

ReqPay28 – Vendor Activity History

The report details the vendor activity, gathering data through location information. This report is based on requisition and payment data.

How is this report helpful to review 1099 and Foreign Vendor Information?

Allows Districts to review Vendors based upon specific sort criteria. You can search by vendor, date ranges and foreign vendor information.

Districts can easily view the following:

1. Vendor 1099 Flag (Yes or No)
2. Vendor 1099 Box Setup
3. PO and Requisition Numbers and Dates
4. Payment Information
5. Foreign Vendor

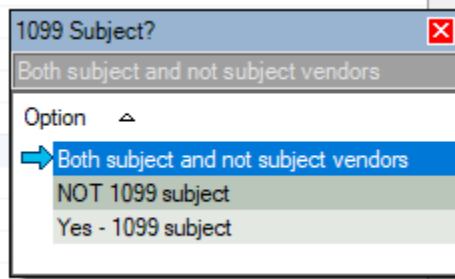
This report is available in the [Finance-Reports-Req/Payment](#) activity.

Request		Sort Option
1 - Report		<input checked="" type="radio"/> a) Vendor Id - Detail
Report Number	ReqPay28	<input type="radio"/> b) Vendor Name - Detail
Description	Vendor Activity History	<input type="radio"/> c) Vendor Id - Summary
Report Sample	ReqPay28	<input type="radio"/> d) Vendor Name - Summary
Report Favorite ID		
2 - User Options		
1099 Subject?	Both subject and not subject vendors	
Vendor(s)		
Vendor Sort Name(s)		
Vendor Category(s)		
Status	Active Vendors only	
Minimum Total Expense		
Maximum Total Expense		
Activity Date		
3 - Vendor Detail Selection		
Starting Transaction Date		
Ending Transaction Date		
Zip Code(s)		
Country(s)		
Foreign?	No - Select activity regardless of foreign address	
4 - Limit activity to those having Accounts with:		
Fund		
Resource		
Year		
Goal		
Function		
Object		
School		
Management		

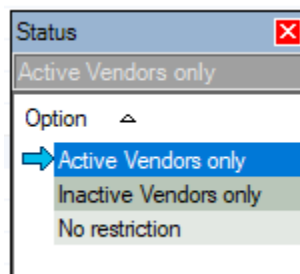
Report Options

Section 2 - User Options

- 1099 subject – Use the lookup to either include ONLY vendors subject to 1099 reporting or ONLY vendors that are NOT subject to 1099 reporting or BOTH. (Defaults to both types.)



- Vendor(s) – Use the lookup to select one or more vendors (providing at least two characters for the lookup). Or, enter a starting and ending vendor ID to get a range of vendors.
- Vendor sort name(s) – Enter a starting and ending vendor sort name to get a range of vendors. You may also use wildcards.
- Vendor Category(s) – Use the lookup to select one or more vendor categories for which vendors are selected.
- Status – Use the lookup to select all, active or inactive vendors. (Defaults to active.)



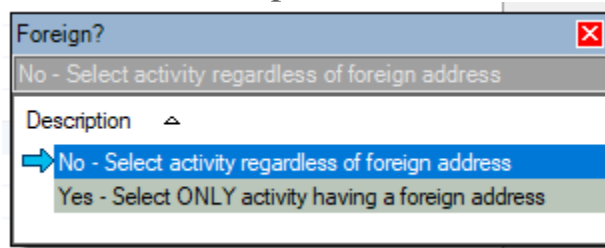
- Min/Max total expense range – Enter a minimum/maximum range to include vendors with total selected expenses within that range.
- Activity date – Enter a date to get a report of vendors that do not have selected activity on or after the date entered, regardless of requisitions and payments within the Transaction Date range.

Section 3 - Vendor Detail Selection

- Transaction date range – Enter a starting and ending transaction date to limit the report to payments with an invoice date within that date range.

Starting Transaction Date	1/1/2019
Ending Transaction Date	12/31/2019

- Zip Code(s) - Enter the first few characters of a zip code and/or use wildcards to limit the report to only vendors with those zip codes in their address.
- Country(s) - Enter the first few characters of a country name and/or use wildcards to limit the report to only vendors with those countries in their address.
- Foreign - Change to YES to limit the report to vendors with a foreign address.



Accounts

- Account selection – Enter one or more component values to limit the payments and requisitions selected.

Sort Options

- Vendor ID - Detail
- Vendor Name - Detail
- Vendor ID - Summary
- Vendor Name – Summary

Example #1

ReqPay28 Report to review **ALL** Vendor Detail **flagged for 1099** for Calendar Year 2019:

2 - User Options	
1099 Subject?	Yes - 1099 subject
Vendor(s)	
Vendor Sort Name(s)	
Vendor Category(s)	
Status	Active Vendors only
Minimum Total Expense	
Maximum Total Expense	
Activity Date	
3 - Vendor Detail Selection	
Starting Transaction Date	1/1/2019
Ending Transaction Date	12/31/2019
Zip Code(s)	
Country(s)	
Foreign?	No - Select activity regardless of foreign address

976171	Mickey Mouse	1099?	Yes	1099 Box	3	Last Used	05/24/2019
	Mickey Mouse 6862 Mouse Trap Ridge Disney Land, CA 91701						
	R19-02468	05/21/2019	P19-01087			250.00	
	R19-02468	05/24/2019	1722217	HONORARIUM 5-24-19			250.00
	Total Address					250.00	250.00
							0.00
975999	Daffy Duck	1099?	Yes	1099 Box	0	Last Used	02/04/2019
	Daffy Duck 1486 Daisy Dr. Gilroy, CA 95020						
	R19-01660	02/04/2019	1697263	SCHOLARSHIP 2-4-19			3,000.00
	R19-01660	02/04/2019				3,000.00	
	Total Address					3,000.00	3,000.00
							0.00
093881	Napoleon Dynamite	1099?	Yes	1099 Box	7	Last Used	10/22/2019
	Napoleon Dynamite dba: Pizza Gourmet 1415 Pizza Rd., Suite 231 Santa Rosa, CA 95403						
	R19-00886	01/28/2019	1703889	4641-28			96.11
	R19-00886	02/05/2019	1703889	4641-29			67.72
	R19-00886	04/04/2019	1714514	4641-32			140.26
	R19-01543	01/16/2019	1695519	4641-26			264.57
	R19-01543	01/17/2019	B19-00390			529.14	

Important NOTE:

Vendor #975928-Ashley Lozon indicates that she is flagged for a 1099, BUT notice the 1099 Box indicates **0**.

Recommendation: Review the Vendor Record and Payments to determine if the Vendor should receive a 1099. Is the Vendor/Payment record setup correctly?



975999	Daffy Duck	1099?	Yes	1099 Box	0	Last Used	02/04/2019
	Daffy Duck 1486 Daisy Dr. Gilroy, CA 95020						
	R19-01660	02/04/2019				3,000.00	
	R19-01660	02/04/2019	1697263	SCHOLARSHIP 2-4-19			3,000.00
	Total Address					3,000.00	3,000.00
							0.00

Example #2

ReqPay28 Report reviewing **ONLY Foreign Vendor** Detail for Calendar Year 2019:

2 - User Options	
1099 Subject?	Both subject and not subject vendors
Vendor(s)	
Vendor Sort Name(s)	
Vendor Category(s)	
Status	Active Vendors only
Minimum Total Expense	
Maximum Total Expense	
Activity Date	
3 - Vendor Detail Selection	
Starting Transaction Date	1/1/2019
Ending Transaction Date	12/31/2019
Zip Code(s)	
Country(s)	
Foreign?	Yes - Select ONLY activity having a foreign address

039510	Funtech	1099?	No	1099 Box	0	Last Used	08/13/2019
Funtech							
34 D Street R2J 3S9							
Winnipeg, MB							
Canada							
	R20-00614	07/30/2019	P20-00187			217.65	
	R20-00614	08/13/2019	1739142	349215-AT			217.65
Total Address						217.65	217.65
						0.00	
975875	Health Systems	1099?	No	1099 Box	0	Last Used	07/30/2019
Health Systems							
3770 Park Ave.							
M2H-3M6 Toronto, Ontario							
Canada							
	R19-01534	01/15/2019	P19-00612			187.50	
	R20-00608	07/30/2019	P20-00176			976.25	
Total Address						1,163.75	0.00
							0.00