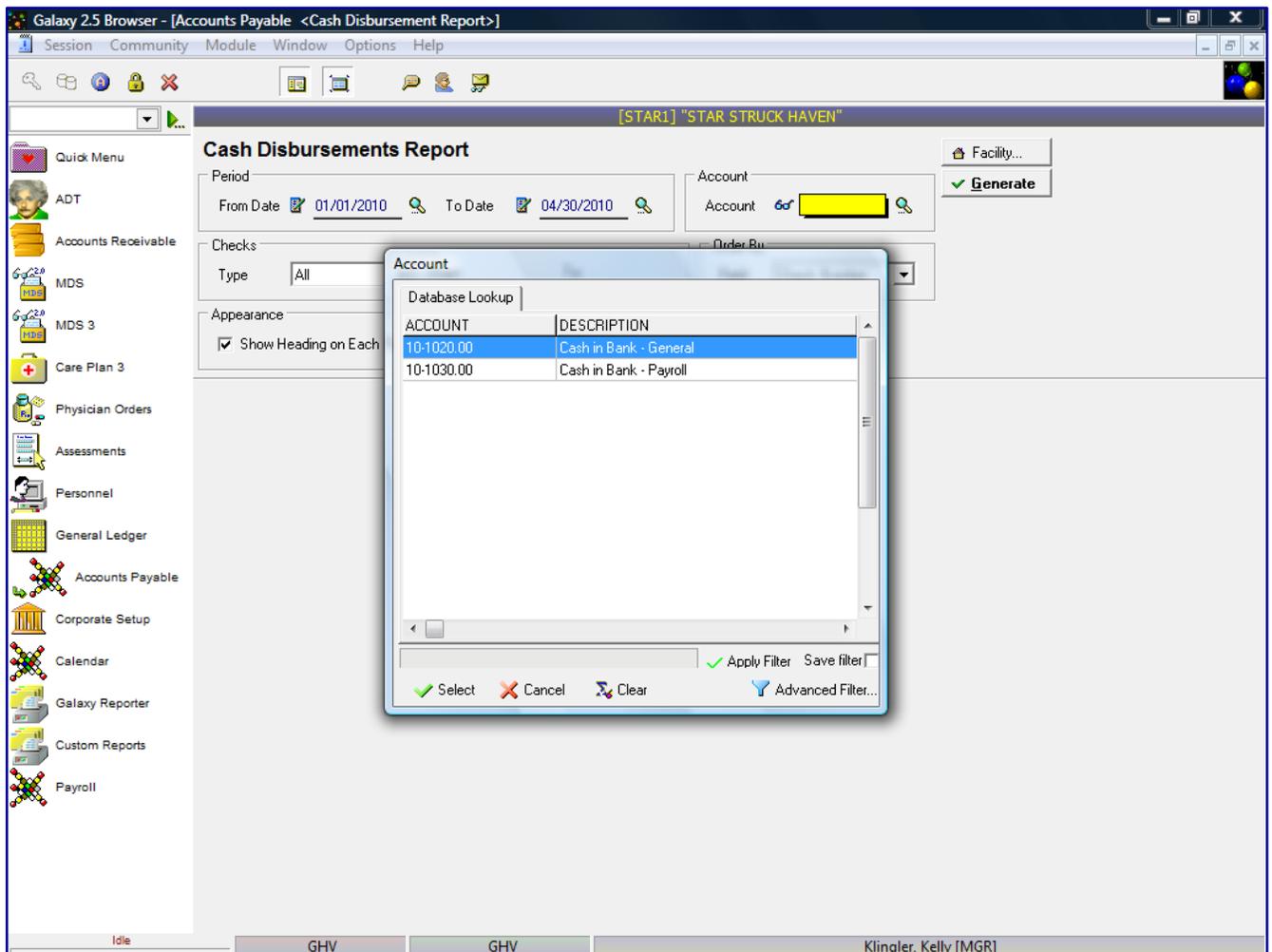
Date – will generate the report based on the check date

Payee – will generate the report based on the Payee Name alphabetically

Payee ID – will generate the report based on the payee ID

Check Amount – will generate the report based on the amount for the check from lowest to highest (ascending order).

Appearance – Show heading on each page (checked as default setting)



The user must select Account in order to generate the report.

Click the  Generate button to generate the report

The following screen is displayed.

The screenshot shows a web browser window titled "Galaxy 2.5 Browser - [Accounts Payable <Cash Disbursement Report>]". The browser address bar shows "[STAR1] 'STAR STRUCK HAVEN'". The page content includes a navigation menu on the left with items like ADT, Accounts Receivable, MDS, MDS 3, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll. The main content area displays the following report:

[STAR1] "STAR STRUCK HAVEN"
Cash Disbursements Report
For Cash Account 10-1020.00
For Period from Jan 01, 2010 to Apr 30, 2010
All checks; Order by Check Number

Date	Check #	Payee ID	Payee	Amount
01/15/2010	01-10	ACCA	ACCESS AMERICA	470.00
03/15/2010	1057	BRIC	BRIGGS CORPORATION	650.20
Report Total:				1,120.20
Regular Checks:		2		
Voided Checks:		0		

At the bottom of the report area, there is a "Back to Options" button with a green arrow pointing left. The status bar at the bottom of the browser window shows "Page 1 of 1" and "Klingler, Kelly [MGR]".

The report will list all check written for the *“as of date”* by check order.

Date – Check transaction date

Check # - check number assigned in system

Payee ID – vendor id assigned in Vendor maintenance

Payee – to whom the check was written

Amount – amount of the check

The report will include a **Report Total** amount for all check written and also in include the number of regular checks and voided checks.

The user can go back to the report selection criteria screen by clicking on the  **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details for the AP Posting Report. The system will highlight the specific check the user selected.

Galaxy 2.5 Browser - [Accounts Payable <AP Posting Report>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Zoom 87% 1 Print Print All Setup.. Export Close

AP Posting Report

Facility: STAR STRUCK HAVEN
Posting Date: 01/05/2011

Vendor		Transaction		Date		Invoice						
Vendor ID	Vendor	Type	Number	Description	Date	Due Date	Disc.Date	Disc.%	Description	Amount	GL Debit	GL Credit
AMEF	AMERICAN FIRE SPRINKLERS	I	005		01/01/2010	01/31/2010				5.00	30-1010.00	20-1010.00
Total:										5.00		
BYRE	BYRD'S ELECTRIC MOTOR SERVICE	I	004		01/01/2010	01/31/2010				4.00	48-1331.00	20-1010.00
Total:										4.00		
AMEL	AMERITAS LIFE INSURANCE CORP	I	008		01/01/2010	01/31/2010				1.00	50-1010.00	20-1010.00
Total:										1.00		
BRIC	BRIGGS CORPORATION	I	034	COPY MACHINE	01/07/2010	02/08/2010			COPY MACHINE	129.98	59-1030.00	20-1010.00
		I	034		01/07/2010	02/08/2010			COPY MACHINE	455.20	59-1030.00	20-1010.00
		I	034		01/07/2010	02/08/2010			COPY MACHINE	65.02	59-1030.00	20-1010.00
Total:										650.20		
ACCA	ACCESS AMERICA	C	01-10		01/15/2010	02/14/2010				-470.00	10-1020.00	50-1220.00
Total Check:										-470.00		
AKIG	AKINS GAS COMPANY, LLC	I	004		01/25/2010	02/24/2010				1.00	50-1010.00	20-1010.00
Total:										1.00		

Preview

Page 1 of 2
Klingler, Kelly [MGR]

The following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <Check posting printout>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Zoom 100% | Print | Print All | Filter... | Setup... | Export

Quick Menu

- ADT
- Accounts Receivable
- MDS
- MDS 3
- Care Plan 3
- Physician Orders
- Assessments
- Personnel
- General Ledger
- Accounts Payable
- Corporate Setup
- Calendar
- Galaxy Reporter
- Custom Reports
- Payroll

ACCESS AMERICA Check Date: 01/15/2010

Transaction Number	Date	Description	Original Amount	Prior Applications	Discount	Balance	Payment Amount
			\$ 470.00	\$	\$ 0.00	\$ 470.00	\$ 470.00
Total:						\$ 470.00	

Notes

Four hundred seventy and 00/100 01/15/2010 470.00

ACCESS AMERICA
6703 EMORY VALLEY RD

OAKRIDGE FL 37830

Page 1 of 1
Klingler, Kelly [MGR]

The system will display the actual check that was written and printed for the vendor.

Users can print the Cash Disbursement Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

AP Transactions Report – list of all vendor transactions

The screenshot shows the 'AP Transactions Report' interface in a browser window titled 'Galaxy 2.5 Browser - [Accounts Payable <AP Transactions Report>]'. The window has a menu bar with 'Session', 'Community', 'Module', 'Window', 'Options', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'AP Transactions Report' and includes a 'Facility...' button and a 'Generate' button. The 'Period' section has 'From Date' set to '03/01/2011' and 'To Date' set to '03/31/2011'. The 'Appearance' section has a checked box for 'Show Heading on Each Page'. The 'Vendor Type' section has a search field. The 'Order by' section has radio buttons for 'Vendor ID' (selected) and 'Vendor Name'. The 'Vendors' section has an 'Include' dropdown menu set to 'All vendors'. A left sidebar contains a 'Quick Menu' with icons for 'ADT', 'Accounts Receivable', 'MDS', 'MDS 3', 'Care Plan 3', 'Physician Orders', 'Assessments', 'Personnel', 'General Ledger', 'Accounts Payable', 'Corporate Setup', 'Calendar', 'Galaxy Reporter', 'Custom Reports', and 'Payroll'. The bottom status bar shows 'Idle', 'GHV', 'GHV', and 'Klingler, Kelly [MGR]'.

The AP Transactions report will show a list of all vendor transactions for a specified date and the status of the transactions and the balance. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report

To Date – enter the end date the user wants to run the report

Vendor Type – if user wants to select vendors by certain vendor class

Order by

Vendor ID – will sort the vendors on the report alphabetically or numerically by vendor ID

Vendor Name – will sort the vendors on the report alphabetically by vendor name

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Appearance – Show heading on each page (checked as default setting)

Click the  Generate button to generate the report

The following screen is displayed.

[A11] "AMERICAN IDOL NURSING HOME"
AP Transactions Report
 For Period from Jan 01, 2010 to Dec 31, 2010
 All vendors; Order by Vendor ID

Vendor ID	Vendor	Date	Trans No	Type	Paid	Debit Amt	Credit Amt	Balance
ACEA	ACE AMERICAN INSURANCE COMPANY	01/01/2010	Balance Fwd					84.00
		01/12/2010	010	I	Fully		12.00	96.00
		02/12/2010	011	I	No		12.00	108.00
		09/07/2010	760	C		60.00		48.00
		09/13/2010	1293	C		12.00		36.00
		10/21/2010	1296	C		24.00		12.00
		12/23/2010	774	C		750.00		-738.00
ALAT	ALADDIN TEMP-RITE, LLC	01/01/2010	Balance Fwd					48.00
		09/07/2010	761	C		24.00		24.00
		10/21/2010	1297	C		24.00		0.00
ATTM	AT&T MOBILITY	06/24/2010	1245	I	Fully		145.00	145.00
		06/24/2010	126	M		145.00		0.00
		09/07/2010	762	C				0.00
AVAI	AVAYA, INC	01/01/2010	Balance Fwd					875.00
		01/13/2010	007	I	Fully		175.00	1,050.00
		02/13/2010	008	I	No		175.00	1,225.00
		07/22/2010	757	C		350.00		875.00
		09/07/2010	763	C		175.00		700.00
		09/13/2010	1294	C		175.00		525.00
		10/21/2010	1298	C		350.00		175.00
BILLH	BILLY HANEY MEAT COMPANY, INC	01/01/2010	Balance Fwd					15.00
		10/21/2010	1299	C		15.00		0.00

The report will list each vendor's Vendor ID and Vendor Name with the transactions that occurred during the "as of date". The report will show the details of the vendor transactions:

Date – Invoice, Check or Credit Memo transaction date

Trans No – Invoice, Check or Credit Memo number assigned during entry

Type – type of transaction **I** - Invoice, **C**- Check or **M**- Credit Memo

Paid – Invoice transaction paid status **Fully**, **Partially** or **No**

Debit Amt – Check or Credit Memo transaction amount

Credit Amt – Invoice transaction amount

Balance – Balance Forward and plus and/or minus any transaction for "as of date"

Galaxy 2.5 Browser - [Accounts Payable <AP Transactions Report>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Zoom 86% 2 Print Print All Filter... Setup.. Export Back to Options

AP Transactions Report: [A11]"AMERICAN IDOL NURSING HOME"; For Period from Mar 01, 2011 to Mar 31, 2011; All vendors; Order by Vendor ID

Vendor ID	Vendor	Date	Trans No	Type	Paid	Debit Amt	Credit Amt	Balance
RITA	REGIONAL INCOME TAX AGENCY	03/01/2011		Balance Fwd				1,054.55
STATE	STATE OF ILLINOIS	03/01/2011		Balance Fwd				4,405.45
		03/07/2011	780	C		1,510.25		2,895.20
Report Total:						2,248.41	375.24	14,530.72

Preview Page 2 of 2 Klingler, Kelly [MGR]

The report will include a **Report Total** amount for all check written and also in include the number of regular checks and voided checks.

The user can go back to the report selection criteria screen by clicking on the  **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details for the AP Posting Report. The system will highlight the specific transaction the user selected.

The screenshot shows a web browser window titled "Galaxy 2.5 Browser - [Accounts Payable <AP Posting Report>]". The browser address bar shows "[A11] 'AMERICAN IDOL NURSING HOME'". The page title is "AP Posting Report" for Facility: AMERICAN IDOL NURSING HOME, Posting Date: 03/21/2011. The report displays a table of transactions and a GL Summary table.

Vendor ID	Vendor	Transaction Type	Number	Description	Date	Due Date	Disc.Date	Disc.%	Description	Amount	GL Debit	GL Credit
ARRO	ARROW OUTDOOR ADVERTISING	I	02345		03/07/2011	04/09/2011				125.00	55-1340.00	20-1010.00
		I	02345		03/07/2011	04/09/2011				25.00	55-1340.00	20-1010.00
Total:										150.00		

GL Summary			
Account	Description	Debit	Credit
20-1010.00	Accounts Payable - Trade	0.00	150.00
55-1340.00	Maintenaoe Contract Labor Cert	150.00	0.00
Total		150.00	150.00

The drill down option will now display:

Vendor ID - vendor ID assigned in Vendor master

Vendor – vendor’s full name

Transaction Type

I - Invoice

C- Check

M – Credit Memo

Number – Invoice number, Check number or Credit Memo number

Description – Invoice, Check or Credit Memo description

Date – Invoice, Check or Credit Memo transaction date

Due Date - Invoice, Check or Credit Memo due date

Invoice Discount Date - if discount is applicable for this vendor’s – the date the invoice payment must be made to get vendor discount

Discount % – if discount is applicable for this vendor’s – the amount of the discount, if the invoice is paid by specified discount date

Amount - Invoice, Check or Credit Memo amount due

GL Debit - Invoice, Check or Credit Memo debit account number

GL Credit - Invoice, Check or Credit Memo credit account number

The report will display a GL Summary for all Invoice, Check and/or Credit Memo transactions showing the Debit and Credit accounts affected for the **“as of date”**.

The user can drill down again to actual selected transaction.

The screenshot displays the Galaxy 2.5 Browser interface with the following details:

- Window Title: Galaxy 2.5 Browser - [Accounts Payable <Invoice Posting printout>]
- Browser Tab: [All] "AMERICAN IDOL NURSING HOME"
- Navigation: Zoom 100%, Page 1 of 1
- Invoice Title: **Invoice**
- Invoice No: 02345
- Date: 3/7/2011
- Created On: 3/7/2011
- Posting Date: 3/21/2011
- Vendor Name: ARROW OUTDOOR ADVERTISING
- Invoice Type: R
- Credit Account: [20-1010.00] Accounts Payable - Trade
- Due Date: 4/6/2011

#	Account	Description	Amount
1	[55-1340.00] Maintenance Contract Labor Cert		\$125.00
2	[55-1340.00] Maintenance Contract Labor Cert		\$25.00
Total Amount:			\$150.00

Bottom status bar: Preview | GHV | GHV | Page 1 of 1 | Klingler, Kelly [MGR]

This screen will reflect the actual entry of the Invoice, Check or Credit Memo transaction.

User can print the AP Transactions Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Vendor List Report – list of the Vendor Maintenance

Galaxy 2.5 Browser - [Accounts Payable <Vendor List Report>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Vendor Detail Report

Vendor Type
Vendor Type

Order by
 Vendor ID Vendor Name

Vendors
Include

1099 Type
1099 Type

Current Use
Type

Appearance
 Show Heading on Each Page

Facility...

Idle GHV GHV Klingler, Kelly [MGR]

The Vendor Details report allows the user to choose specific vendor(s) unlike the Vendor Report. This report will show a list of all vendor maintenance details. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

Vendor Type – if user wants to select vendors by certain vendor class

Order by

Vendor ID – will order the vendors on the report by vendor id

Vendor Name – will order the vendors on the report by vendor name

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

1099 Type

Yes – will print only vendors set up as a 1099 vendor

No – will not print vendors not set up as a 1099 vendor

All – will print all vendors

Current Use – current status of vendor

Active – will only print vendors set as active vendors in Vendor Maintenance

Inactive – will only print vendors set as inactivate vendors in Vendor Maintenance

Misc – will only print vendors set as misc vendors in Vendor Maintenance

All – will print all vendors on the report

Appearance – Show heading on each page (checked as default setting)

Click the  Generate button to generate the report

Galaxy 2.5 Browser - [Accounts Payable <Vendor List Report>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Zoom 88% 1 Print Print All Filter... Setup... Export Back to Options

[STAR1] "STAR STRUCK HAVEN"
Vendor Detail Report
All vendors; Order by Vendor ID

Vendor ID	Address line 1 Address line 2 City ST ZIP	Primary Contact Phone 1 Phone 2 Fax	E-mail Web Site Vendor Class Due Days	1099? Vendor Tax ID Default Expense Our Account No
AANAC	1873 S. BELLAIRE ST., SUITE			No
AANAC	DENVER, CO 80222	800-562-3656 800-562-3656	EDUCATIONAL 30	[59-2041.00] Seminars & Education Cert.
ABAC	7000 EGERTON RD			Yes
ABACUS ACCOUNTING CONSULTANTS	PASSA, FL 33348	888-562-5698 888-562-5698	SERVICES 30	[59-1010.00] Accounting and Audit
ABCT	673 EMORY			No
ABC TREE SERVICE, INC.	HIXSON, FL 37343	800-621-5236 800-621-5236	MAINTENANCE 30	[55-1340.00] Maintenance Contract Labor Cert
ACCA	6703 EMORY VALLEY RD			No
ACCESS AMERICA	OAKRIDGE, FL 37830	800-362-6523 800-362-6523	TELEPHONE 30	[59-1060.00] Telephone
ACEA	P.O. BOX 9758			Yes
ACE AMERICAN INSURANCE COMPANY	BREA, CA 92822	800-256-4582 800-256-4582	INSURANCE 30	[56-1230.00] Administrative Benefits Cert

Preview Page 1 of 8 Klingler, Kelly [MGR]

Vendor ID - vendor ID

Vendor Name – vendor’s full name

Address – vendor’s address line 1 and line 2

City – vendor’s city

State - vendor’s state

Zip – vendor’s zip code

Primary Contact – primary vendor’s contact name

Phone 1 - vendor’s telephone number

Phone 2 – additional telephone number

Fax – vendor’s fax number

Email – vendor’s email address

Website – vendor’s website address

Vendor Class – vendor class category set up in Vendor Class maintenance

Due Days – number of days until payment is due

1099? – vendor set up for 1099 processing

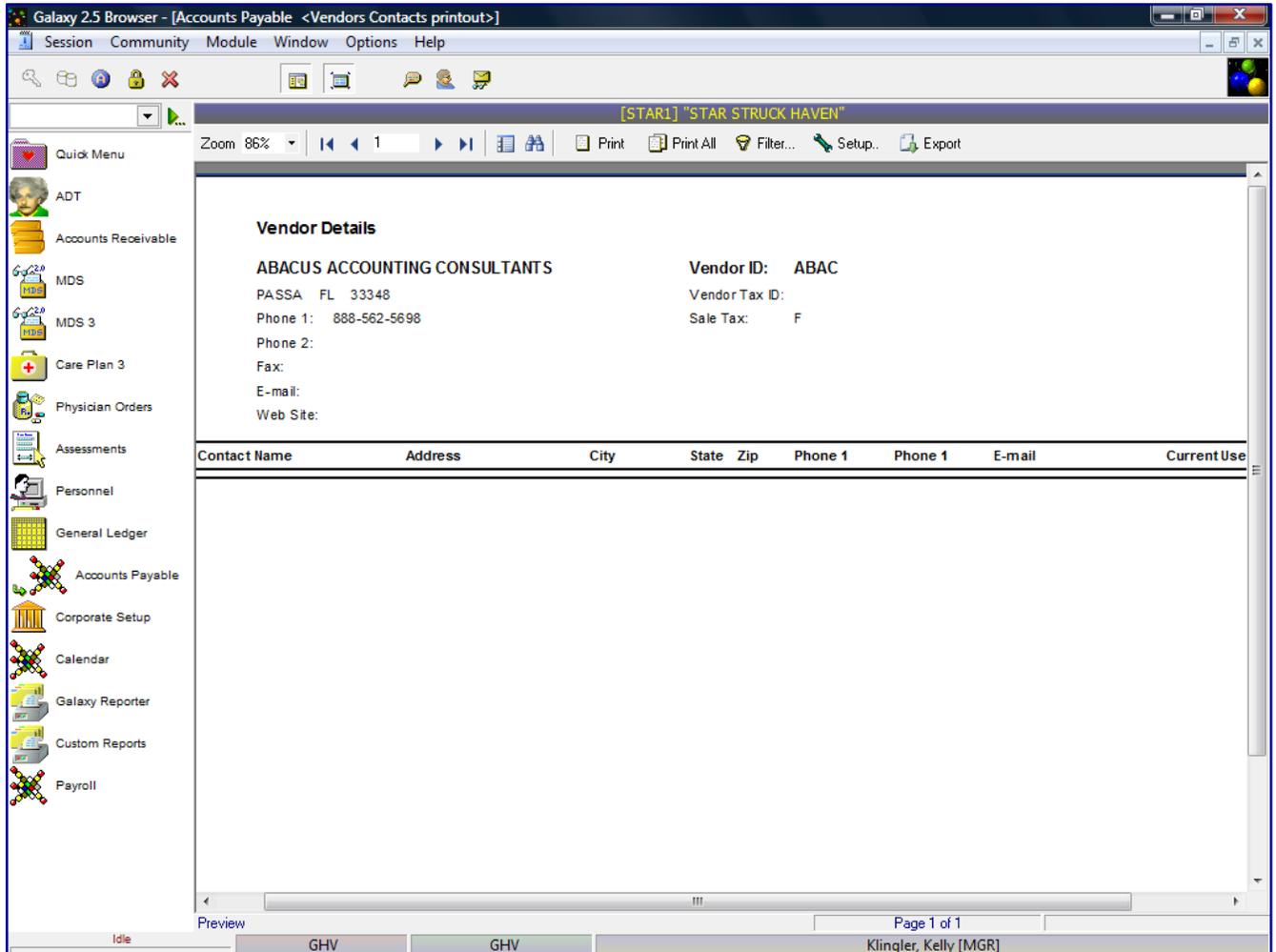
Vendor Tax ID - vendor tax ID assigned in Vendor maintenance

Default Expense – default expense GL account # set up in Vendor maintenance

Our Account No - account number the vendor assigned to the facility

The user can go back to the report selection criteria screen by clicking on the  **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor information.



Vendor ID – vendor ID assigned in Vendor master

Vendor Tax ID - vendor tax ID assigned in Vendor master

Sales Tax - if the vendor is set up for sales tax in the Vendor master

Contact Name – vendor’s contact person

Demographic information - vendor’s demographic information set up in the Vendor master

Current Use – if vendor is currently an active vendor

User can print the Vendor Detail Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Vendor Transaction History Report – list vendor invoice status for specified date

Galaxy 2.5 Browser - [Accounts Payable <Vendor Transaction History>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Vendor Transaction History Report

Facility...

Generate

Period

From Date 03/01/2011 To Date 03/31/2011

Vendor Type

Vendor Type Vendor ID Vendor Name

Vendors

Include All vendors

Invoices

Status All From To

Appearance

Show Heading on Each Page

Idle GHV GHV Klingler, Kelly [MGR]

The Vendor Transactions History report will show a list of all vendor invoice status for a specified date and the balance. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report

To Date – enter the end date the user wants to run the report

Vendor Type – if user wants to select vendors by certain vendor class

Order by

Vendor ID – will order the vendors on the report by vendor id

Vendor Name – will order the vendors on the report by vendor name

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Invoices

All – will show both Paid and Unpaid Invoices

Paid – will only show Paid Invoices

Unpaid - will only show Unpaid Invoices

Appearance – Show heading on each page (checked as default setting)

Click the  Generate button to generate the report

The following screen is displayed.

[STAR1] "STAR STRUCK HAVEN"
Vendor Transaction History
For Jan 01, 2010
 All vendors; All invoices; Order by Vendor ID

Vendor ID	Vendor Name	Transaction	Trans No.	Date	Amount
AMEF	AMERICAN FIRE SPRINKLERS	I	005	01/01/2010	5.00
Subtotal:					5.00
Total:					5.00
AMEL	AMERITAS LIFE INSURANCE CORP	I	008	01/01/2010	1.00
Subtotal:					1.00
Total:					1.00
BYRE	BYRD'S ELECTRIC MOTOR SERVICE	I	004	01/01/2010	4.00
Subtotal:					4.00
Total:					4.00
Report Total:					10.00

Page 1 of 1
 Klingler, Kelly [MGR]

The report will list each vendor's Vendor ID and Vendor Name with the transactions that occurred during the "as of date". The report will show the details of the vendor transactions:

Vendor ID - vendor ID assigned in Vendor master

Vendor Name – vendor's full name

Transaction Type

I - Invoice

C- Check

M – Credit Memo

Trans No – Invoice, Check or Credit Memo number assigned during entry

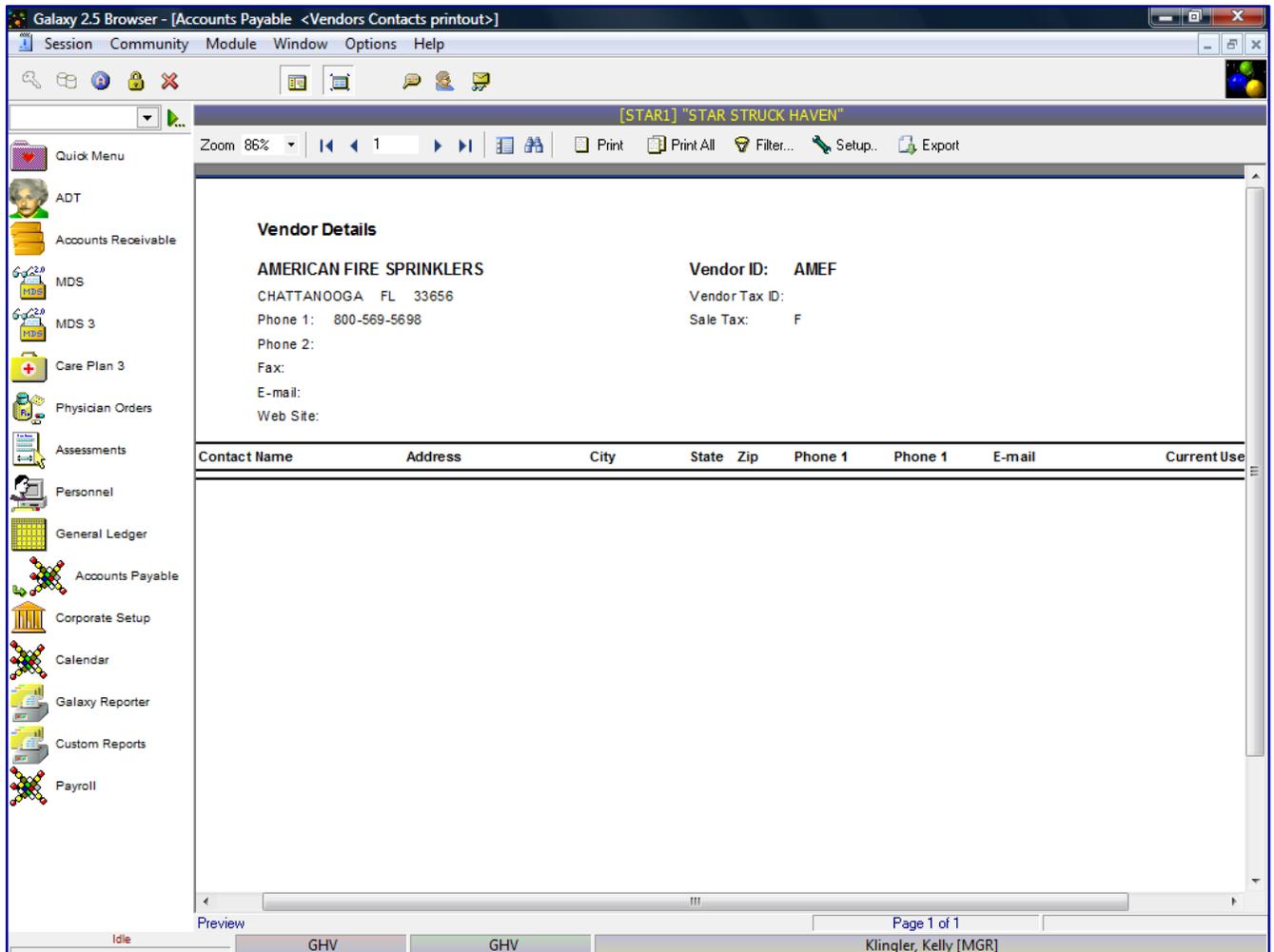
Date – Invoice, Check or Credit Memo transaction date

Amount – amount of transaction

The report will display a **Subtotal** amount for the transaction for each vendor, **Total** for each vendor and **Report Total** for all vendors.

The user can go back to the report selection criteria screen by clicking on the  **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor information.



The drill down option will now display:

Vendor ID – vendor ID assigned in Vendor master

Vendor Tax ID - vendor tax ID assigned in Vendor master

Sales Tax - if the vendor is set up for sales tax in the Vendor master

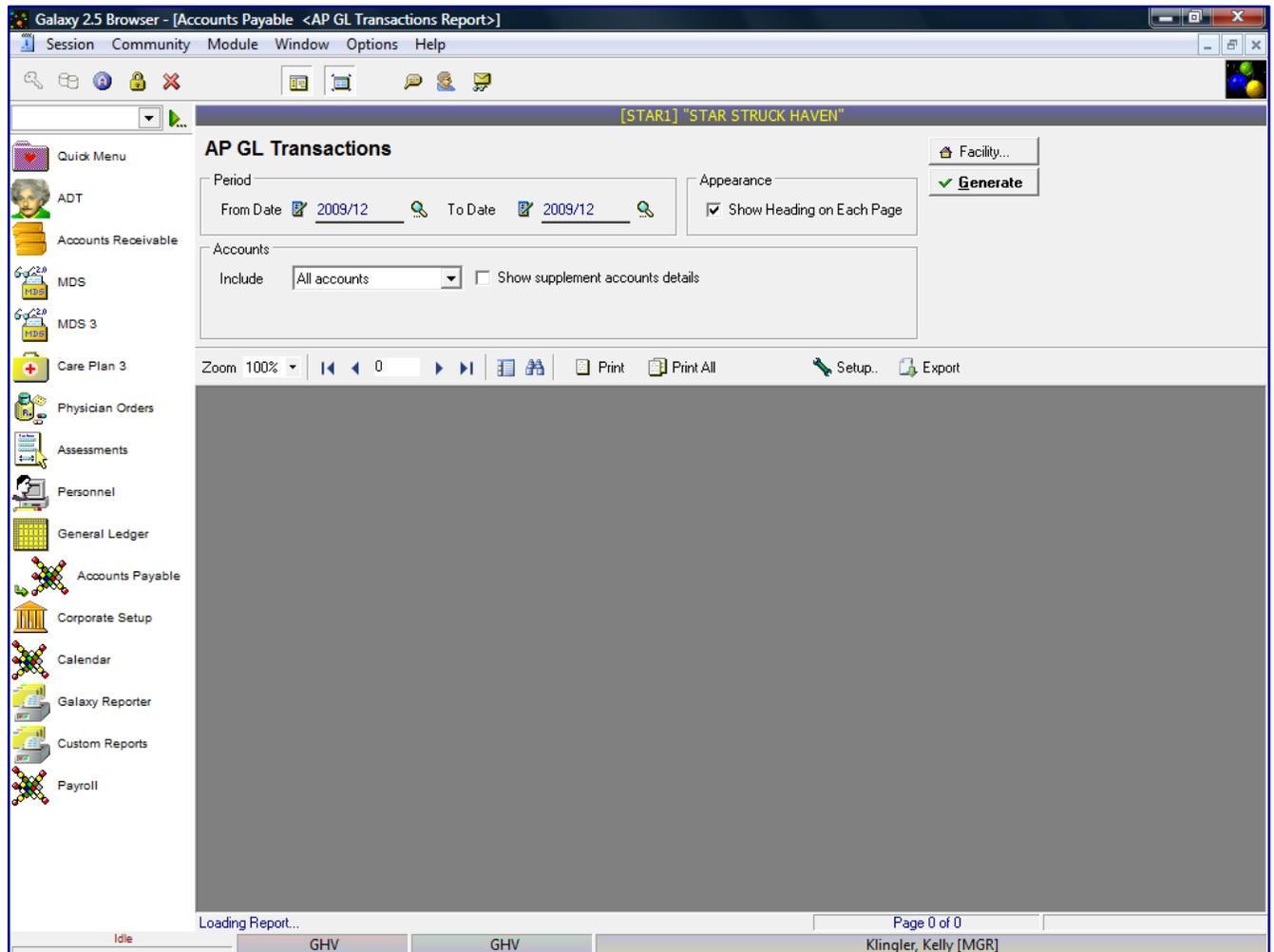
Contact Name – vendor’s contact person

Demographic information - vendor’s demographic information set up in the Vendor master

Current Use – if vendor is currently an active vendor

User can print the Vendor Transaction report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

AP GL Transaction Report – will list vendors AP transactions and the effect GL accounts



The AP GL Transactions report will show a list of all vendor invoice status for a specified date and the balance. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report

To Date – enter the end date the user wants to run the report

Appearance – Show heading on each page (checked as default setting)

Accounts

All accounts

One account

Range of Accounts - enter selected FROM account and TO account

From account #

To account #

Selected accounts - click to select accounts – check multiple accounts from account list

Supplemental

Show Supplemental account details

Galaxy 2.5 Browser - [Accounts Payable <AP GL Transactions Report>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

AP GL Transactions

Period: From Date To Date

Appearance: Show Heading on Each Page

Accounts: Include Show supplement accounts details

Account:

Zoom 100% | 0

Account Database Lookup

ACCOUNT	DESCRIPTION
10-1010.00	Petty Cash
10-1020.00	Cash in Bank - General
10-1030.00	Cash in Bank - Payroll
10-1040.00	Cash in Bank - Money Market
10-1080.00	Trust Funds Account
10-2110.00	A/R - Private Pay
10-2120.00	A/R - Medicaid Resources
10-2130.00	A/R - Part A Co-Insurance
10-2140.00	A/R - Part B Co-Insurance
10-2150.00	A/R - Insurance Co-Pay
10-2220.00	A/R - Medicaid
10-2230.00	A/R - Medicaid Part A Co-Insurance

Apply Filter Save filter

Select Cancel Clear Advanced Filter...

Loading Report... Page 0 of 0 Klingler, Kelly [MGR]

The user must select Account in order to generate the report.

Click the  Generate button to generate the report

The following screen is displayed.

The screenshot shows the Galaxy 2.5 Browser interface with the 'AP GL Transactions Report' open. The report is for February 2010 and includes a sidebar with navigation options like 'Accounts Payable', 'General Ledger', and 'Payroll'. The main content area displays a table of transactions with columns for Account #, Vendor ID, Vendor, Trans Desc, Date, Debit Amt, and Credit Amt. The report is organized into sections for different GL accounts: 10-4010.00 (Pre-Paid Expenses), 20-1010.00 (Accounts Payable - Trade), 50-1650.00 (Dietary Food Cert), and 59-1060.00 (Telephone). Each section lists transactions with their respective vendor IDs and names, and includes a subtotal for each account. A Grand Total is shown at the bottom of the report.

Account #	Vendor ID	Vendor	Trans Desc	Date	Debit Amt	Credit Amt
Account 10-4010.00 Pre-Paid Expenses						
10-4010.00	AVAI	AVAYA, INC	008	02/13/2010		175.00
Account subtotal:					0.00	175.00
Account 20-1010.00 Accounts Payable - Trade						
20-1010.00	ACEA	ACE AMERICAN INSURANCE COMPANY	011	02/12/2010		12.00
Account subtotal:					0.00	12.00
Account 50-1650.00 Dietary Food Cert						
50-1650.00	ACEA	ACE AMERICAN INSURANCE COMPANY	011	02/12/2010	12.00	
Account subtotal:					12.00	0.00
Account 59-1060.00 Telephone						
59-1060.00	AVAI	AVAYA, INC	008	02/13/2010	175.00	
Account subtotal:					175.00	0.00
Grand Total:					187.00	187.00

The report will list each vendor's Vendor ID and Vendor Name broken down by the GL account numbers each vendor's transaction affected. The report will show the following details:

Account # - GL account number the transaction affected

Trans Desc – transaction description

Date - date of transaction

Debit Amt – Check or Credit Memo transaction amount

Credit Amt – Invoice transaction amount

The report will include a **Grand Total** amount for all transactions in include the number of regular checks and voided checks.

The user can go back to the report selection criteria screen by clicking on the  **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details from the AP Posting Report. The system will highlight the specific invoice the user selected.

The screenshot displays the 'AP Posting Report' interface. The report title is 'AP Posting Report' for Facility 'AMERICAN IDOL NURSING HOME' with a Posting Date of '03/22/2011'. The main table lists a single transaction for Vendor ID 'ACEA' (ACE AMERICAN INSURANCE COMPANY) with Transaction Type 'I' (Invoice) and Number '011'. The transaction date is '02/12/2010' and the due date is '03/14/2010'. The amount is '12.00', with a GL Debit of '50-1650.00' and a GL Credit of '20-1010.00'. A 'Total' row shows an amount of '12.00'. Below the main table is a 'GL Summary' table with columns for Account, Description, Debit, and Credit. The summary shows a debit of '0.00' to '20-1010.00 Accounts Payable - Trade' and a credit of '12.00' to '50-1650.00 Dietary Food Cert', with a total debit and credit of '12.00'. The browser interface includes a navigation pane on the left with various menu items like 'Quick Menu', 'ADT', 'Accounts Receivable', 'MDS', 'Care Plan 3', 'Physician Orders', 'Assessments', 'Personnel', 'General Ledger', 'Accounts Payable', 'Corporate Setup', 'Calendar', 'Galaxy Reporter', 'Custom Reports', and 'Payroll'. The status bar at the bottom shows 'Idle', 'GHV', 'GHV', 'Page 1 of 1', and 'Klingler, Kelly [MGR]'.

The drill down option will now display:

Vendor ID - vendor ID assigned in Vendor master

Vendor – vendor’s full name

Transaction Type

I - Invoice

C- Check

M – Credit Memo

Number – Invoice number, Check number or Credit Memo number

Description – Invoice, Check or Credit Memo description

Date – Invoice, Check or Credit Memo transaction date

Due Date - Invoice, Check or Credit Memo due date

Invoice Discount Date - if discount is applicable for this vendor – the date the invoice payment must be paid to get vendor discount

Discount % – if discount is applicable for this vendor – the amount of the discount, if the invoice is paid by specified discount date

Amount - Invoice, Check or Credit Memo amount due

GL Debit - Check or Credit Memo debit account number

GL Credit - Invoice credit account number

The report will display a GL Summary for all Invoice, Check and/or Credit Memo transactions showing the Debit and Credit accounts affected for the *“as of date”*.

The user can drill down again to actual transaction selected.

The screenshot displays the Galaxy 2.5 Browser interface. The main window shows an 'Invoice Posting printout' for 'AMERICAN IDOL NURSING HOME'. The invoice details are as follows:

#	Account	Description	Amount
1	[50-1650.00]	Dietary Food Cert	\$12.00
Total Amount:			\$12.00

The interface also includes a left-hand navigation menu with various modules like ADT, Accounts Receivable, MDS, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll. The status bar at the bottom shows 'Page 1 of 1' and the user 'Klingler, Kelly [MGR]'.

Users can print the AP GL Transaction report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Discounts Report – shows discounts taken or lost for vendors set up with discounts in the Vendor Master

Galaxy 2.5 Browser - [Accounts Payable <Discount Report>]

Session Community Module Window Options Help

[A11] AMERICAN IDOL NURSING HOME

Discounts Report

Facility...

Generate

Period

From Date 2011/03 To Date 2011/03

Vendor Type

Vendor Type Search

Order by

Vendor ID Vendor Name

Vendors

Include All vendors

Second Order By

Field

Appearance

Show Heading on Each Page

Idle GHV GHV Klingler, Kelly [MGR]

The Discount report will show a list of all vendors who are set up with discounts to show all discounts taken or lost for those vendors. This screen will allow you to select the specific report selection criteria. You can run the report as general as a date or make the report more specific by using various fields and their selection criteria.

From Date – enter the beginning date user wants to run the report

To Date – enter the end date the user wants to run the report

Vendor Type – if user wants to select vendors by certain vendor class

Order by

Vendor ID – will order the vendors on the report by vendor id

Vendor Name – will order the vendors on the report by vendor name

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Invoices

All – will show both Paid and Unpaid Invoices

Paid – will only show Paid Invoices

Unpaid - will only show Unpaid Invoices

Appearance – Show heading on each page (checked as default setting)

Click the  Generate button to generate the report

[STAR1] "STAR STRUCK HAVEN"
Discounts Taken/Lost Report
For Period from Jan, 2009 to Mar, 2011
All vendors; Order by Vendor ID; Order by

Vendor ID	Vendor	Date	Invoice #	Description	Discount Taken	Discount Lost
ABCT	ABC TREE SERVICE, INC.	07/31/2009	3248	MAINTENANCE	5.00	
ACEH	ACE HARDWARE	07/30/2009	JUL09		2.53	
ADVP	ADVANCE PAPER COMPANY	06/05/2009	3206741	OFFICE SUPPLIES		39.17
		07/13/2009	3206742	OFFICE SUPPLIES	30.48	
		07/26/2009	3206743	OFFICE SUPPLIES	8.36	
		07/31/2009	3206744	OFFICE SUPPLIES	1.96	
		08/13/2009	3206745	OFFICE SUPPLIES	40.07	
		07/31/2009	3206747	OFFICE SUPPLIES		1.96
		07/31/2009	3214			2.00
CLED	CLEVELAND DAILY BANNER	09/01/2009	954			29.84
CLEF	CLEVELAND FASTNERS	06/12/2009	623	HOU SEKEEPING		49.78
		07/12/2009	624	HOU SEKEEPING	43.87	
		08/12/2009	625	HOU SEKEEPING	47.45	
Report Total:					179.72	122.75

The report will list each vendor’s Vendor ID and Vendor Name with the transactions the occurred during the “*as of date*”. The report will show the details of the vendor transactions:

Vendor ID - vendor ID assigned in Vendor master

Vendor Name – vendor’s full name

Date – Invoice, Check or Credit Memo transaction date

Invoice # - the Invoice # assigned in entry

Discount Taken - amount of discount taken for invoice

Discount Lost – amount of discount lost for invoice

The report will display a **Report Total** showing total of discounts taken and discounts lost for all vendors.

The user can go back to the report selection criteria screen by clicking on the  **Back to Options** button.

User can click on a specific vendor and get a drill down on that specific vendor to show additional vendor details from the AP Posting Report. The system will highlight the specific transaction the user selected.

The screenshot shows a web browser window titled "Galaxy 2.5 Browser - [Accounts Payable <AP Posting Report>]". The main content area displays the "AP Posting Report" for Facility: STAR STRUCK HAVEN, Posting Date: 07/30/2009. The report includes a table of transactions and a GL Summary table.

Vendor ID	Vendor	Transaction Type	Number	Description	Date	Due Date	Disc.Date	Disc.%	Description	Amount	GL Debit	GL Credit
ABCT	ABC TREE SERVICE, INC.	I	3248	MAINTENANCE	07/31/2009	08/30/2009	08/18/2009	2	MAINTENANCE	250.00	55-1340.00	20-1010.00
Total:										250.00		

Account	Description	Debit	Credit
20-1010.00	Accounts Payable - Trade	0.00	250.00
55-1340.00	Maintenance Contract Labor Cert	250.00	0.00
Total		250.00	250.00

The browser interface includes a navigation menu on the left with icons for various modules like ADT, Accounts Receivable, MDS, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll. The status bar at the bottom shows "Page 1 of 1" and the user name "Klingler, Kelly [MGR]".

The drill down option will now display:

Vendor ID - vendor ID assigned in Vendor master

Vendor – vendor’s full name

Transaction Type

I - Invoice

C- Check

M – Credit Memo

Number – Invoice number, Check number or Credit Memo number

Description – Invoice, Check or Credit Memo description

Date – Invoice, Check or Credit Memo transaction date

Due Date - Invoice, Check or Credit Memo due date

Invoice Discount Date - if discount is applicable for this vendor – the date the invoice payment must be paid to get vendor discount

Discount % – if discount is applicable for this vendor – the amount of the discount, if the invoice is paid by specified discount date

Amount - Invoice, Check or Credit Memo amount due

GL Debit - Invoice, Check or Credit Memo debit account number

GL Credit - Invoice, Check or Credit Memo credit account number

The report will display a GL Summary for all Invoice, Check and/or Credit Memo transactions showing the Debit and Credit accounts affected for the *“as of date”*.

The user can drill down again to actual invoice.

The screenshot displays the Galaxy 2.5 Browser interface for an 'Invoice Posting printout'. The browser window title is 'Galaxy 2.5 Browser - [Accounts Payable <Invoice Posting printout>]'. The main content area shows an 'Invoice' summary for 'ABC TREE SERVICE, INC.' with the following details:

- Invoice No: 3248
- Date: 7/31/2009
- Created On: 7/30/2009
- Posting Date: 7/30/2009
- Vendor Name: ABC TREE SERVICE, INC.
- Invoice Type: R
- Credit Account: [20-1010.00] Accounts Payable - Trade
- Due Date: 8/30/2009
- Description: MAINTENANCE
- Discount Date: 8/18/2009
- Discount: 2 % = \$5.00

Below the summary is a table with the following data:

#	Account	Description	Amount
1	[55-1340.00] Maintenance Contract Labor	MAINTENANCE	\$250.00
Total Amount:			\$250.00

The interface includes a left-hand navigation menu with options like ADT, Accounts Receivable, MDS, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll. The bottom status bar shows 'Idle', 'GHV', 'GHV', 'Page 1 of 1', and 'Klingler, Kelly [MGR]'.

Users can print the Discounts Report or Export the file by clicking on the Export option. The system will show a list of standard export options, as listed previously.

Print Form 1096 – print 1096 summary to send to IRS at end of year

The screenshot displays the 'Form 1096' interface within the Galaxy 2.5 Browser. The window title is 'Galaxy 2.5 Browser - [Accounts Payable <Print Form 1096>]'. The main content area is titled 'Form 1096' and includes fields for 'For Year' (set to 2011), 'Name of Preparer' (with a magnifying glass icon), and 'Vendors' (with an 'Include' dropdown menu set to 'All vendors'). A 'Generate' button with a green checkmark is visible. The left sidebar contains a 'Quick Menu' with various icons and labels: ADT, Accounts Receivable, MDS, MDS 3, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll. The bottom status bar shows 'Idle', two 'GHV' tabs, and the user 'Klingler, Kelly [MGR]'.

This screen will allow you to select the specific report selection criteria. You can print or reprint the 1096 forms for all or specific vendors or year.

For Year – enter the year of 1096 forms to be printed/reprinted

Name of Preparer – person who prepared the 1096 form

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Click the  Generate button to generate the report

Print Form 1099 – print individual 1099 forms for appropriate vendors at end of year

The screenshot shows the Galaxy 2.5 Browser interface for printing Form 1099. The window title is "Galaxy 2.5 Browser - [Accounts Payable <Print Form 1099>]". The menu bar includes "Session", "Community", "Module", "Window", "Options", and "Help". The left sidebar contains a "Quick Menu" with icons and labels for various modules: ADT, Accounts Receivable, MDS, MDS 3, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll. The main content area is titled "Form 1099" and features a "Facility..." button, a "For Year" field with a dropdown menu set to "2011", a "Generate" button with a green checkmark, and a "Vendors" section with an "Include" dropdown menu set to "All vendors". The status bar at the bottom displays "Idle", "GHV", "GHV", and "Klingler, Kelly [MGR]".

This screen will allow you to select the specific report selection criteria. You can print or reprint the 1099 forms for all or specific vendors or year.

For Year – enter the year of 1096 forms to be printed/reprinted

Vendors

All vendors – will show all current vendors for your facility

One vendor – will show only the vendor you selected, you can use the drop down menu by clicking on the magnifying glass to select vendor

Use ID – search for the one vendor based on vendor ID

Use Name – search for the one vendor based on vendor name

Range of vendors – will allow you to specify a range of vendors to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Selected vendors – will allow the ability to select any number of vendors from your master list to show on the report, you can use the drop down menu by clicking on the magnifying glass to select vendor(s)

Click to select vendors – check multiple vendors from vendor list that you want a report for

Use ID – option to search for the one vendor based on vendor ID

Use Name – option to search for the one vendor based on vendor name

Click the  Generate button to generate the report