

## Overview

The Vendor Detail template is a one page dashboard report that shows how a selected vendor is doing. Select the Vendor from the drop-down box and then enter a current and previous year. Use the Category filter to include or exclude certain categories. Select the Time Frame, monthly or quarterly and then the Metric to compare, Sales, Cost or Profit.

## Exported Report

Click on the Export button to create an Excel spreadsheet. The report is a one page dashboard report showing Vendor information. The top and bottom six items are displayed in graphs, showing the current year in black and the previous year in blue.

