



Texas Skyward User Group Conference

TX 2 - Vendor Data Mining

Teresa Brown

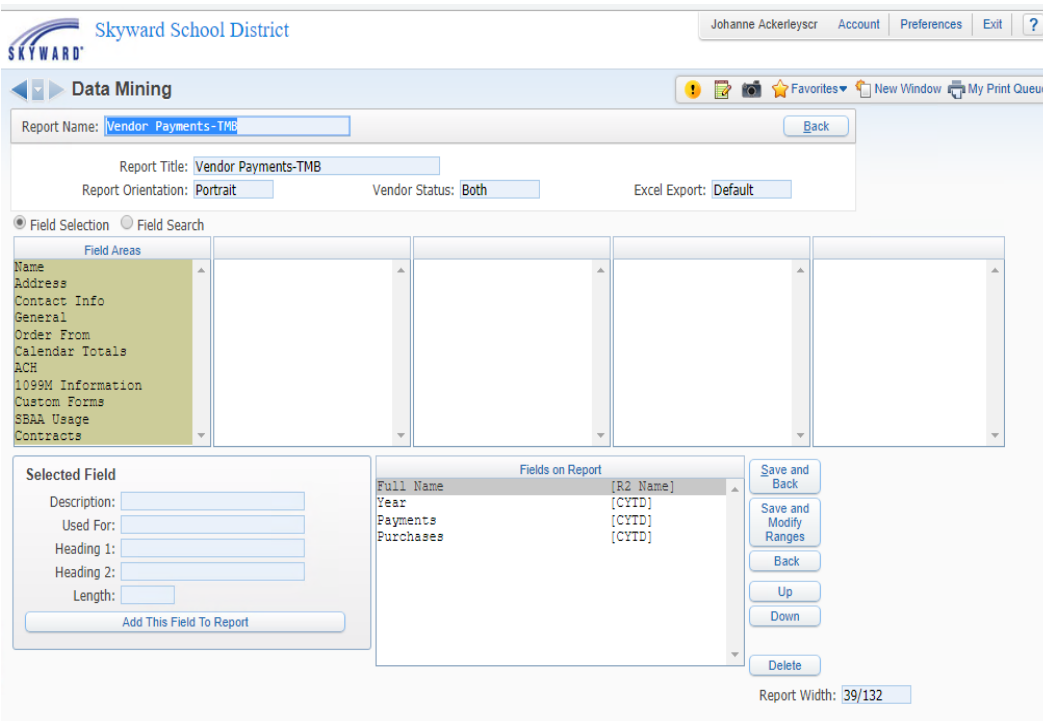


TX 02- Vendor Data Mining



- *This session will provide an overview of vendor data mining basics. Learn how to build custom reports using the data fields from the vendor area.*
- *Vendor Data Mining is an extremely flexible and effective tool that can be used to create user defined reports on vendor information, not otherwise collected by the software in a standard report format.*
- Demonstrate how to configure a vendor data mining template.
- Selecting fields to print data from available field areas.
- How to utilize ranges to limit data that displays on the report.
- Discuss use of the “Print Information on one line per person” option for Excel reports.
- Creating address labels for all or just a small range of Vendors.

Field Selection allows for different types of reports.



Skyward School District

Johanne Ackerleyscr Account Preferences Exit ?

Data Mining

Report Name: Vendor Payments-TMB Back

Report Title: Vendor Payments-TMB

Report Orientation: Portrait Vendor Status: Both Excel Export: Default

Field Selection Field Search

Field Areas

- Name
- Address
- Contact Info
- General
- Order From
- Calendar Totals
- ACH
- 1099M Information
- Custom Forms
- SBA Usage
- Contracts

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Add This Field To Report

Fields on Report

Full Name	[R2 Name]
Year	[CYTD]
Payments	[CYTD]
Purchases	[CYTD]

Save and Back

Save and Modify Ranges

Back

Up

Down

Delete

Report Width: 39/132

Information Labels can be created for Vendors. The information labels can include data beyond addresses, including TIN numbers.

A + federal credit unionscr 7163 Scramble avenue Scramble 00-0006934	A big bus co incscr 7225 Scramble avenue Scramble 00-0006999	A-star limousine servicescr 7595 Scramble avenue Scramble 00-0007423
Abc restaurant supplyscr 7985 Scramble avenue Scramble 00-0007836		



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THANK YOU FOR ATTENDING!

