### **Vendor Sales Summary Report**



IN MANAGER MODE: Go to Reports

1. Select Reports Button

1

Manager Mode

**Vendor Sales Summary Report** 

Report Center				
View ( Reports Actions ( Receipt Layouts Invoice/Reports Layouts Inventory Labels Customer Labels User-Definable Reports	Report Type         Sales Reports         Inventory Reports         Management Reports         Purchasing Reports         RMA Reports         Customer Reports         AP Reports         GL Reports         Vendor Reports         Vendor Reports	Report Vendor Inventory Sales History Vendor Inventory Sales Summary Vendor Stock Valuation Report	Print Vendor Inventory Sales Summary         Print Vendor Inventory Sales Summary,         grouped by Vendor, within a Date Range         External Reports         O Crystal Reports         Edit	° 2
			External Reports   PDS Nitive Report Writer  Add  Crystal Reports  E dit  Properties Delete	

#### **REPORT CENTER:**

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- 1. Under Report Type, Select Vendor Reports
- 2. Under Report, Select Vendor Inventory Sales Summary
- **3**. Select Run Report (F7)

**Vendor Sales Summary Report** 

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Report Center				Run Report (F7)	Close
Reports Actions	Print Options	Use Primary Vendor if no Vendor f	ound Print Marked	F7] Cancel mmary	
Receipt Layouts Invoice/Reports <del>Inventory</del> Labels Customer Labels	To: 12/31/2011	Vendor ID Name CC Coke Cola COSCO Cosco	Account	e Range	2
User-Definable R	Sort By SKU Description Vendor SKU	AV Jansport Apparel Ve     NV No Vendor     NDR Northside Foods     DC Otis Cookies     PV Pensi	ndor		2
	Print all inventory (even if there are no sales)	PC         Pepsi Cola           PC         Pepsi Cola           SC         Sams Club           SSP         School Supply Vena           XYZ         XYZ VENDOR	dor		
			🖌 Iag 🔍 Tag A	Add	
				Properties Delete	

#### **REPORT CENTER:**

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- 1. Select a Date Range
- 2. Select Print Marked (F7)

#### **Vendor Sales Summary Report**

Pages To Print		Search:		Con	iee: 1	<b>A</b>				
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		Coke Cola	12							
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Reports

#### **REPORT CENTER:**

1. Vendor Sales Report will print by Vendor.