

## APY 3215

## Duplicate Vendors Report

**Explanation:** This report shows potential duplicate vendors. These vendors may share duplicate TINs, withholding names, withholding addresses, vendor names, vendor short names, or vendor addresses, depending on your search criteria.

**Navigation:** Vendors > Vendor Information > Maintain > Duplicate Vendor Report > Duplicate Vendor Request

### Run Control:

Favorites | Main Menu > Vendors > Vendor Information > Maintain > Duplicate Vendor Report

### Duplicate Vendor Request

Run Control ID: DUP\_VEN [Report Manager](#) [Process Monitor](#)

\*Request ID:  Description:

\*Process Frequency:

Report Request Parameters

SetID:   Search in all SetIDs

<b>Withholding</b> <ul style="list-style-type: none"><li><input checked="" type="radio"/> TIN</li><li><input type="radio"/> Withholding Name</li><li><input type="radio"/> Withholding Address</li></ul>	<b>Vendor</b> <ul style="list-style-type: none"><li><input type="radio"/> Name</li><li><input type="radio"/> Short Name</li><li><input type="radio"/> Vendor Address</li></ul>	<b>Voucher Payment</b> <ul style="list-style-type: none"><li><input checked="" type="radio"/> One vendor has a voucher paid</li><li><input type="radio"/> All vendors have vouchers paid</li></ul> <p>From Date: <input type="text" value="07/01/2014"/> <input type="button" value="B1"/></p> <p>Through Date: <input type="text" value="11/17/2014"/> <input type="button" value="B1"/></p>
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### Process Scheduler Request

User ID: dave.janson

Run Control ID: DUP\_VEN

Server Name:

Run Date:

Recurrence:

Run Time:

Time Zone:

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	<a href="#">Duplicate Vendor</a>	DUP_VNDR	PSJob	(None) ▾	(None) ▾	<a href="#">Distribution</a>

Go to Report Manager Link after report is finished running to see your report

## Duplicate Vendor Request

Run Control ID: DUP\_VEN

[Report Manager](#)

[Process Monitor](#)

Process Instance:391851

\*Request ID:

Description:

\*Process Frequency:

### Report Request Parameters

SetID:

Search in all SetIDs

#### Withholding

- TIN
- Withholding Name
- Withholding Address

#### Vendor

- Name
- Short Name
- Vendor Address

#### Voucher Payment

- One vendor has a voucher paid
- All vendors have vouchers paid

From Date:

Through Date:

Click on the Administration tab from the report manager page to see your report .pdf file

Favorites | Main Menu > Vendors > Vendor Information > Maintain > Duplicate Vendor Report

List | Explorer | Administration | Archives

View Reports For

Folder:  Instance:  to:  Refresh  
Name:  Created On:  Last  1 Days

Reports						
	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	Report					

[Go back to Duplicate Vendor Report](#)

 Save

List | [Explorer](#) | [Administration](#) | [Archives](#)

Click on the .pdf file name to open the report output

Favorites | Main Menu > Vendors > Vendor Information > Maintain > Duplicate Vendor Report

List | Explorer | Administration | Archives

View Reports For

User ID:  Type:   Minutes

Status:  Folder:  Instance:  to:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	364614	391852	DUP_VNDR_AE	11/17/2014 10:41:13AM	Text Files (*.txt)	Posted	<a href="#">Details</a>

Select All  Deselect All

Click the delete button to delete the selected report(s)

[Go back to Duplicate Vendor Report](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Sample Report Output:

	Report ID: APY3215	PeopleSoft Accounts Payable	Page No. 1
	Sort by:	DUPLICATE VENDORS	Run Date 12.Feb.2002
			Run Time 12:36:37 PM

Set ID ID Name Short Name TIN Withholding Name Address Seq # ADDRESS