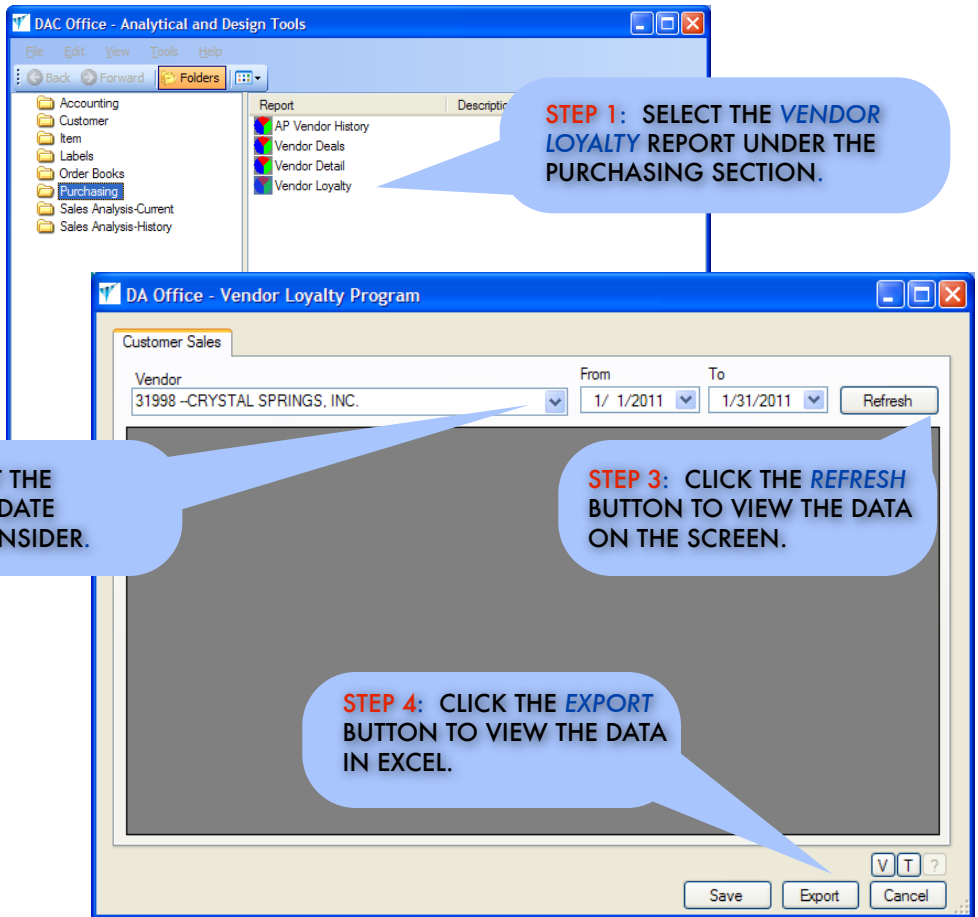


# DAC OFFICE

## VENDOR LOYALTY



## THIS REPORT GIVES VENDORS A LOOK A WHAT RETAILERS ARE BUYING!

The Vendor Loyalty report was initially created to satisfy the requirements of the Swisher Hygiene program.

Adding a vendor drop-down box allows the user to run it for virtually any vendor. The vendor drop-down box is populated with only vendors who have items that were sold during the time specified by the date range. If you don't see a vendor in the list, expand the date range, save the settings and restart the report to repopulate the vendor drop-down.

The report exports out to an Excel file. Once in Excel, the data can be manually copied into the vendor report.

Fields included on the report:

- Invoice#
- Posted Date
- Customer#
- Customer Name
- Customer Address
- Customer City
- Customer State
- Customer Zip
- Customer Phone
- Manufacturer Part#
- Item#
- Product Name
- Unit of Measure
- Quantity Sold
- Customer Price

The Vendor Loyalty report should satisfy the needs of most vendor programs. This report runs over the Order Detail History file, so caution should be used when running it for an expanded date range.

### STEPS:

1. Select the Vendor Loyalty report
2. Select Date Range and Vendor
3. Click Refresh to view on screen
4. Click Export to view in Excel

FIRST INTRODUCED IN  
VERSION 1.14

# 2011

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