Vendor Document Inquiry

Vendor Document Inquiry is launched from the Documents tab in the Vendor Inquiry window when you double-click a vendor document.

The document inquiry window provides up to 7 tabs of document information – similar to the way that Sage 300 Accounts Receivable Customer Inquiry and A/R Document Inquiry operate.

The following screen displays all 7 Vendor Document Inquiry tabs.

In multicurrency systems, you can choose to display amounts in vendor currency or functional currency. You can also drill down to source batches and to order and purchase order source documents.

🗾 PTDEMO - Ven	dor Document Inquiry	—		×
<u>F</u> ile Settings <u>H</u> e	elp			
Document Number	TRANC 007.5 ► ► Q Invoice With different Ca	urrency and	Terms	
Transaction Type	Invoice - Summary Entered Vend	for Currency	•	USD
Vendor Number	SV-10000 Stewart Or and Associates, CPA			
Header Remit-To Ta	axes Rates Optional Flds. Details Transactions			
Source Application	AP			1
Batch Number	25 🖸 Batch Date 01/01/2019 Batch Type	Invoice		
Entry Number	5 C Doc. Date 01/01/2019 Document Type	Invoice		
Posting Sequence No.	17 Drill Down Date 01/01/2019 Year/Period	2019/01		
Order Number	Group Code SVC Service	Purchases		
PO Number	Account Set USA Account	ts payable, O	ther	
Tems	2N30 2% 10 Days or Net 30 Days	s Overridden		
Document Total	596,141.98	Paid		
Applied	-596,141.98 Date Paid 03/06/2019			
Amount Due	0.00 Due Date 01/04/2019			
Discount Amount	10,449.42 Discount Date 01/02/2019			
L		-		
			Clos	e

Using Vendor Document Inquiry

Vendor Document Inquiry is launched from the Documents tab in the Vendor Inquiry window when you select a document from the Documents tab.

The Vendor Inquiry icon appears under **TaiRox Productivity Tools > Accounts Payable Tools** on the Sage 300 desktop and can be copied to other menu locations.

S Sage 300 - Productivity Tools	Demo			Administrator			×
Home	Ĩ.						_
 TaiRox Productivity Tools 							
Accounts Payable Tools	Accounts	Payable Tool	s (Vendor Inqi	ury)			
Accounts Receivable Tools	Licensed to:	TAIROX SOFTWARE IN	C. TAIROX SOFTWARE INC				
General Ledger Tools	Dealer:	TAIROX SOFTWARE IN	c				
Inventory Control Tools	CC:	TAIROX SOFTWARE IN	c				
Multi-Company Tools							
Order Entry Tools				[==1]			
Payroll Tools							
Purchase Order Tools 👻	Extended Vendors	Vendor Inquiry	Extended Remit-To	Mail Merge	Ext. Pav	A/P Cre ment Ba	ate
۰ III + I					,		
Sage For Help, press F1				Session Da	ate: 1/10/	2020	⊻ /

Choose the Vendor currency

• For multicurrency systems, choose whether to view figures in the vendor currency or in your functional currency.

🗾 PTDEMO - Ven	ndor Document Inquiry -		×
File Settings He	elp		
Document Number	TRANC 007.5	nd Terms	
Transaction Type	Invoice - Summary Entered Vendor Curren	ncy 🔻	USD
Vendor Number	SV-10000 Stewart Or and Associates, CPA Vendor Currer Functional Cu	cy rency	

Look up addresses in Google maps

• Click the Address button on the Vendor Document Inquiry Address tab to confirm locations.

PTDEMO -		G https://www.google ≜ C Search
Eile Settings	Help	G 927 Warehouse Road Kansa ×
Vendor No.	4 1200 ▶ ► Q P Chloride Systems	Google recommends Try a fast, secure browser NO THANKS
Pending Requ	uistions POs PO Receipts PO Invoices PO Returns	
Profile Address	Comments Optional Rids. Remit-To Recur. Payables	
Address Line 1	927 Warehouse Road	
Address Line 2		
Address Line 3		
Address Line 4		τ. τ
City	Kansas Oty	
State/Prov.	MO	
Zp/Postal Code	59782	200-004EE YRd - +
Country	USA	-
Phone Number	(816) 555-3341	
Fax Number	(816) 555-3340	
Erral	customer, service Brhloride is com	Map data #2018 Google Canada Terma Send feedback 500 m

• Click the Address column headings for Remit-to address column headings to confirm the location of the selected remit-to address.

🖪 Remit-To	Description	Status	Date Last Mai	Optional Fields	🖃 Address Line 1	Address Line 2	A 1
KML	Kamloops Credit	Active	8/18/2010	Yes	15077 University Avenue		-
VAN	First National Ba	Active	8/18/2010	Yes	325 Sasmat Street		

Launch emails for vendors and vendor contact email addresses

• Click the E-mail or Contact's E-mail button on the Address tab to quickly create a new email.

Address Line 3			~	0 -	× 1• -					0 0	
Address Line 4		File		Message	Ins	ert O	ptions	Form	at Text	Review	~ 🕜
City	Kansas City		Ж	A	60		-				
State/Prov.	MO		Ba.	Back	Namer	locluda	Tant	1			
Zip/Postal Code	59782	Paste	\$	Text *	vames	*	iays	200m			
Country	USA	Clipboard	1 6					Zoom			
Phone Number	(816) 555-3341	Та	1,	ustomer	service@	chlorideus	.com				
Fax Number	(816) 555-3340		1								
E-mail	customer_service@chlorideus.com 🛹	Subject:	Ē	legardini	o Order	R938272	9				
Web Ste	www.chlorideus.com						-				-
Contact Name	Mr. Carl Jenner										=
Contact's Phone	() •										
Contact's Fax	() •										×
Contant's E-mail	ckienner@chlorideus.com		-	tomer re	niceRe	blorideu					

• You can also click the Email column heading to create an email for the selected additional contact.

Contact's E-mail	ckjenner@	ckjenner@chlorideus.com										
	Office) Phone (Other)		🖃 Email	Notes	Inactive	Date Inactive	Date L					
	5-1871		carmenjenner10	Get approval if o	No		3/15/2					
			does not use	@RealBarryWhite	No		3/15/2					

Look up Web sites in your browser

• Click the Web Site button on the Vendor Document Inquiry Address tab to look up Web sites.

Address Line 2			
Address Line 3		https://www.chlerideus/office-supples/	boards-ex × 🚔 → Search
Address Line 4		Boards & Example Office Su ×	
City	Kansas Oty		
State/Prov.	MO	Boards & Lasels	
Zip/Postal Code	59782		
iountry	USA		
hone Number	(816) 555-3341		
ax Number	(816) 555-3340	Best Match (relevancy) V	Page for 25
Enal	customer_service@chlorides_com		
Web Ste	www.chlorldeus.com		
Contact Name	Mr. Cal Jerner		
Centact's Phone	() -		
entact's Fax	() -		
Contact's E-mail	ckjermer@chlorideus.com		

Vendor Document Inquiry tabs – examples

Header tab

PTDEMO - Ve <u>F</u> ile Settings <u>F</u>	ndor Document Inquiry telp	- 🗆 X
Document Number	TRANC 007.5	urrency and Terms
Transaction Type	Invoice - Summary Entered Vend	dor Currency 👻 USD
Vendor Number	SV-10000 Stewart Or and Associates, CPA	
Header Remit-To	Taxes Rates Optional Rds. Details Transactions	
Source Application	AP	1
Batch Number	25 Batch Date 01/01/2019 Batch Type	Invoice
Entry Number	5 C Doc. Date 01/01/2019 Document Type	Invoice
Posting Sequence No.	17 Drill Down Date 01/01/2019 Year/Period	2019/01
Order Number	Group Code SVC Service	Purchases
PO Number	Account Set USA Account	ts payable, Other
Terms	2N30 2% 10 Days or Net 30 Days	s Overridden
Document Total	596,141.98	Paid
Applied	-596,141.98 Date Paid 03/06/2019	
Amount Due	0.00 Due Date 01/04/2019	
Discount Amount	10,449.42 Discount Date 01/02/2019	
L		
		Qlose

- In multicurrency systems, use the Currency dropdown in the top-right corner to display amounts in vendor currency or in functional currency.
- Use the Drill-Down buttons to view source batches and transactions as well as originating order and purchase order source documents.

☑ PTDEMO - Ven <u>F</u> ile Settings <u>H</u> e	ndor Document Inquiry ^{elp}		- ¤ ×
Document Number	TRANC 007.5	▶ Q	Invoice With different Currency and Terms
Transaction Type	Invoice - Summary Entered		Vendor Currency 👻 USD
Vendor Number	SV-10000 Stewart Or	and Assoc	ciates, CPA
Header Remit-To Ta	axes Rates Optional Rds. Details Tran	nsactions	
Remit-To	2		
Vendor Address		Rem	it-To Address
Address Line 1	Suite 15002]	Suite 15002
Address Line 2	1449 Los Alamos Drive]	1449 Los Alamos Drive
Address Line 3			
Address Line 4			
City	Los Alamos		Los Alamos
State/Prov.	CA		CA
Zip/Postal Code	99409		99409
Country	USA]	USA
Phone Number	(415) 444-3425]	(415) 444-3425
Fax Number	(415) 444-3622]	(415) 444-3622
E-mail	info@soacpa.com] 🗖	info@soacpa.com
Contact Name	Mr. Stewart Or]	Mr. Stewart Or
Contact's Phone	() -]	() -
Contact's Fax	() •		() -
Contact's E-mail	stewart@soacpa.com]	stewart@soacpa.com
			Qlose

Remit-To tab

- Click the Address Line 1 button to launch Google Maps.
- Click E-mail and Contact's E-mail buttons to launch your email client to create a new email.

Taxes tab

PTDEMO - V <u>F</u> ile Settings	/endor Docume <u>H</u> elp	nt Inquiry			- ¤ ×	
Document Number	TRANC 007	5		Invoice With different (Currency and Terms	
Transaction Type	Invoice - Sum	nary Entered		Ver	ndor Currency 🔹 USD	
Vendor Number	SV-10000	👩 Stev	vart Or and Associ	ates, CPA		
Header Remit-To	Taxes Rates C	ptional Flds. Details	Transactions			
Tax Group	CALIF	California	State Tax Group			
Tax Amount Control	Calculate					
Tax Authority	Authority Descri	Tax Class	Class Description	Tax Included	Tax Base	
STATE	State Tax	1	Taxable item	No	550,708.53	
COUNTY	County Tax	1	l axable mercha	No	550,708.53	
		m		_	15 100 150	
			Total	Tax	45,433.450	
					Glose	

Rates tab



Optional Fields tab

DTDEMO - Ve	endor Document Inquin	y		-	- ×
<u>File</u> Settings <u>I</u>	Help		_		
Document Number	TRANC 007.5		Q Invoice With diff	erent Currency and Te	ems
Transaction Type	Invoice - Summary Entered			Vendor Currency	▼ USD
Vendor Number	SV-10000	Stewart Or and A	ssociates, CPA		
Hander Pomit-To	Taxaa Rataa Ontional Ede	Dotaila Transacti	202		
Header Hemit-To	Taxes Trates Optional Has.	Details Harisacti	ons		
Q Optional Field	Optional Field Description	Q, Value	Value Description		^
APPROVED	Approved				
BACKORDER	Backorder				
COURIER	Courier				
DATERCVD	Date Rovd				
UPSZONE	UPS Zone	RED	Red Zone		
USER	User				
					=
					*
1					
					Close

Details tab

PTDEMO - Vendor Document Inquiry - X File Settings Help								
Document Nur	mber		RANC 007.5			Invoice With diffe	erent Currency and 1	lerms
Transaction T	vpe	Invo	pice - Summary E	Entered			Vendor Currency	
Vendor Numbe	er	SV-	10000	Ste	wart Or and Asso	ciates, CPA		
	_	_			_			
Header Re	emit-To	Taxes	Rates Optiona	al Flds. Detail	s Transactions			
Number Of Details 6 Job Related Has Retainage								
Distributio	Disc	ountable	Detail Amo	ount Adjus	tment Amount	Total Amount	Optional Fields	s G/ ^
FRT	Yes		2,33	1.95	0.00	2,331.95	Yes	614
MISC	Yes		5,86	3.40	0.00	5,863.40	Yes	63
OFFEXP	Yes		23,32	6.65	0.00	23,326.65	Yes	60.
OFFSUP	Yes		2,83	2.57	0.00	2,832.57	Yes	65(
RENT	Yes		37,33	1.36	0.00	37,331.36	Yes	65(
UTL100	Yes		524,45	6.05	0.00	524,456.05	Yes	671
								-
•	۰ III							•
								Close

Transactions tab

PTDEMO - <u>F</u> ile Settings	Vendor Documen <u>H</u> elp	t Inquiry	- ¤ ×						
Document Number	I ◀ TRANC 007.5	► ► Q	Invoice With different Currency and Terms						
Transaction Type Invoice - Summary Entered Vendor Currency 💌 USI									
Vendor Number SV-10000 0 Stewart Or and Associates, CPA									
Header Remit-To Taxes Rates Optional Rds. Details Transactions									
Sequence No.	Posting Date Year	Period Transaction Type	🖸 Reference Document No. Chec 🖍						
2	3/6/2019 2019	03 Prepayment - Applied	PREPY00000000000013 3/6/:						
4			-						
			,						
			Qose						