# Payee Report

To View a Payee Report click on the "Global Reports" tab then double click "Payee Report" here you can select the Payee by the option you have selected. Once you have made you selections click "ok" and your report will then be dispalyed. Click the "X" button at the top right corner to return to the Payee Report Menu . You can return to the Main Global Reoprts menu by clicking on te "Return "tab.

Click on Global Reports

Double Click Payee Report
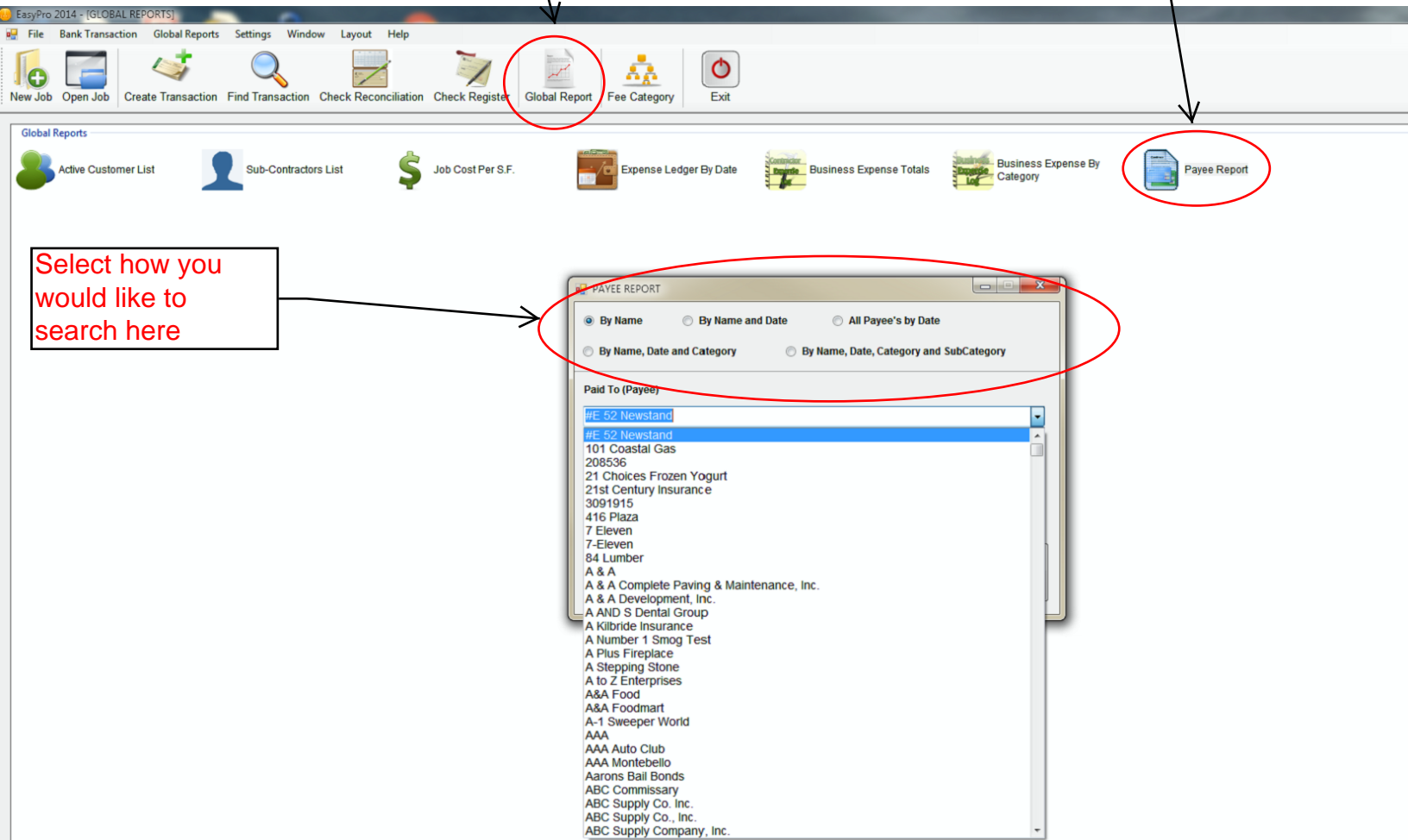
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