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NextGen Reports Update

Enterprise Vendor Spend Report: User Guide

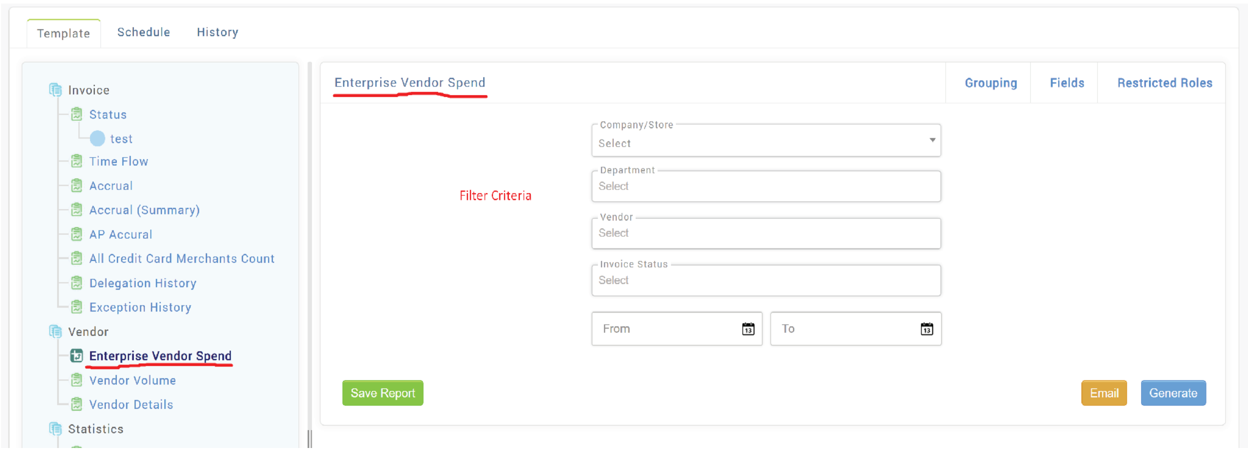
Overview

The **Enterprise Vendor Spend Report** provides a comprehensive summary of your invoice volume and total spend across your entire organization.

Unlike standard flat reports, this is a **dynamic pivot report.** This means you can customize how the data is grouped and summarized directly on your screen much like a pivot table in Excel. By default, it organizes your spend by Vendor and then by Company, but you have the flexibility to rearrange this view to suit your exact needs.

01 Setting Up Your Report Filters

Use the criteria screen to narrow down the data before running the report.

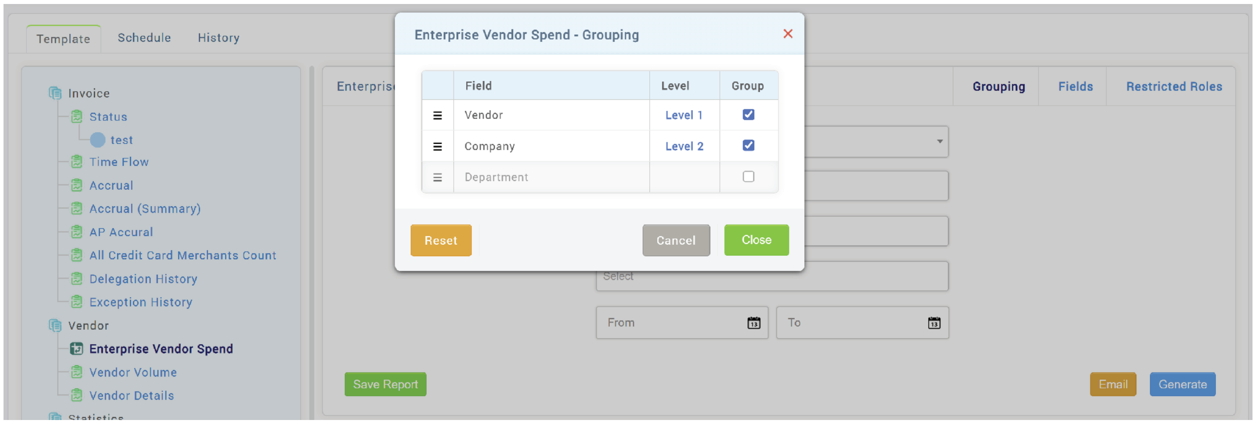


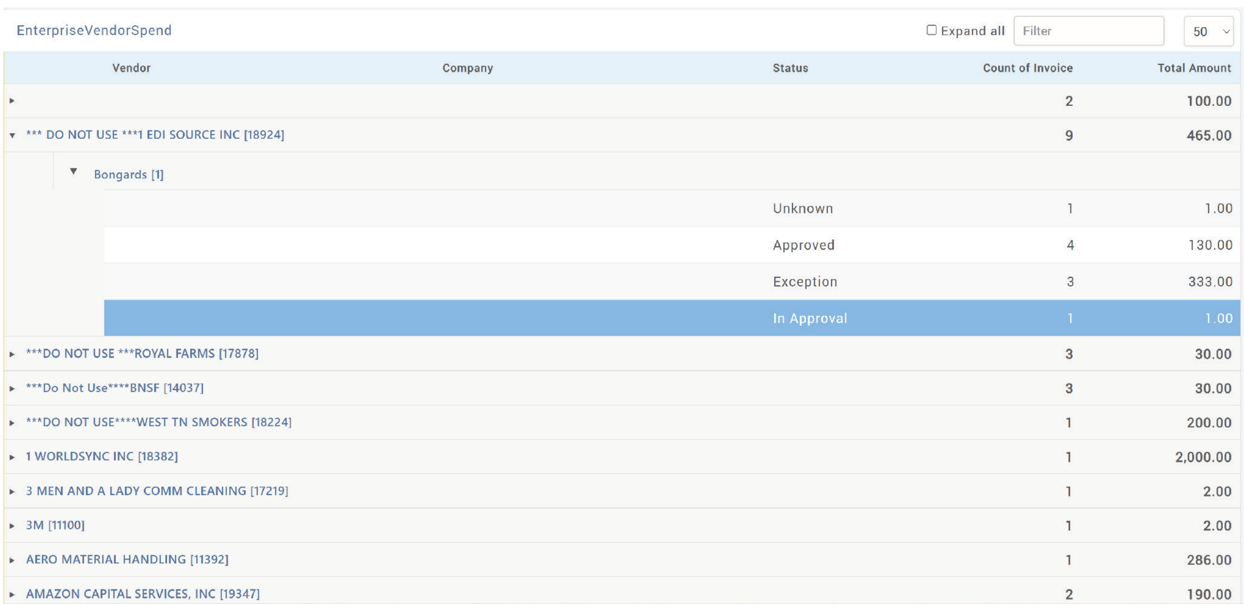
Here are the available filters:

- **Company/Store:** Select specific companies or locations. Leave blank to run the report for all companies.
- **Department:** Filter the spend to specific departments (options here will update based on the Company you select).
- **Vendor:** Focus on one or more specific vendors. Leave blank to include all vendors.
- **Invoice Status:** Filter by the current status of the invoices (e.g., Approved, In Approval, Accepted etc).
- **Invoice Date:** Set a date range based on the date printed on the invoice (defaults to the current Year-To-Date).

02 Dynamic Grouping (Customizing Your View)

This report is grouped by 'Vendor' and 'Company' by default. If you want to customize the grouping before generating the report, use the grouping form to group, sort, and summarize the data according to your needs.




EnterpriseVendorSpend

Expand all

Filter

50

Vendor	Company	Status	Count of Invoice	Total Amount
			2	100.00
*** DO NOT USE ***1 EDI SOURCE INC [18924]			9	465.00
	Bongards [1]			
		Unknown	1	1.00
		Approved	4	130.00
		Exception	3	333.00
		In Approval	1	1.00
***DO NOT USE ***ROYAL FARMS [17878]			3	30.00
Do Not Use*BNSF [14037]			3	30.00
DO NOT USE*WEST TN SMOKERS [18224]			1	200.00
1 WORLDSYNC INC [18382]			1	2,000.00
3 MEN AND A LADY COMM CLEANING [17219]			1	2.00
3M [11100]			1	2.00
AERO MATERIAL HANDLING [11392]			1	286.00
AMAZON CAPITAL SERVICES, INC [19347]			2	190.00

How to use the Pivot Features:

- **Default View:** The system automatically groups your data first by **Vendor Name**, and then sub-groups it by **Company.** Subtotals are displayed in the headers for each group.
- **Customizing Groups:** You can easily change how the report is organized. Simply use the grouping form to select the fields (like Department, Company or Vendor) you want to group, sort, and summarize.
- **Maximum Levels:** You can nest up to three levels of grouping at a time (for example: Company → Department → Vendor).
- **Expanding/Collapsing:** Click the Expand All checkbox above the generated report to expand it and see the detailed rows underneath, or collapse it to see only the summary totals.

03 Understanding Your Results

The columns in your report grid display the following information:

Vendor Name	The name and internal ID number of the vendor.
Company	The specific company or store location.
Department	The department associated with the spend.
Status	The current workflow status of the invoice. (Note: If an invoice has been temporarily paused, this column will display the status followed by "/Paused").
Count of Invoice	The total number of valid invoices that match that specific row's grouping.
Total Amount	The combined dollar value of those invoices.

04 Important Notes on Data Calculations

To ensure your spend analysis is accurate, the system automatically excludes invalid records. The numbers you see in the report **do not** include:

- Invoices that have been marked as Deleted.
- Invoices that are filed as Archive.
- Invoices that do not have an Invoice Date entered in the system.

Vendor Volume (Vendor Sum) Report: User Guide

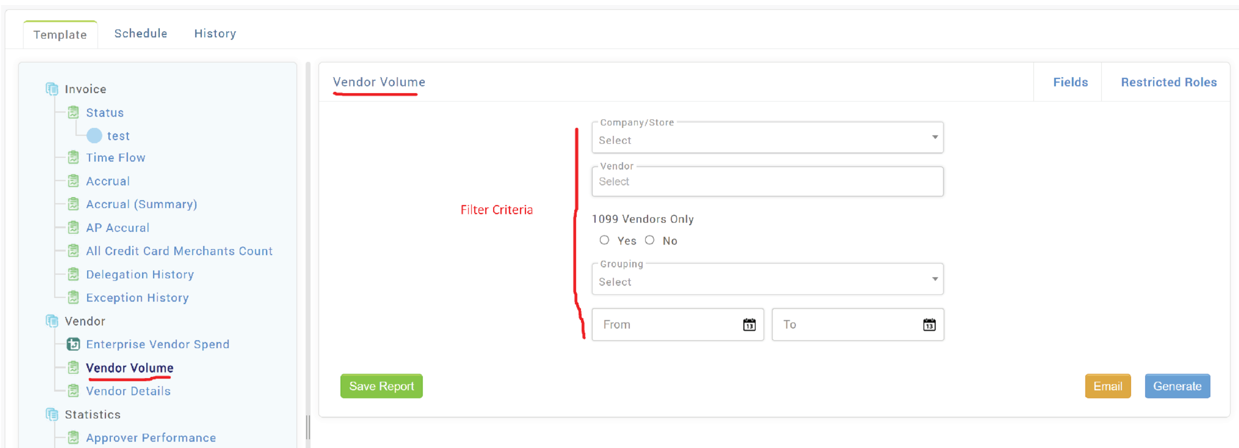
Overview

The **Vendor Volume Report** provides a high-level summary of your financial activity with your vendors. It calculates the total number of invoices (volume) and the total dollar amount spent with each vendor over a specific timeframe.

This report is highly useful for analyzing vendor spend, tracking 1099 vendor activity, and reviewing periodic billing volumes.

01 Setting Up Your Report Filters

Before generating the report, you can use several filters to narrow down the exact data you want to see.



Here is what each filter does:

- **Company/Store:** Select specific companies or locations. Leave blank to run the report across all your companies.
- **Vendor:** Select one or more specific vendors to review. If you want to see all vendors, leave this blank.
- **1099 Vendors Only:** Select "Yes" to filter the report so it only displays vendors flagged as 1099 in the system.
- **Invoice Date:** Choose the date range for your report (defaults to the current Year-To-Date if left blank).
- **Grouping:** Choose how you want the timeline broken down. You can group the totals by **Period** (Year and Month, e.g., 2026-08) or by **Year**.

02 Understanding Your Results

Once the report runs, your data will be organized into a clean table.

VendorVolume

Filter 50

Company/Store	Vendor	Vendor No	1099	Period	Volume	Amount
Bongards [1]	*** DO NOT USE ***1 EDI SOURCE INC	18924		2026	4	130.00
Bongards [1]	***DO NOT USE ***ROYAL FARMS	17878		2026	2	20.00
Bongards [1]	***do not use****BNSF	14037		2026	2	20.00
Bongards [1]	3 MEN AND A LADY COMM CLEANING	17219		2026	1	2.00
Bongards [1]	3M	11100		2026	1	2.00
Bongards [1]	AERO MATERIAL HANDLING	11392		2026	1	286.00
Bongards [1]	ASSOCIATED MILK PRODUCERS, INC	10052		2026	1	400.00
Bongards [1]	CLEAN HARBORS ENVIROMENTAL INC	16908		2026	1	29,796.05
Bongards [1]	COOL AIR MECHANICAL	15827		2026	1	201.00
Bongards [1]	CORVAL CONSTRUCTORS, INC	10027		2026	2	5,566.00
Bongards [1]	FAITH SYSTEMS	16333	Yes	2026	2	4,200.00
Bongards [1]	GRANGORTH, HOWARD JR	00011		2026	3	161.00
Bongards [1]	HART DESIGN and MFG. INC.	10460		2026	1	152.90
Bongards [1]	HERC-U-LIFT, INC.	10470		2026	4	835.90

Here is a breakdown of what each column means:

Company/Store	The specific company or location associated with the invoices.
Vendor	The name of the vendor.
Vendor No	Your internal identification number for this vendor.
1099	Displays "Yes" if the vendor is a 1099 vendor; otherwise, it remains blank.
Period	The time block for the row's totals (e.g., 2026 for yearly grouping, or 2026-08 for monthly grouping).
Volume	The total number of valid invoices processed for this vendor during the period.
Amount	The total combined dollar value of those invoices.

03 Important Notes on How the Data is Calculated

To ensure your totals are accurate and actionable, the system automatically filters out certain invoices. The numbers you see in the **Volume** and **Amount** columns **do not** include:

- Invoices that have been marked as Deleted.
- Invoices that are filed as Archive or Archived.
- Invoices currently sitting in Captured, In Approval, or Exception statuses (Internal statuses 1, 3, and 6).

(Note: The report prioritizes the General Ledger (GL) Date when plotting timelines. If the GL date is missing, it will use the Payment Date, followed by the actual Invoice Date).

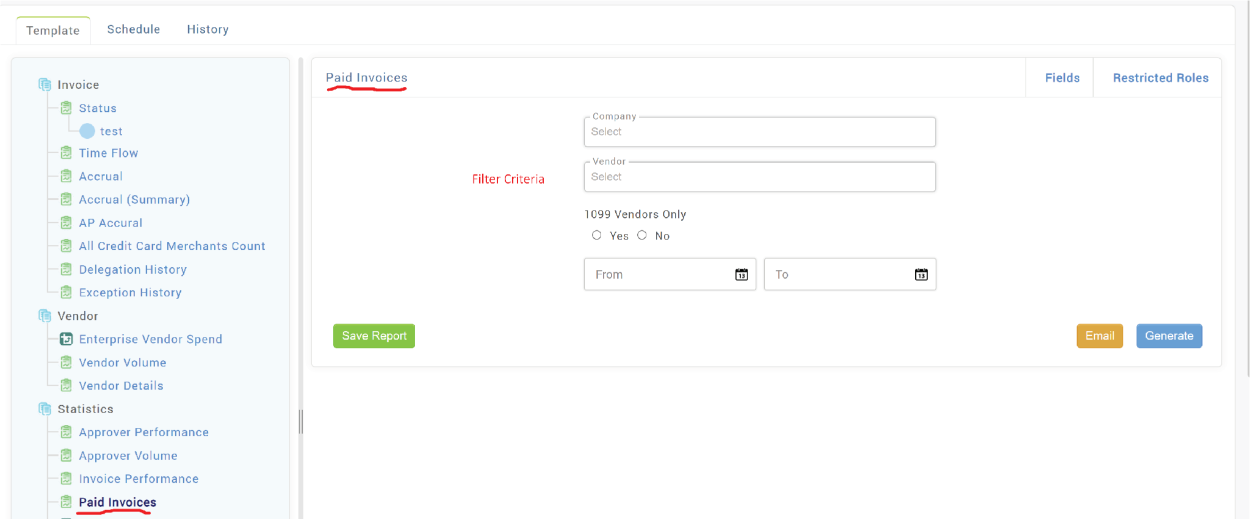
Vendor Details Report - User Guide

Overview

The **Vendor Details Report** provides a comprehensive, customizable view of your vendor database. It allows you to quickly pull vendor profiles, payment terms, classification statuses (such as 1099 or Confidential), and a summary of their invoicing history.

01 Filter Your Data (Search Criteria)

Before running the report, you can narrow down the results to find exactly what you need.

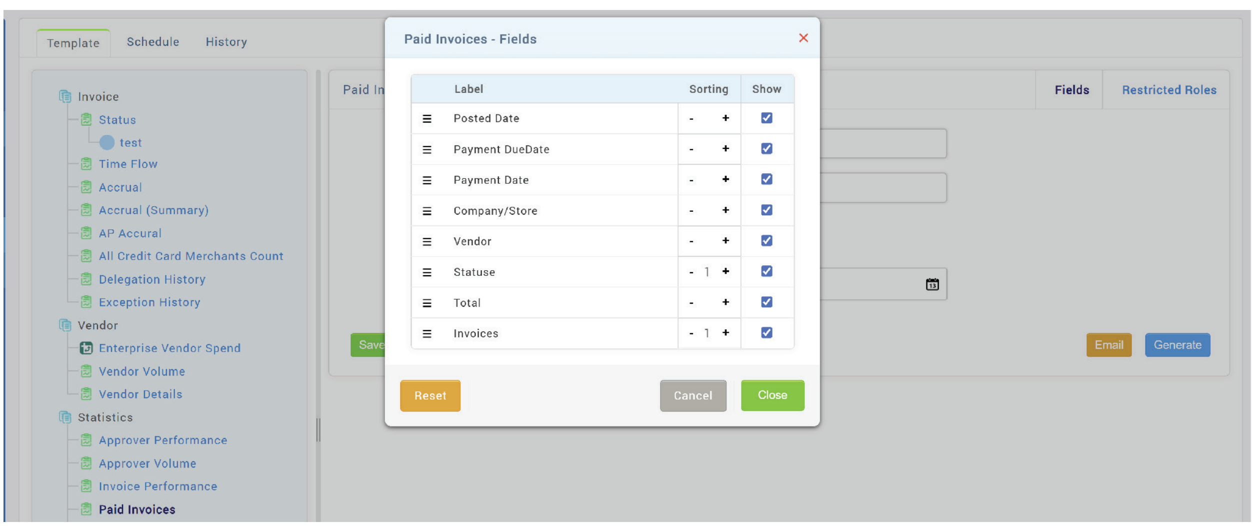


Use any combination of the following filters:

Vendor	Select one or more specific vendors to include in the report.
Vendor Term	Filter the list by specific payment terms (e.g., Net 30, Due on Receipt).
Is Confidential	Choose to view only confidential vendors, or exclude them entirely.
Is 1099 Vendor	Easily isolate vendors that are flagged for 1099 tax reporting.
Created Date	Define a specific date range.

02 Customize Your View (Output Columns)

This report is highly dynamic, meaning you can choose exactly which columns appear on your final export and in what order.



Key Information Available to Display:

- **Basic Info:** Vendor Number, Vendor Name, Vendor Type, and Payment Type.
- **Terms & Address:** Payment Terms, Street, City, State, Zip, and Country.
- **Classifications:** Easily see "Yes/No" indicators for Confidential, CSI Vendor, One-Time Vendor, PO Vendor, and 1099 Vendor.
- **Invoice History:** First Invoice Date and Last Invoice Date (calculated automatically based on the vendor's active invoice history).

03 Run or Schedule the Report

Once your criteria and columns are set, you have two options for generating the data.

PaidInvoices

Filter 100

Posted Date	Payment DueDate	Payment Date	Company/Store	Vendor	Statuse	Total	Invoices
07/13/2026	06/05/2026	07/15/2026	3	MAIN JET INC	Paid	2281.93	213419
07/13/2026	07/05/2026	07/15/2026	3	MAIN JET INC	Paid	650.89	213461
07/13/2026	07/05/2026	07/15/2026	3	MAIN JET INC	Paid	316.29	213477
04/27/2026	05/15/2026	05/20/2026	13	VINCTUS TECHNOLOGIES INC	Paid	575	475DB4150056
06/26/2026	07/15/2026	07/15/2026	13	VINCTUS TECHNOLOGIES INC	Paid	575	475DB4150058
05/01/2026	05/20/2026	05/20/2026	99	DENTPRO EAST BAY & SAN FRANCISCO	Paid	1540	5004
04/29/2026	05/18/2026	05/20/2026	39	ANDERSON HONDA	Paid	96.25	788971
05/07/2026	05/20/2026	05/20/2026	99	RUNBUGGY OMI INC	Paid	39682.81	RB043026

Export 1 — 1 - 8 of 8 items

- **Generate Now:** Run the report immediately to view the results on-screen or export them to your preferred format.
- **Schedule:** Set this exact configuration to run automatically on a recurring schedule (e.g., weekly or monthly) and have it emailed directly to you or your team.

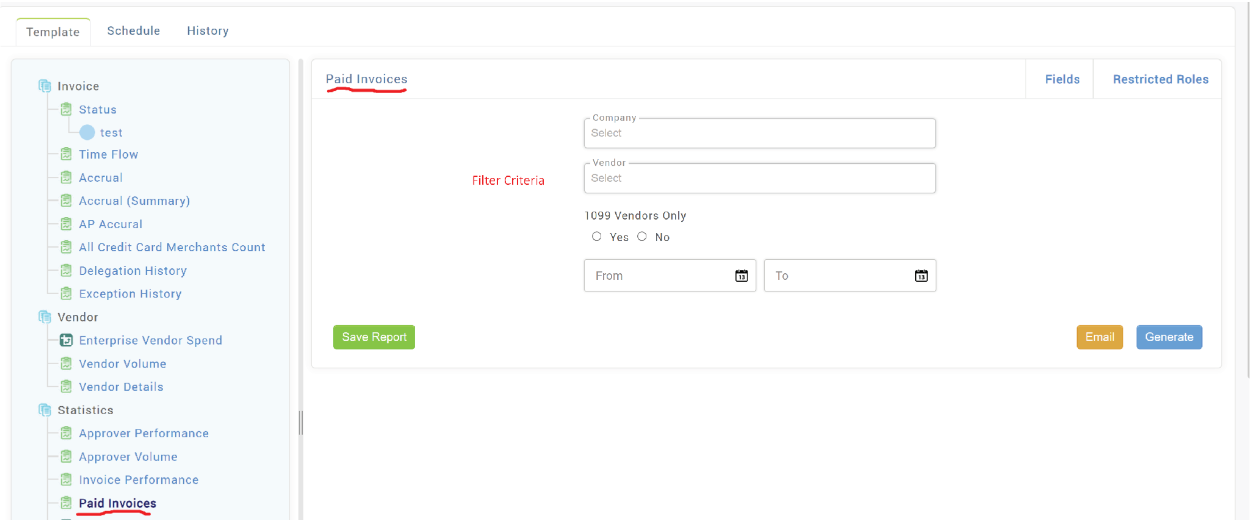
Paid Invoices Report - User Guide

Overview

The **Paid Invoices Report** provides a consolidated view of completed and processing payments. It aggregates your financial data, allowing you to see total amounts paid out to specific vendors or by specific companies, along with exact payment and posting dates.

01 Filter Your Data (Search Criteria)

Before running the report, use the search filters to target the specific payment timeline or vendors you are auditing.

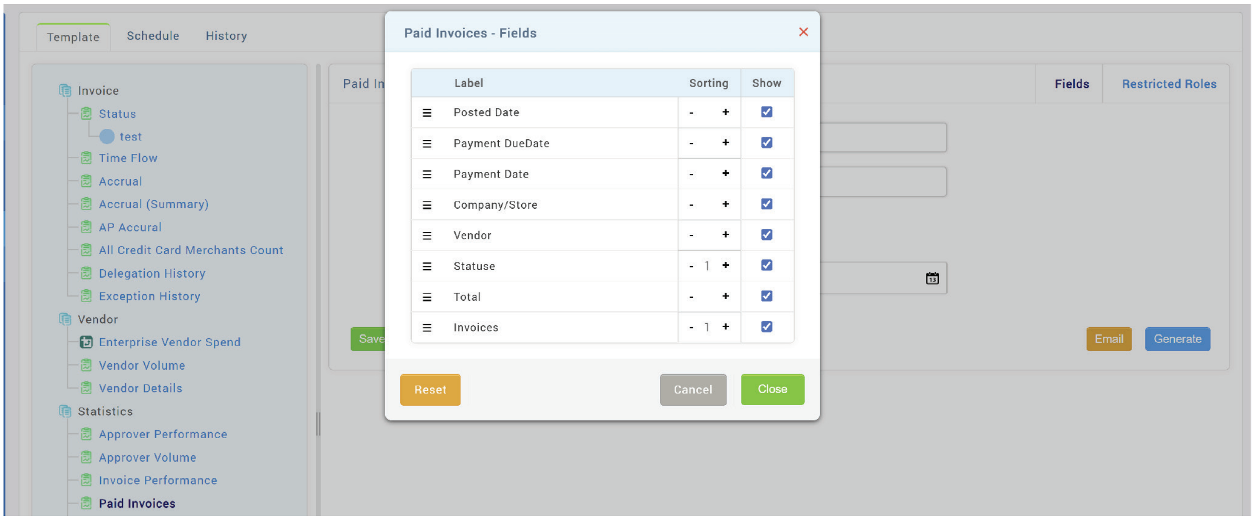


Use any combination of the following filters:

Company/Store	Select one or multiple companies/stores to view only the invoices paid out by those specific entities.
Vendor	Filter the list to show payments made to one or more specific vendors.
1099 Vendors Only	Toggle this on to exclusively view payments made to vendors flagged for 1099 tax reporting.
Invoice Date	Define a specific date range.

02 Customize Your View (Output Columns)

You can customize your report output by selecting which columns to display and adjusting their order.



Key Information Available to Display:

- **Dates:**
  - **Posted Date:** The date the invoice was posted/shipped.
  - **Payment Due Date:** The original deadline for the payment.
  - **Payment Date:** The exact date the payment was received or the check was issued.
- **Entity Details:** Company/Store and Vendor name.
- **Status & Financials:**
  - **Status:** The current approval or payment status of the invoice (e.g., Paid, Payment Initiated, Payment Approved).
  - **Total:** The total monetary amount paid.
  - **Invoices:** A list of the specific invoice numbers included in this total (displayed sequentially, e.g., INV1001 >> INV1002).

03 Run or Schedule the Report

Once your criteria and columns are configured, you can generate the results.

PaidInvoices

Filter 100

Posted Date	Payment DueDate	Payment Date	Company/Store	Vendor	Statuse	Total	Invoices
07/13/2026	06/05/2026	07/15/2026	3	MAIN JET INC	Paid	2281.93	213419
07/13/2026	07/05/2026	07/15/2026	3	MAIN JET INC	Paid	650.89	213461
07/13/2026	07/05/2026	07/15/2026	3	MAIN JET INC	Paid	316.29	213477
04/27/2026	05/15/2026	05/20/2026	13	VINCTUS TECHNOLOGIES INC	Paid	575	475DB4150056
06/26/2026	07/15/2026	07/15/2026	13	VINCTUS TECHNOLOGIES INC	Paid	575	475DB4150058
05/01/2026	05/20/2026	05/20/2026	99	DENTPRO EAST BAY & SAN FRANCISCO	Paid	1540	5004
04/29/2026	05/18/2026	05/20/2026	39	ANDERSON HONDA	Paid	96.25	788971
05/07/2026	05/20/2026	05/20/2026	99	RUNBUGGY OMI INC	Paid	39682.81	RB043026

Export « ‹ 1 › » 1 - 8 of 8 items

- **Generate Now:** Run the report immediately to view the results on-screen or export them to your preferred file format.
- **Schedule:** Set this configuration to run automatically on a recurring basis (such as at the end of every month) and have the results emailed directly to your team.

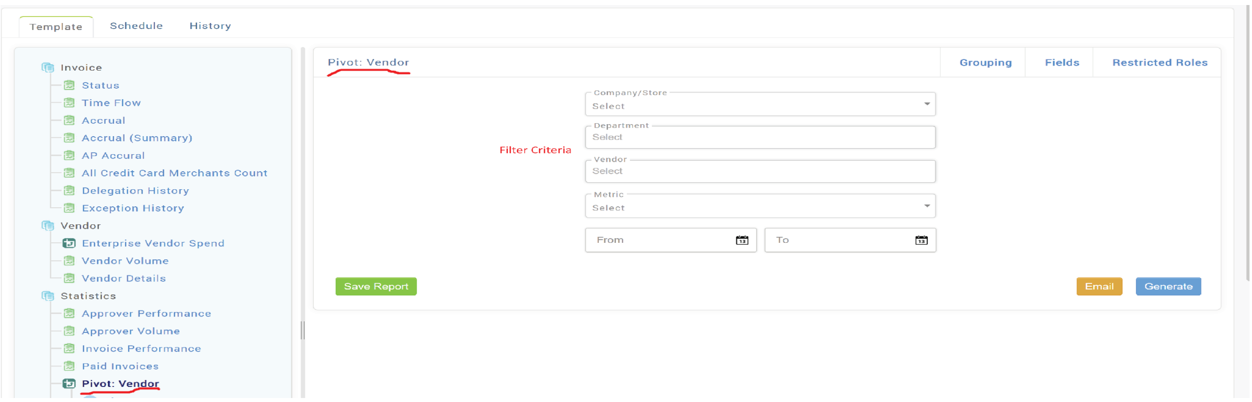
Pivot: Vendor Report - User Guide

Overview

The **Pivot: Vendor Report** is a powerful analytical tool designed to show you trends over time. Instead of a standard flat list, this report dynamically generates a month-by-month breakdown of your invoice history, allowing you to easily compare invoice volume or total spend across specific vendors, companies, and departments.

01 Filter Your Data (Search Criteria)

Before running the report, use the filters to define the scope of your analysis.

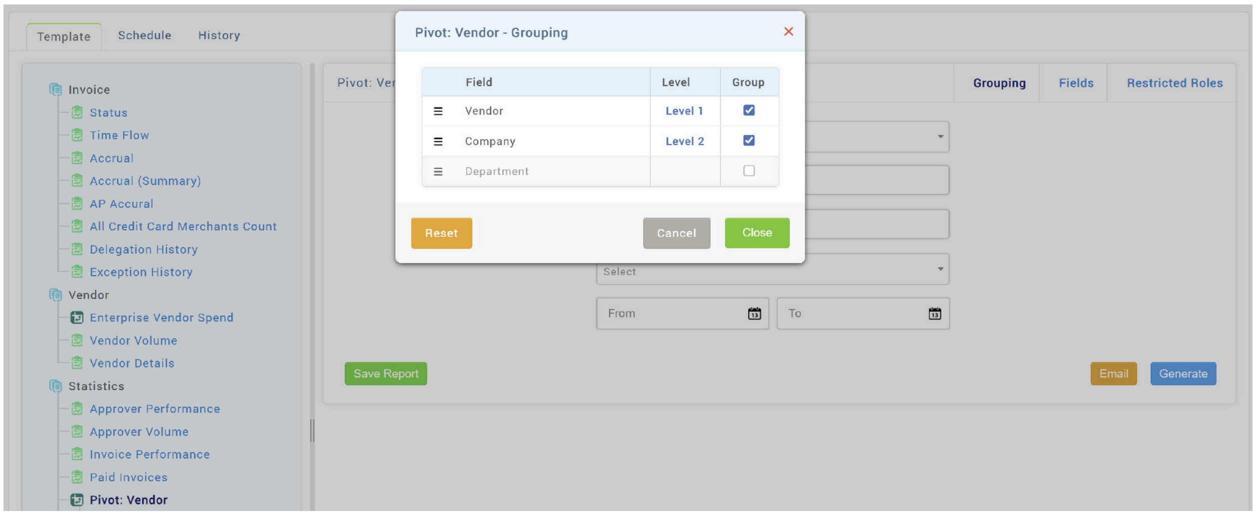


Use any combination of the following filters:

Filter	Description
Company/Store	Select a specific company or store to narrow down the data.
Department	Note: This dropdown updates based on your chosen Company. Select one or more departments to focus on.
Vendor	Filter the pivot table to analyze one or more specific vendors.
Invoice Date	Define the time period you want to analyze. The date range you select will automatically determine how many "Month" columns appear on your final report.
Metric	**Crucial Setting:** Choose whether you want the report to calculate the **Total Invoice Amount** (currency) or simply count the **Number of Invoices** for each month.

02 Customize Your View (Output Columns & Grouping)

This report is grouped by 'Vendor' and 'Company' by default. If you want to customize the grouping before generating the report, use the grouping form to group, sort, and summarize the data according to your needs.



How the Data is Displayed:

- **Base Columns:** You can choose to display the Vendor, Company, and Department.
- **Smart Grouping:** By default, the report groups your data by Vendor and then by Company, providing a clean summary header for each grouping so you don't have to calculate totals manually.
- **Dynamic Time Periods:** The report will automatically create a new column for every month in your selected date range (e.g., "01 - 2023", "02 - 2023"). The data inside these columns will reflect the Metric you chose in Step 1.
- **Grand Total:** A final column automatically calculates the total amount or total count across the entire selected date range.

03 Run or Schedule the Report

Once your criteria and metrics are configured, generate the results.

PivotVendor

☐ Expand all | Filter | 50

Vendor	Company	Department	09 - 2025	10 - 2025	11 - 2025	12 - 2025	01 - 2026	02 - 2026	03 - 2026	04 - 2026	05 - 2026	06 - 2026	07 - 2026	08 - 2026	Total
1155 ELLIS GP LLC [3589216]								1			2				102.00
21st CENTURY SOLUTIONS LTD [12767]											1				1.00
3G WHEEL REPAIR [3690669]											1	1			21.00
BILL TROTTER PAINTING COMPANY INC [10002]												2			110.00
ELITE TOWING & RECOVERY [10004]											1	2			5,500.00
FREMONT EUROPEAN INC [10003]													1		400.00

Export « ‹ 1 › »

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- **Generate Now:** Run the report immediately to view the interactive grouped grid on-screen, or export it to your preferred format for further spreadsheet analysis.
- **Schedule:** Set this exact configuration to run automatically on a recurring schedule and have the pivot summary emailed directly to your team.