

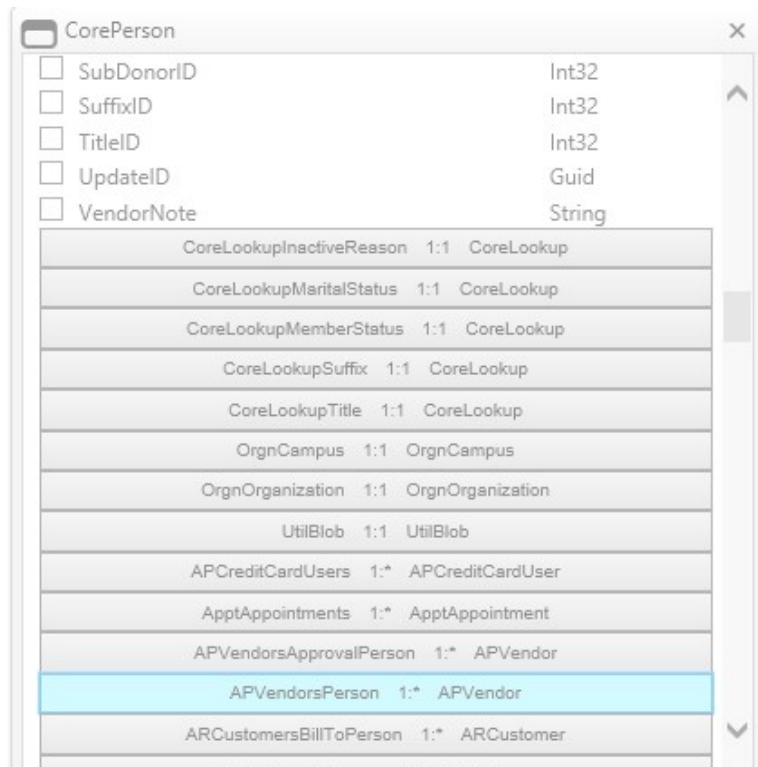
# How to Use Ad Hoc Reports

## Using Multiple Entities: Lesson 2

Approach: We will choose three different entities to see how the program automatically joins the entities. We will be using the CorePerson, APVendor, and APBoxOn1099. This report will produce a list of your 1099 vendors. Don't forget to save your work. **(NOTE: Be sure to use I.E for this exercise)**

### Select Entities

1. Click inside the list of entities
2. Type COREP and select CorePerson entity from the list
3. Checkmark the FullName field
4. Click Data Grid
5. Click Refresh
6. Enter a name for your report in the Report Name field.
7. Click the Save icon. (NOTE: when you are working with more than 2 entities it is a good idea to save your work after each step.)
8. Click Query Builder
9. Click on the CorePerson entity header and scroll to the end, locate and click on APVendorsPerson 1\* APVendor (NOTE: do not check any fields in APVendor. We are using this entity to limit the results to AP records only)



10. Scroll to the end of APVendor entity and click on APBoxOn1099 entity
11. Place a check mark in the Name field.
12. Click Data Grid
13. Click Refresh
14. To see only records that have a 1099 default status on their record:
  - a. Click the Filter on the Name column
  - b. Choose NotIsEmpty
  - c. No need to refresh, filters immediately execute

You now have a report showing all vendors that are setup to receive a FORM 1099.

APVendor		
<input type="checkbox"/>	PrintOnCheck	String
<input type="checkbox"/>	VendorID	Guid
	APBoxOn1099	1:1 APBoxOn1099
	APDistribution	1:1 APDistribution
	APProductLine	1:1 APProductLine
	APTerm	1:1 APTerm
	CorePerson	1:1 CorePerson
	CorePersonApprovalPerson	1:1 CorePerson
	GLAccount	1:1 GLAccount
	SSTenant	1:1 SSTenant
	AMItems	1:* AMItem
	APCharges	1:* APCharge
	APCreditCards	1:* APCreditCard
	APInvoices	1:* APInvoice
	APRekurs	1:* APRecur
	APVendorACHes	1:* APVendorACH
	APVendorAttachments	1:* APVendorAttachment

QUERY BUILDER      **DATA GRID**

Drag a column header and drop it here to group by that column

+ New    Open    Save

Full Name	Name
<input type="text"/>	<input type="text"/>
Johnny Parker - Johnny Parker/DBA Parker Janitorial Services	Misc. Box 7 - Nonemployee compensation
Kroger	Misc. Box 7 - Nonemployee compensation
Test Guy	Interest
Walmart	Misc. Box 7 - Nonemployee compensation
"Mow It Now" Landscaping Services1	Misc. Box 7 - Nonemployee compensation
FedEx Forum	Misc. Box 7 - Nonemployee compensation
Matt Williams	Misc. Box 2 - Royalties
Richard Anthony	Misc. Box 7 - Nonemployee compensation
Memphis Airport	Misc. Box 7 - Nonemployee compensation