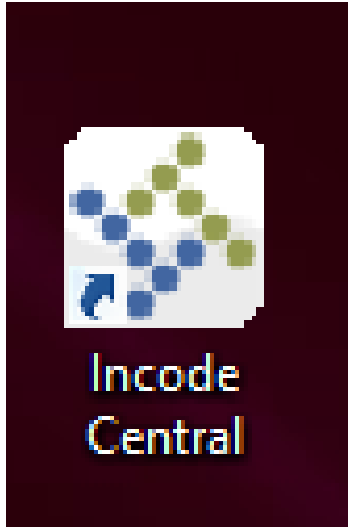


How-To Guide for Viewing Current Vendor Spend

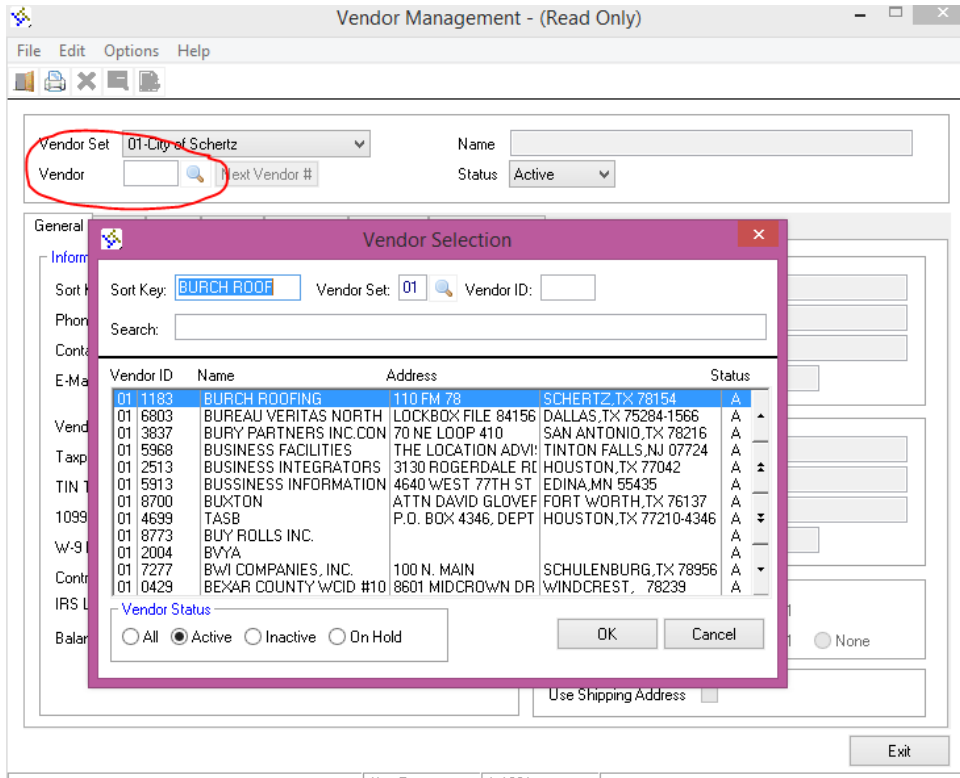
Step 1: Sign into Incode



Step 2: Menu -- Accounts Payable – Tools – Vendors

A screenshot of the "Vendor Management - (Read Only)" software window. The window has a purple title bar and a menu bar with "File", "Edit", "Options", and "Help". Below the menu bar is a toolbar with icons for home, print, close, and help. The main content area is divided into several sections. At the top, there are fields for "Vendor Set" (set to "01-City of Schertz"), "Vendor" (with a search icon and "Next Vendor #" button), "Name" (empty), and "Status" (set to "Active"). Below this is a tabbed interface with "General", "Other", "Detail", "Checks", "Information", "Comments", and "Purchase Orders" tabs. The "Information" tab is active. It contains several sections: "Information" with fields for Sort Key, Phone, Contact, E-Mail, Vendor Class, Taxpayer ID, TIN Type (SSN/EIN), 1099 Box, W-9 Received, Contractor Type, and IRS Levy; "Remittance Address" with fields for Address 1, Address 2, City, State, and Zip; "Shipping Address" with similar fields; "IRS 1099 Mag Media Reporting Fields" with radio buttons for Name and Addr1; and "IRS 1099" with a checkbox for "Use Shipping Address". At the bottom right is an "Exit" button. The status bar at the very bottom shows "Key Entry" and "ig1281".

Step 3: Select the vendor



Step 4: Choose the tab labeled "Other" to review purchases by Fiscal Year

