

# How To Print Vendor History Report

Here are the steps on how to print Vendor History Report:

1. Open **Report Parameters** screen of **Vendor History** report. (See [How To Print Purchasing Reports](#))
2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the **Field Name** column. If field is left blank, all records will be included in the report.
3. Preview the report by clicking the **Preview** toolbar button.
  - a. If generated report has more than 10 pages, **Preview Task List** screen will open. Click on the **magnifying glass** icon to open **Report Preview**.
  - b. If generated report is 10 pages or less, **Report Preview** window will open automatically.

Here are the steps on how to print Vendor History Report:

1. Open **Report Parameters** screen of **Vendor History** report. (See [How To Print Purchasing Reports](#))

Field Name	Condition	From	To	Join
<input type="checkbox"/> Withheld Amount	Equal To			And
<input type="checkbox"/> Discount	Equal To			And
<input type="checkbox"/> Total	Equal To			And
<input type="checkbox"/> Amount Due	Equal To			And
<input type="checkbox"/> Payment	Equal To			And
<input type="checkbox"/> Invoice Number	Equal To			And
<input type="checkbox"/> Reference	Equal To			And
<input type="checkbox"/> Reference	Equal To			And
<input type="checkbox"/> Bill Id	Equal To			And
<input type="checkbox"/> Date Paid	Equal To			And
<input checked="" type="checkbox"/> Vendor Id	Equal To			And

2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.
3. Preview the report by clicking the **Preview** toolbar button. The report looks like this:

Vendor Id	Date	Bill Number	Reference	Invoice Number	Bill Total	Withheld	Discount	Amount Paid	Amount Due
0000000001	09/16/2014	BL-1			50.00	0.00	0.00	50.00	0.00
	09/16/2014	BL-2			150.00	0.00	0.00	0.00	150.00
	09/16/2014	BL-3			60.00	0.00	0.00	0.00	60.00
	09/16/2014	BL-4			40.00	0.00	0.00	0.00	40.00
	09/16/2014	BL-5			75.00	0.00	0.00	0.00	75.00
	09/16/2014	BL-6			25.00	0.00	0.00	0.00	25.00
	09/16/2014	BL-7			90.00	0.00	0.00	0.00	90.00
	09/16/2014	BL-8			15.00	0.00	0.00	0.00	15.00
	09/16/2014	BL-9			100.00	0.00	0.00	100.00	0.00
	09/16/2014	BL-10			150.00	0.00	0.00	150.00	0.00
	09/16/2014	BL-11			200.00	0.00	0.00	200.00	0.00
	09/16/2014	BL-12			50.00	0.00	0.00	0.00	50.00
	09/16/2014	BL-13			20.00	0.00	0.00	0.00	20.00
	09/16/2014	BL-14			60.00	0.00	0.00	0.00	60.00
Total :					1,085.00			500.00	585.00