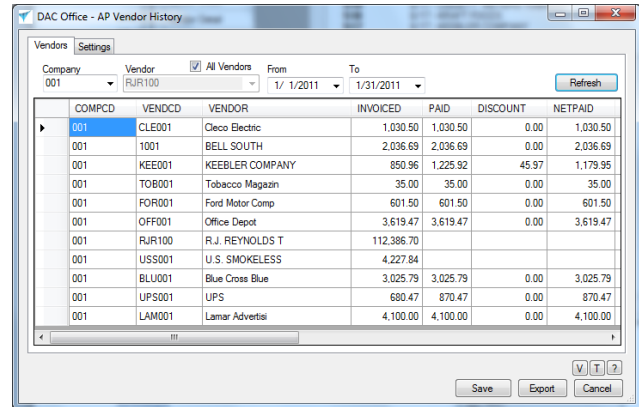


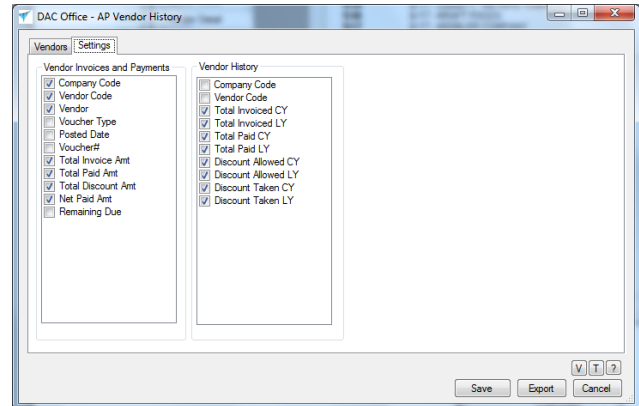
## Overview

The AP Vendor History report displays all vendor activity for a date range. Uncheck the "All Vendor" box to select only one vendor. Click the Refresh button after changing the Company, Vendor or Date Range to reload the grid. Also, any changes made to the settings tab will also require a refresh.



## Settings

Click on the Settings tab to select the data to be displayed in the grid. If changes are made on the Settings tab, click the Refresh button on the Vendors tab to refresh the grid. Click the Save button to save your settings.



## Exported Report

Click on the Export button to create an Excel spreadsheet.

