# Vendor Inquiry

Vendor Inquiry provides a convenient way to view data related to a Sage 300 vendor. Each tab focuses on one aspect of the vendor's data.

Note that some tabs and features shown below may not be available in your company, depending on which Sage 300 modules you use.

For example: the data available in Vendor Inquiry depends on:

- Whether or not PO is installed
- Whether PO is using IC items or is stand-alone
- The permissions of the user
- Whether or not specific TaiRox Productivity Tools are enabled

The following screen displays all 20 Vendor Inquiry tabs. The Vendor No button provides access to a "SmartFinder" search function that searches multiple columns in both vendor and remit-to locations and displays all matches – like a modern bowser search engine.

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<u>F</u> ile Settings	<u>H</u> elp							
Vendor No.	◀ 1200	I Q	Chloride Systems			Vendor (	Currency 🔹	USD
Pendina Requi	sitions POs PO Re	eceipts PO Invo	ices PO Returns PO CR/[	OR Purchases Aging	Items			
			Recur. Payables Activity			ents		
Short Name	CHLORIDE					Start Date	11/08/2008	
Legal Name						Last Maintained	03/15/2013	
Group Code	INV	Inventory Purch	ases			Active	11	
Account Set	USA	Accounts payab	le, Other			On Hold		
Rate Type	SP							
Bank Code	SEATAC	Seattle Tacoma	Bank					
Payment Code	CHECKUSD	USD check Sea	attle Tacoma Bank					
Check Language								
Delivery Method	Mail							
Tems	DUETBL	Due by Invoice	Date					
Retainage Terms								
Retainage %	0.00000							
Retention Period	0							
Tax Group	USDTAX	US Sales Tax -	Purchase					
Tax Authority	Authority Descri	Tax Class	Class Description	Registration Number	Tax Inclu	ded		
STATE	State Tax	1	Taxable item		No			
COUNTY	County Tax	1	Taxable merchandise		No			
-Vendor Account St Outstanding Balan		8,191.1	No. of Open In	voices 11	ה			
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Outstanding Retain		0.0						
Credit Limit		5,000.00	]					
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# Using Vendor Inquiry

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 I	Demo	Administrator	- 1	□ ×
Home				
TaiRox Productivity Tools				
Accounts Payable Tools	Accounts Payable Tools (Ve	endor Inquiry)		
Accounts Receivable Tools	Licensed to: TAIROX SOFTWARE INC, TAIRO	X SOFTWARE INC		
General Ledger Tools	Dealer: TAIROX SOFTWARE INC			
Inventory Control Tools	CC: TAIROX SOFTWARE INC			
Multi-Company Tools				
Order Entry Tools				
Payroll Tools				0
Purchase Order Tools 👻		nded Remit-To Mail Merge Locations		P Create nt Batch
4				
Sage For Help, press F1		Session D	ate: 1/10/202	0 🔽 /

#### Control which tabs appear

You can control which tabs appear on the Vendor Inquiry screen.

• Click on Settings > Tabs.



• Select tabs using the following form. The example below shows that all tabs will be displayed.

🕏 PTDEMO - Tabs	×
Available Tabs Include -> C<-Exclude All -> C<-None	Visible Tabs Address Comments Optional Rds. Remt-To Recur. Payables Activity Documents Payments Adjustments Pending Requisitions POS PO Receipts PO Re

#### Look up Vendors with the SmartFinder

Click the Vendor No. button at the top of the form to open the SmartFinder for searching vendors.

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<u>F</u> ile	Settings	Help			
Vendo	r No. 🛛 🛛	< 7200 ► ► Q C Koyo Precision Bearings	Vendor Currency	/ -	·

#### Search:

• Enter one or more words or word fragments in the search entry field to search multiple tables and fields.

S PTDEMO	- Vendor Inquiry	
<u>F</u> ile <u>H</u> elp		
Search	seattle	Find
Active Ven	dors Only	

- You can also filter for Active vendors.
- Search returns vendors and remit-to location records which contain the search string in any of the searched fields – for example, one record may have "Royal" in the name, where another may have it in the address field. Both records will be displayed.
  - **Using multiple words in the search?** Enter "300 Main" and the search will find entries "300 Main Street" as well as "123 Main Street, Suite 300".
  - **Searching for a phone number?** Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find "(451) 555-8991" as well as "(408) 451-8991".

#### Note:

- All of the word fragments must be present in one of the fields being searched. (For example, if you searched for "Ross Blvd", you will not see a vendor where "Ross" is in the Vendor Name field and "Blvd" is in the Address 1 field.)
- Addresses (e.g. the vendor address) are treated as a single field.

#### Display:

- The top grid displays the vendors matching the search criteria.
- The bottom grid displays the remit-to locations that match the search criteria.

Note that the remit-to locations *may not* be related to the vendor records displayed in the top part of the screen. The screen below displays remit-to locations for two different vendors.

- Click the Address 1 column heading or double-click the address to launch **Google Maps** with the vendor address. You can also check the locations of Ship-To and Bill-To addresses.
- Double-click email addresses (such as the Contact E-mail) to create new emails.

ile <u>H</u> el	p						
arch	seattle						Find
Active	endors Only						
Vendor N	umber Status	Vendor Name	Short Name	Address Lin	Address Line 2	Address Line 3	Address Line
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	m Remit-To Locations Only						
Active F	Remit-To Locations Only	Status	Description	🖃 Address Lin	Address Line 2	Address Line 3	
Active F /endor N	Remit-To Locations Only		Description Seattle Tacoma	Address Lin	Address Line 2 Tacoma Bay	Address Line 3	
Active F /endor N	Remit-To Locations Only umber Remit-To Locati	Status				Address Line 3	
Active F lendor N 200	Remit-To Locations Only umber Remit-To Locati SEATAC	Status Active	Seattle Tacoma	PO Box 13233	Tacoma Bay	Address Line 3	
Active F lendor N 200	Remit-To Locations Only umber Remit-To Locati SEATAC	Status Active	Seattle Tacoma	PO Box 13233	Tacoma Bay	Address Line 3	
Active F /endor N	Remit-To Locations Only umber Remit-To Locati SEATAC	Status Active	Seattle Tacoma	PO Box 13233	Tacoma Bay	Address Line 3	Address Line
Active F lendor N 200	Remit-To Locations Only umber Remit-To Locati SEATAC	Status Active	Seattle Tacoma	PO Box 13233	Tacoma Bay	Address Line 3	
Active F lendor N 200	Remit-To Locations Only umber Remit-To Locati SEATAC	Status Active	Seattle Tacoma	PO Box 13233	Tacoma Bay	Address Line 3	
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	Remit-To Locations Only umber Remit-To Locati SEATAC	Status Active	Seattle Tacoma	PO Box 13233	Tacoma Bay	Address Line 3	
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Active F /endor N	Remit-To Locations Only umber Remit-To Locati SEATAC	Status Active	Seattle Tacoma	PO Box 13233	Tacoma Bay	Address Line 3	
Active F lendor N 200	Remit-To Locations Only umber Remit-To Locati SEATAC	Status Active	Seattle Tacoma	PO Box 13233	Tacoma Bay	Address Line 3	
Active F lendor N 200	Remit-To Locations Only umber Remit-To Locati SEATAC	Status Active Active	Seattle Tacoma	PO Box 13233	Tacoma Bay	Address Line 3	

#### Selection:

- Double-click a vendor in the top grid to select and enter the vendor on the Vendor Inquiry form.
- Double-click a remit-to location in the bottom grid to enter the vendor.

## **Drill down to Extended Vendors screen**

The Drill Down button beside the Vendor Name field displays the TaiRox Productivity Tools Extended Vendors screen (or the Sage 300 Vendors screen if the TaiRox program is not enabled), allowing you to edit the vendor information – or copy the vendor to other Sage 300 databases.

You can also look up and edit the details for other vendors while you are on this screen.

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	Help	atoma		Marta	<u>^</u>		USD
Vendor No.	I 1200 ► ► Q Chloride Syn	sterns		Vendor	Currency	•	050
PTDEMO - E Eile Settings	xtended Vendors Help A/P Vendors		-	- ×			
Vendor Numb		२ + 🖻					
Vendor Name *	Chloride Systems						
				Required			
	Processing Invoicing Optional Fields Statistic		Comments				
Group Code *	INV Q Inventory Purchases	3					
Business Reg. No							
Con Hold	Last Maintained 03/15/2013	🛄 Ini	active				
Short Name	CHLORIDE Start Date 11/08/	2008 🛗					
Legal Name							
Address	927 Warehouse Road						
City	Kansas City	Country	USA	Q			
State/Prov.	MO	Telephone	(816) 555-3341				
Zip/Postal Code	59782	Fax	(816) 555-3340				
E-mail	customer_service@chlorideus.com	1					
Web Site	www.chlorideus.com						
Save	Delete		Copy Vendors	Glose			

#### **Choose the Vendor currency**

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

🛃 PTDEMO - Vendor Inquiry	-	×
<u>F</u> ile Settings <u>H</u> elp		
	Vendor Currency	USD
	Vendor Currency Functional Curren	

#### Look up addresses in Google maps

• Click the Address button on the Vendor Inquiry screen's Address tab to confirm locations.

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Vendor No.	🔹 🖌 1200 🕨 🕨 🖓 🕒 Chioride Systems		_
		Google recommends Try a fast, secure browser NO THANKS YES	
	quistions POs PO Receipts PO Invoices PO Returns		
Profile Address	Comments Optional Rds. Remit-To Recur. Payables	Sign in	
Address Line 1	927 Warehouse Road		
Address Line 2			
Address Line 3			
Address Line 4		i i i i i i i i i i i i i i i i i i i	
City	Kansas Oty		
State/Prov.	MO		•
Zp/Postal Code	59782	20404	
Country	USA		
Phone Number	(816) 555-3341	Strates Google (%)	-
Fax Number	(816) 555-3340		
C	Landaman anniae Bubbarde a ann	Map data #2018 Google Canada Terms Send feedback 500 m L	_

• 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	C Optional Fields	R Address Line 1	Address Line 2 A	^
	Kamloops Credit				15077 University Avenue		
VAN F	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 4	[	File	Message	Ins		ptions	Forma	t Text	Review	۵ 🕻
City	Kansas Oty		6 A			*	Q	R TEA	Renew	
State/Prov.	MO	Paste	Basic	Names	Include	Tags	Zoom			
Zip/Postal Code	59782			*	*	÷				
Country	USA	Clipboard	5				Zoom			
Phone Number	(816) 555-3341	То	customer	service @	chlorideus	.com				
Fax Number	(816) 555-3340									
Emai	customer_service@chlorideus.com 🗲	Subject:	Regardin	g Order I	#R938272	.9				
Web Ste	www.chlorideus.com			-						8
										102
Contact Name	Mr. Carl Jenner									-
Contact's Phone	() -									
Contact's Fax	() -									
Contact's E-mail	ckienner@chlorideus.com		customer_s		http://www.					2

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

ckjenner@chlorideus.com									
Office)	Phone (Other)	🖃 Email	Notes	Inactive	Date Inactive	Date L			
5-1871		carmenjenner10	Get approval if o	No		3/15/			
		does not use	@RealBarryWhite	No		3/15/2			
	Office)	Office) Phone (Other)	Office)         Phone (Other)         Email           5-1871         camenjenner10	Office)         Phone (Other)         Email         Notes           5/1571         camenjenner10         Get approval if o	Mice)         Phone (Other)         Email         Notes         Inactive           51871         comercement0         Get approval if o         No	Mice)         Phone (Other)         Image: Second se			

#### Look up Web sites in your browser

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

Address Line 2		1	
Address Line 3		(<) (bttps://www.chlorideus/office-supplies/boards-ez + ≜ → Search	P- 0 \$ 8
Address Line 4		Boards & Earth Office Su ×	
City	Kansas Oby		Account
State/Prov.	NO	Boards & Easels	
Zp/Postal Code	59782		
Country	USA		
Phone Number	(816) 555-3341	serroy Best Match (relevancy) ✓ 1 2 3 4 5 > Page 1 of 25	20 Items Per Page
Fax Number	(816) 555-3340	sweay Best Match (relevancy) ✓ 1 2 3 4 5 > Page 1 of 25	20 items Per Page
Erral	customer_aervice@chioridey_com		2
Web Ste	www.chlorldeus.com		No. of Concession, Name
Contact Name	Nr. Cal Jerner		
Cented's Phone	() -		
Contact's Fax	() -		
Contact's E-mail	ckjenner@chlorideus.com		

# Vendor Inquiry tabs - examples

## Profile tab

Vendor No.	1200								1 1 1 0		Ū
			🔍 🎦 Chlo	nde Systems					Vendor 0	urrency -	Ľ
Pending Requis								Items			
	Comments Opt	ional Hds.	Remit-To Re	cur. Payables	Activity	Documents	Payments	Adjustm		11/08/2008	
hort Name	CHLORIDE								Start Date Last Maintained	03/15/2013	
egal Name	INV	laura	tory Purchases						Active	/ /	_
iroup Code	USA		unts pavable, O			On Hold		-			
ccount Set	SP	ACCO	unts payable, U	ther							
late Type											
ank Code		SEATAC Seattle Tacoma Bank									
ayment Code	CHECKUSD	USD check Seattle Tacoma Bank									
heck Language											
elivery Method	Mail										
ems	DUETBL	Duet	by Invoice Date								
letainage Terms											
letainage %	0.00	000									
letention Period		0									
ax Group	USDTAX	US S	ales Tax - Purch	nase							
Tax Authority	Authority Desc	і Т	ax Class 🛛 Clas	s Description		Registration N	lumber	Tax Inclu	ded		
STATE	State Tax		1 Taxa					No			
COUNTY	County Tax		1 laxa	able merchandi	se			No			
											_
Vendor Account Sta Outstanding Balance			8,191.11	No	of Open Inv	oices	11				
Prepayment Amoun			-550.75		of Prepayme	_	4				
Outstanding Retain		-	0.00					1			
Credit Limit			5,000.00								

#### Address tab

PTDEMO <u>File</u> Settings		Inquiry									
Vendor No.	1200		🔍 🤷 Chloride Sy	stems				Vendor Currency	▼ US		
	_		PO Invoices PO F								
Profile Address			Remit-To Recur. Pa	ayables Activity [	Documents	Payments	Adjustments				
Address Line 1	927 Wareh	ouse Road									
Address Line 2											
Address Line 3											
Address Line 4											
City	Kansas City	/									
State/Prov.	мо										
Zip/Postal Code	59782										
Country	USA										
Phone Number	(816) 555-3	(816) 555-3341									
Fax Number	(816) 555-3	340									
E-mail	customer_s	ervice@chlorideus	.com								
Web Site	www.chlorid	deus.com									
Contact Name	Mr. Carl Jer	ner									
Contact's Phone	() -										
Contact's Fax	() -										
Contact's E-mail	ckjenner@	chlorideus.com									
	Office)	Phone (Other)	🖃 Email	Notes	Inactive			Date Inactive	Date L		
	5-1871		camenjenner10	Get approval if o					3/15/2		
			does not use	@RealBarryWhite	No				3/15/2		
	_										
						III			•		

• Click the Address button or Address headings to launch Google Maps. Click email buttons or column headings to launch an email client. Click the Web Site button to launch a browser.

## Comments tab

PTDEMO - Vendor Inquiry     Eile Settings Help	- ¤ ×
Image: Security Securi	Vendor Currency
Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR P	
Profile Address Comments Optional Rids. Remit-To Recur. Payables Activity Docu Order By Date Entered	iments Payments Adjustments
Date Entered Expiration Date Follow-up Date Comments	
	nding caused by mail delay.Have Valeire to call Carl to clarify.
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# **Optional Fields**

endor No.		Chloride	e Systems		Vendor Currency 👻 U
	itions POs PO Receipts PO				_
ofile Address	Comments Optional Fids. Ren Optional Field Description	nit-To Recu Value Set	C Value	Documents Payments Adjustmen	ts
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PCNTCTTYPE	Accounts Payable Contact		Enance	Enance	
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ISCNTGRACE	Discount Grace Period	Yes	30		-
UEDATEPRD	Due Date Grace Period	Yes	10		
OTE	Note	Yes			
URCHASEREP	Vendor's Purchasing Repre	Yes			
EMPVENDOR	Temporary Vendor	Yes	No		
IPSZONE	UPS Zone	Yes	RED	Red Zone	

## Remit-To tab

/endor No.	◀ 1200		🔍 🎦 Chloride	Systems			Vendor Currency	
					CR/DR Purchases Aging ivity Documents Payments			
	Comments Option	ai rids.	Nemit-To Necur.	rayables Act	ivity Documents Payments	Adjustments		
imary Remit-To rder By	Remit-To	_∟∟ ] ‡						
								-
Remit-To	Description	Status	Date Last Mai	Coptional F	ields Address Line 1 Box 1802	Address Main Po		A ^
POBOX SEATAC	Chloride Office Seattle Tacoma		8/18/2010 8/18/2010	Yes Yes	PO Box 13233	Main Po Tacoma		

# **Recurring Payables tab**

PTDEMO <u>File</u> Settings									-		×
Vendor No.	◀ ◀ 🌆	90	Q 🖪	Raeside Equipr	nent Ltd.				Vendor Currenc	• •	USD
-		POs PO Receipts nts Optional Flds.									
Order By Re	ecurring Pay	yable 🌲								6	•
Recurring Payab EQUIPMENT		Description Equipment Rental		Inactive Date	Date Last Mai 8/18/2010	. Invoice	Subto	Total Tax Am	Document Total	Ves	* III
•										Þ	Ŧ
Distribution Code		oution Description	G/L Accor 6260		Account Descript		Distribute	ed A Discour	ntable Comme	nt	1
EQUIP	Equip	ment rental	6260		Equipment lease	orrent	:	000.00 Yes			=
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## Activity tab

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	POs PO Receipts PO I				
rofile Address Comm	nents Optional Flds. Remit	To Recur. Payables	Activity Docume	nts Payments Adju	stments
itatistics			Amount D	ocument	
lighest Balance This Ye	ar		16,512.33 1	2/7/2009	
lighest Balance Last Ye	ar		0.00		
argest Invoice Last Yea	r		15,631.82 4	/13/2009	
ast Invoice			108.25 7.	/5/2020	
ast Payment			-100.00 7.	/5/2020	
ast Credit Note			-1,009.64 1.	/14/2020	
ast Debit Note			0.00		
ast Adjustment			-10.00 7.	/5/2020	
ast Discount			0.00		
ar 2020 Q	Total Days to Pay Average Days to Pay		Total Days to Pay Average Days to Pay	0.0	
nod v					
	Amount	Count	YTD Amount	YTD Count	
ransaction Type					
nvoices	0.00	0	0.00	0	
avoices	0.00	0	0.00	0	
avoices ayments Jiscounts Taken	0.00 0.00 0.00	0 0 0	0.00	0	
nvoices 'ayments Niscounts Taken iredit Notes	0.00 0.00 0.00 -932.70	0 0 0 1	0.00 0.00 -932.70	0	
ivoices layments liscounts Taken iredit Notes lebit Notes	0.00 0.00 -932.70 0.00	0 0 1 0	0.00 0.00 -932.70 0.00	0 0 1 0	
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#### **Documents tab**

ITDEMO - Vendor Inquiry File Settings Help	- 0	×
Vendor No.   4 4 1200	Vendor Currency	<ul> <li>USD</li> </ul>
Pending         Requisitions         POs         PO Receipts         PO Invoices         PO Returns         PO CR/DR         Purchases         Aging         tems           Profile         Address         Comments         Optional Fids.         Remt-To         Recur. Payables         Activity         Documents         Payments         Adjustments           Document Type         VI         VI	iounts	
Order By Document Number 🗸 🚖 Document Number 📿		-
Doc         C1         Document Number         LI         PO Number         L2         Order Number         Doc.         Description           N         1200-01         1	Terma DUETBL DUETBL DUETBL DUETBL N30 N30 N30 N30 N30	× + ds =
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		Þ
Posting Date Year Period Transaction Type 🖸 Reference Document No. Transaction Am Bank C	Check Numbe	
5/31/2020 2020 05 Payment - Posted PY0000000000000055 -500.00 FCBANK	00000120000	
6/30/2020 2020 06 Payment - Posted PY000000000000000000000000000000000000	00000120001	12 *
Refresh	Close	

- Click the Document Number column heading to launch the Vendor Document Inquiry function for the selected document.
- The middle and bottom grids show the details for the document selected in the top grid.

## Payments tab

		Receipts PO Invoid		CR/DR Purchase			
rofile Address	Comments Optio	nal Flds. Remit-To	Recur. Payables Ac	tivity Documents	Payments Adjustments		
Payment Status V Outstanding	Cleared	Reversed	Order By	Check Number	• ‡		
			Check Number		Q		
Check Number	Check Date	Payment Status	Remit To	Payment Amount	Discount Amount Adju	ustment Amo	Tax An 🔦
000000000000000000000000000000000000000	6/5/2020	Outstanding	Chloride Systems	100.00	0.00	0.00	_
00000000002	6/5/2020	Outstanding	Chloride Systems	100.00	0.00	0.00	
0000000003	7/5/2020	Outstanding	Chloride Systems	100.00	0.00	0.00	
00000000390	4/1/2019	Outstanding	Leon Industries	3,753.52	0.00	0.00	
0000000394	6/19/2019	Outstanding	Leon Industries	15,631.82	0.00	0.00	
00000000470	7/27/2019	Outstanding	Leon Industries	5,537.90	0.00	0.00	
00000000511	7/27/2019	Outstanding	Leon Industries	2,019.30	0.00	0.00	
00000000517	3/18/2020	Outstanding	Leon Industries	6,935.83	0.00	0.00	
00000000520	3/18/2020	Outstanding	Leon Industries	2,019.30	0.00	0.00	
00000000521	4/25/2020	Outstanding	Leon Industries	4,563.26	0.00	0.00	
00000000555	6/23/2020	Outstanding	Chloride Systems	250.75	0.00	0.00	Ŧ
							F
Posting Date	Year	Period	Transaction Type	Q Reference	Payment Amount		*
3/18/2020	2020	03	Payment - Posted	CC485-2281233	4.254.17		
3/18/2020	2020	03	Payment - Posted	CC485-2281245	2.681.66		E
10/2020	2020	00	r dymonic i r dated	00400 2201240	2,001.00		

• The bottom grid shows the details for the check selected in the top grid.

## Adjustments

					Vendor Cur	roncy	- U
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		1			2020	01	-
	m				_		•
		Rents         Optional Rds.         Remt-To         Recur: Psyables         Activ           Number	Reference         Document         Call         Documents           Approx/000000000000000000000000000000000000	Berts         Optional Rds.         Rent-To         Recur.         Rayments         Adj           Number	Image: Construction         Construction         Construction         Payment Number         Paymen	Berts         Optional Rids.         Renti-To         Recur.         Ray and the second s	Berts         Optional Rds.         Remt-To         Recur. Payables         Activity         Documents         Payments         Adjustments           Number         +         -

- Click the Reference Document column heading to display the adjustment.
- Click Document Number column to display the original document that was adjusted.

## Pending tab

Pending documents are ones that haven't been posted yet.

PTDEMO - <u>F</u> ile Settings	Vendor Inquiry <u>H</u> elp					>
Vendor No.	◀ 1200	▶ ▶ ♀ ਞ ਥ	loride Systems			Vendor Currency 👻 🛛
	is Comments Optio itions POs PO Rec			Activity Documents CR/DR Purchases	s Payments Adjustme Aging Items	ents
Transaction Type		V PY V PP	Apply MP	AD		<b>-</b>
Transaction Type		Transaction Date	Description	Entry Reference		ank Currency Transaction Am
Payment	PY000000000	1/10/2020			Seattle Tacoma Ca	AD 169.
•				1		•
Q Document No 1200-01	umber Payment Nu		noun Document 118.25	Net Bal Discount 0.00	Amount Paymer	nt Amount Discount Amount 118.25 0.00
100-01		1	0.13	0.00	0.00	0.13 0.00
•						•
Refresh						
Refresh						Close

## **Requisitions tab**

render n	No. ┥ ┥ 1200	🕨 🕨 🖓 📔 Chio	ride Systems			Vendor Currency	Ţ U
Profile	Address Comments	Optional Flds. Remit-To	Recur. Payables	Activity Documents Payments	Adjustments		
ending	Requisitions POs	PO Receipts PO Invoices	PO Returns PO C	CR/DR Purchases Aging Item	ns		
rder By	Requisition Number	r 💠 📝 Show Complete	d Requisitions	Show On-Hold Requisition	15		
🗳 Req	uisition Printed	Requisition Date	Description	Reference Func. Exten	ded Request	ted by Date F	Require
RQNOOD	000001 No	1/7/2019	To refill inventory	Reg Book Entry	0.00 Dora Ro	salinie 1/7/20	)19
RQN000	00007 No	11/12/2019	To refill inventory	Req Book Entry	0.00	11/12	2019
							-
(							F.
Complete	ed Item Number	Item Description	Vendor	Name	Location	Drop-Ship	Q.
No	A1-103/0	Fluorescent Desk Lamp	2300	Torrington Ltd.	1	No	=
No	A1-310/0	Halogen Desk Light	2300	Torrington Ltd.	1	No	
Yes	A1-105/0	13W Mini Fluorescent Bulb		Intercontinental Electronics	1	No	
Yes	A1-320/0	50W/12V Halogen Bulb	1500 2300	Gould Manufacturing Ltd.	1	No	
No Yes	A1-310/0 A1-105/0	Halogen Desk Light 13W Mini Eluorescent Bulb		Torrington Ltd. Intercontinental Electronics	4	No	
Yes	A1-320/0	50W/12V Halogen Bulb	1500	Gould Manufacturing Ltd.	4	No	
100	111 32070	South 124 Hologen bolo	1500	citata Manaractaning Etc.	-	140	
							-
							•

- Click the Requisition column heading to display the selected requisition.
- The bottom grid shows the details for the requisition selected in the top grid.

#### POs tab

🛃 PTDEM <u>F</u> ile Settir	10 - Vendor Inc ngs <u>H</u> elp	quiry				- 🗆 X
Vendor No.	🔹 🔹 1200	🕨 🕨 🔍 📔 🖬	loride Systems			Vendor Currency 👻 USD
Profile Ad	dress Comments	Ontional Eds Remit-To	Recur Pavables A	ictivity Docum	ents Payments Adjustments	
		PO Receipts PO Invoices			es Aging Items	
Purchase On Active	rder Type V Stand	ing 🔽 Future	V Blanke			
	Purchase Order Nur					_
Order By			leted Purchase Orden	Description	Show On-Hold Purchase Orde	Total Expected Am
PO00000001		raer Printea	1/23/2020	Standing order f		397.12
PO00000002 PO00000003		No No	6/23/2020 2/5/2020	Standing order f	Jun 2010 PO	397.12 0.00
P00000003	Active	NU	2/3/2020			0.00
-						
•		m				F.
Completed	Item Number	Item Description	Location D	rop-Ship	Quantity Ordered Unit of Me	
	A1-103/0 A1-105/0	Fluorescent Desk Lamp 13W Mini Fluorescent Bulb	1 N		15 Ea. 20 Ea.	19.990( = 3.350(
						-
•						F.
<u>R</u> efrest	h					Glose

- Click the Purchase Order column heading to display the selected PO.
- The bottom grid shows the details for the PO selected in the top grid.

#### PO Receipts tab

endor No.		1200		। ् <u>।</u> ि	loride Systems	,						Vendor Cur	Tency		U
011001110.						·							loney		-
Profile	Address	Comments	Ontional Ed	s. Remit-To	Recur Pava	hles Activ	itv Docume	ents Pa	yments	Adjust	nents				
	Requisitio		PO Receipts	PO Invoices			-		g Item	_	10110				
der By	Receip	ot Number	<b></b>	Show Com	pleted Receip	ts								-	4
Receip	xt Nu	Printed	Rec	eipt Date	Description	Re	ference			Total	Comple	ted	Invoice	ed –	-
CP00000	010	No	3/9/	2019	Mar 2009 red	eip Un			3.7	3.52	Yes		Yes		
RCP00000	012	No	4/13	/2019	Apr 2009 rec		t 2		15,63	1.82	Yes		Yes		
RCP00000	015	No	7/3/	2019	Jul 2009 rece		t 1				Yes		Yes		
RCP00000	016	No	7/3/	2019	Jul 2009 rece	eipt Uni	t 2		2.0	9.30	Yes		Yes		
RCP00000		No		/2019	Oct 2009 red						Yes		Yes		
RCP00000		No		/2019	Oct 2009 red						Yes		Yes		
RCP00000		No		/2019	Dec 2009 re						Yes		Yes		
RCP00000		No		/2019	Dec 2009 re						Yes		Yes		
RCP00000		No		2020	May 2010 re					2.97			Yes		
RCP00000		No		/2020	May 2010 re						Yes		Yes		
RCP00000 RCP00000		No No		/2020 /2020	Jun 2010 rec Jun 2010 rec						Yes Yes		Yes		
RCP00000		No		/2020	Jun 2010 rec					4.46			Yes		
	075	140		111	3011 2010100	ept on			J	4.40	169		165		
															_
Completes	Ite	m Number	Item De	scription	Locatio	n D	op-Ship		Quantity F	Receive	d Un	t of Measure			1
No	A1	-320/0	50W/1	V Halogen Bul	b 2	N	)			3	0 Ea.				E
No	A1	-105/0	13W M	ni Fluorescent B	Bulb 2	N	)			3	0 Ea.				
No		-310/0		n Desk Light	2	N					25 Ea.				
No		-103/0		ent Desk Lamp		N					i0 Ea.				
No		-400/0		ote Book	2	N					i0 Ea.				
No		-450/0	Bulletin		2	N					25 Ea.				
No		-470/0		e White Board		N					25 Ea.				
No No		-401/0 -460/0		alendar Pad Ielamine Board	2	N					13 Ea. 10 Ea.				
10	Al	-460/0	White N	lelamine Board	2	N	0				0 Ea.				
															-
_	III	_												•	

- Click the Receipt Number column heading to display the selected receipt.
- The bottom grid shows the details for the receipt selected in the top grid.

## PO Invoices tab

endor No.	◀ 1200	▶ N Q 🛯 🖻	nloride Systems				Vendor Curr	ency 👻 US
	s Comments O				Documents Payme		nts	
	tions POs PO I	_	PO Returns	PO CH/DR F	urchases Aging	Items		
der By Invoi	ice Number	\$				_		
Invoice Nu	Invoice Date	Description	Reference	Total	Receipt Nu	Receipt Date	ピ Purchi	ase 0 🕑 ^
200-01	6/5/2020			21.680	RCP0000086	6/5/2020		No
C485-2281032	3/9/2019	Mar 2009 receip	Unit 1	3,753.520	RCP00000010	3/9/2019	PO00000	011 No
C485-2281175	7/3/2019	Jul 2009 receipt	Unit 1	5,537.900	RCP00000015	7/3/2019		No
C485-2281179	7/3/2019	Jul 2009 receipt	Unit 2	2,019.300	RCP0000016	7/3/2019		No
C485-2281233	10/6/2019	Oct 2009 receipt	Unit 1	4,254.170	RCP00000017	10/6/2019		No
C485-2281245	10/6/2019	Oct 2009 receipt	Unit 2	2,681.660	RCP0000018	10/6/2019		No
C485-2285330	12/7/2019	Dec 2009 receipt	Unit 2		RCP0000022	12/7/2019		No
C485-2285735	12/7/2019	Dec 2009 receipt	Unit 1	5,537.900	RCP0000021	12/7/2019		No
C485-2287453	4/13/2019	Apr 2009 receipt	Unit 2	15,631.820	RCP00000012	4/13/2019		No
N120111	5/5/2020	May 2010 receip			RCP0000027	5/5/2020		No
N120121	5/10/2020	May 2010 receip		304.460	RCP0000043	5/10/2020		No
N120131	6/23/2020	Jun 2010 receipt		304.460	RCP0000060	6/23/2020		No
N120141	6/30/2020	Jun 2010 receipt	Unit 2	243.560	RCP0000074	6/30/2020		No 🔫
								Þ
ully invoiced	Item Number	Item Description		Location	Quantity Re	ceived Unit o	f Measure	Unit Co 🔺
'es	A1-320/0	50W/12V Halogen Bu	du	2		30 Ea.		3.39000 =
'es	A1-105/0	13W Mini Fluorescent		2		30 Ea.		3.35000
'es	A1-310/0	Halogen Desk Light		2		25 Ea.		23.50000
'es	A1-103/0	Fluorescent Desk Lan	1p	2		50 Ea.		19.99000
'es	A1-400/0	Desk Note Book		2		50 Ea.		7.25000
'es	A1-450/0	Bulletin Board		2		25 Ea.		7.25000
'es	A1-470/0	Dry-erase White Board	d Markers	2		25 Ea.		5.15000
'es	A1-401/0	Desk Calendar Pad		2		33 Ea.		5.7500(
'es	A1-460/0	White Melamine Board	ł	2		50 Ea.		16.32000
	m							*

- Click the Invoice Number column heading to display the selected invoice.
- Click the Receipt Number column heading to display the selected receipt.
- Click the Purchase Order Number column heading to display the selected PO.
- The bottom grid shows the details for the invoice selected in the top grid.

#### PO Returns tab

Vendor No.     I     I     1200     I     I     C     I     Vendor Currency     V     V       Polio     Address     Control     Polio     Recur. Payables     Achryt.     Documents     Adjustments       Rending     Reculations     File     Polio     Polio     Recur. Payables     Achryt.     Documents     Payments     Adjustments       Rending     Reculations     File     Polio     Polio     Polio     Rending     Recurre     Polio       Return     Number     Return     Decorption     Ref.     Total     Complet.     Is Credited     IC Option.     IC Comment     It Pauch.     It Polio       RET00000011     Market     Ref.     Total     Complet.     Is Credited     It Option     It Polio     It Polio       RET00000011     Market     Ref.     Total     Complet.     It Control     It Polio     It Polio     It Polio       Ref.     Number     Ref.     Location     Quartity Received     Extended Cott     Decourt Received     Quartity Return *       Ref.     Number     Ref.     State     3     10     195.00     0.00       C1:50:06     High Back Am Titer     3     10     566.50     0.00							
Bendang         POL         PO Becopts         PO Invoices         PO Return         PO	/endor No.	▲ 1200	Chlorid	de Systems		Ven	dor Currency 👻 USI
ending Requestions PDs PD Recepts PD Involces PD Return 2 PD CR/DR Purchases Aging Items	Profile Addres	ss Comments Optional Fids	s. Remt-To Re	scur. Pavables Activity	Documents Pavm	ents Adjustments	
With Market         Refun         Total         Complet         Ist Credited         Ist							
Number         Nem Section         Location         Quartity Received         Extended Cost         Discourt Received         Quartity Received           11:000/8         Reveseent Devictano         Location         Quartity Received         Discourt Received         Quartity Received         Distreceived         Quartity Received	der By Reti	um Number 🍦					
Number         Nem Section         Location         Quartity Received         Extended Cost         Discourt Received         Quartity Received           11:000/8         Reveseent Devictano         Location         Quartity Received         Extended Cost         Discourt Received         Quartity Received           11:000/8         Reveseent Devictano         1         0.0011         1959.00         0.001         1           11:000/8         Rat Soreen SS Hx SW         3         10         1959.00         0.000         1	Return Number	Return Date Description	Ref	Total Complet Is Cre	dited 12 Option	TA Comment TA Pur	ch 🗳 Receipt
Number         Item Description         Location         Quartity Received         Extended Cost         Discourt Received         Quartity Return           11-103/0         Rucescent Desk Lamp         3         10         199.00         0.00         1           15:00/8         High Back Am Titler         3         10         999.90         0.00         1           15:200/8         Rat Screen 56 H x 5W         3         10         666.50         0.00         1	RET0000001	1/14/2020 Duplicate	88 1.009	).640 No No		returned on	
Item Description         Location         Quarity Received         Extended Cost         Discourt Received         Quarity Return           11/03/0         Rucescert Deak Lango         3         10         195 00         0.00         1           11/03/0         Rucescert Deak Lango         3         10         959 50         0.00         1           11/03/0         Reserved         Standard         3         10         959 50         0.00         1           11/200/B         Ret Screen 55 H x 5W         3         10         665 50         0.00         1							
Number         Item Description         Location         Quartity Received         Extended Cost         Discourt Received         Quartity Return           11-103/0         Rucescent Desk Lamp         3         10         199.00         0.00         1           15:00/8         High Back Am Titler         3         10         999.90         0.00         1           15:200/8         Rat Screen 56 H x 5W         3         10         666.50         0.00         1							
Number         Item Description         Location         Quartity Received         Extended Cost         Discourt Received         Quartity Return           11-103/0         Rucescent Desk Lamp         3         10         199.00         0.00         1           15:00/8         High Back Am Titler         3         10         999.90         0.00         1           15:200/8         Rat Screen 56 H x 5W         3         10         666.50         0.00         1							
Number         Item Description         Location         Quartity Received         Extended Cost         Discourt Received         Quartity Return           11-103/0         Rucescent Desk Lamp         3         10         199.00         0.00         1           15:00/8         High Back Am Titler         3         10         999.90         0.00         1           15:200/8         Rat Screen 56 H x 5W         3         10         666.50         0.00         1							
Number         Item Description         Location         Quartity Received         Extended Cost         Discourt Received         Quartity Return           11-103/0         Rucescent Desk Lamp         3         10         199.00         0.00         1           15:00/8         High Back Am Titler         3         10         999.90         0.00         1           15:200/8         Rat Screen 56 H x 5W         3         10         666.50         0.00         1							
Mumber         Item Description         Location         Quartity Received         Extended Cost         Description         Quartity Return         C           1-103/0         Rubrescent Deak Leng         3         10         199.00         0.00         1           1-500/8         Hgh Beck Am Titler         3         10         999.90         0.00         1           1-200/8         Rat Screen 56 Hx SW         3         10         666.50         0.00         1							
Mumber         Item Description         Location         Quartity Received         Extended Cost         Description         Quartity Return         C           1-103/0         Rubrescent Deak Leng         3         10         199.00         0.00         1           1-500/8         Hgh Beck Am Titler         3         10         999.90         0.00         1           1-200/8         Rat Screen 56 Hx SW         3         10         666.50         0.00         1							
Number         Item Description         Location         Quartity Received         Extended Cost         Discourt Received         Quartity Return           11-103/0         Rucescent Desk Lamp         3         10         199.00         0.00         1           15:00/8         High Back Am Titler         3         10         999.90         0.00         1           15:200/8         Rat Screen 56 H x 5W         3         10         666.50         0.00         1							
Number         Item Description         Location         Quartity Received         Extended Cost         Discourt Received         Quartity Return           11-103/0         Rucescent Desk Lamp         3         10         199.00         0.00         1           15:00/8         High Back Am Titler         3         10         999.90         0.00         1           15:200/8         Rat Screen 56 H x 5W         3         10         666.50         0.00         1							
11-103:0 Ruseneerd Deek Lano 3 10 1199:00 0.00 g 11-103:0 Ruseneerd Deek Lano 3 10 999:90 0.00 g 11-200/8 Pat Somen 56 H x 5W 3 10 666:50 0.00 g							
1500.6 Hgh Beck Am Titler 3 10 999.90 0.00 1200.00				m			+
11-200/6 Ret Soveen 5% H x SW 3 10 666.50 0.00		Item Description	Location		Extended Cost	Discount Received	
	tem Number 11-103/0	Fluorescent Desk Lamp	3	Quantity Received	199.00	0.00	Quantity Returne
	tem Number k1-103/0 c1-500/B	Fluorescent Desk Lamp High Back Am Tilter	3	Quantity Received 10 10	199.00 999.90	0.00 0.00	Quantity Returne
	tem Number k1-103/0 c1-500/B	Fluorescent Desk Lamp High Back Am Tilter	3	Quantity Received 10 10	199.00 999.90	0.00 0.00	Quantity Returne
	tem Number k1-103/0 c1-500/B	Fluorescent Desk Lamp High Back Am Tilter	3	Quantity Received 10 10	199.00 999.90	0.00 0.00	Quantity Returne
	tem Number k1-103/0 c1-500/B	Fluorescent Desk Lamp High Back Am Tilter	3	Quantity Received 10 10	199.00 999.90	0.00 0.00	Quantity Returne
	em Number 1-103/0 1-500/B	Fluorescent Desk Lamp High Back Am Tilter	3	Quantity Received 10 10	199.00 999.90	0.00 0.00	Quantity Returne
	tem Number k1-103/0 c1-500/B	Fluorescent Desk Lamp High Back Am Tilter	3	Quantity Received 10 10	199.00 999.90	0.00 0.00	Quantity Returne
III.	tem Number k1-103/0 c1-500/B	Fluorescent Desk Lamp High Back Am Tilter	3	Quantity Received 10 10	199.00 999.90	0.00 0.00	Quantity Returne
	tem Number k1-103/0 c1-500/B	Fluorescent Desk Lamp High Back Am Tilter	3	Quantity Received 10 10	199.00 999.90	0.00 0.00	Quantity Returne

- Click the Comment column heading to display a pop-up with the return comments.
- Click the Purchase Order Number column heading to display the selected PO.
- Click the Receipt Number column heading to display the selected receipt.
- The bottom grid shows the details for the return selected in the top grid.

## PO CR/DR tab

Vender No.       Image: Source S	ע PTDEMO - א Eile Settings	/endor Inquiry <u>H</u> elp										-	□ ×
Pending     Requisitions     POs     PO Recepts     PO Invoices     PO Returns     PO CRUTA     Purchases     Aging     tems       Detr     fy     Credit/Debt. Note     Number     Image: Credit/Debt. Note     Description     Reference     Total     Completed     ICI     Optional Fiel.     Job Related     ICI: Comment       Cl1501     V14/2020     Wreng vendor     BB     1.009     Yee     No     No     Comment       Renn Number     Renn Description     Location     Quantity     Unit of Measure     Unit Cost     Extended Cost     Decord All 102/0       A1102/0     Processort Dekt Lamp     3     5     Ea.     19 500000     99 50       S1-200/B     High Back Am Titer     3     5     Ea.     66 550000     333 25       S1-200/B     Ret Screen 56 H x SW     3     5     Ea.     66 550000     333 25	Vendor No.	1200		Chlo	ride Syste	ms						Vendor Currency	+ USE
Pending     Requisitions     POs     PO Recepts     PO Invoices     PO Returns     PO CRUTA     Purchases     Aging     tems       Detr     fy     Credit/Debt. Note     Number     Image: Credit/Debt. Note     Description     Reference     Total     Completed     ICI     Optional Fiel.     Job Related     ICI: Comment       Cl1501     V14/2020     Wreng vendor     BB     1.009     Yee     No     No     Comment       Renn Number     Renn Description     Location     Quantity     Unit of Measure     Unit Cost     Extended Cost     Decord All 102/0       A1102/0     Processort Dekt Lamp     3     5     Ea.     19 500000     99 50       S1-200/B     High Back Am Titer     3     5     Ea.     66 550000     333 25       S1-200/B     Ret Screen 56 H x SW     3     5     Ea.     66 550000     333 25													
Pending     Requisitions     POs     PO Recepts     PO Invoices     PO Returns     PO CRUTA     Purchases     Aging     tems       Detr     fy     Credit/Debt. Note     Number     Image: Credit/Debt. Note     Description     Reference     Total     Completed     ICI     Optional Fiel.     Job Related     ICI: Comment       Cl1501     V14/2020     Wreng vendor     BB     1.009     Yee     No     No     Comment       Renn Number     Renn Description     Location     Quantity     Unit of Measure     Unit Cost     Extended Cost     Decord All 102/0       A1102/0     Processort Dekt Lamp     3     5     Ea.     19 500000     99 50       S1-200/B     High Back Am Titer     3     5     Ea.     66 550000     333 25       S1-200/B     Ret Screen 56 H x SW     3     5     Ea.     66 550000     333 25	Destite Address	Commente Ontine		D 1 T.	D		- 11 - 11	Deere	anta Dav		A di satas santa		
Ander By       Credt/Debt Note Number													
Id         Condut/Debt.         Dredut/Debt Not.         Description         Efference         Total         Completed         LD Quotonal Fiel.         Job Related         LC comment           CL1501         1/14/2020         Wrong vendor         EB         1.009         Yes         No         No         Comment         Comment         Comment         Comment         Comment         Edmento         No         No         Comment         Comment         Edmento         No         No         Comment         Comment         Edmento         No         No         Comment         Comment         Comment         Comment         Comment         Edmento         No         No         Comment         Comment         Comment         Edmento         Comment         Comment <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1 GIOING</td><td>ioo rigin</td><td>y normo</td><td></td><td></td><td></td></td<>								1 GIOING	ioo rigin	y normo			
CL1501         1/14/2020         Winorg vendor         EB         1.009         Yes         No         No         Connected on BBT         III           Image: Second Desk Lamp		7	*							101	Lunu		
Item Number         Tem Description         Location         Quantity         Unit of Measure         Unit Cost         Extended Cost         Discost           A1-103/0         Purorescent Deek Lamp         3         5         Ea.         19 30000         99 50         10 20000         99 50         10 20000         99 50         10 20000         99 50         10 20000         99 50         10 200000			· · · ·		erence			pieted		nal Fiel			
Item Number         Rem Description         Location         Quartity         Unit of Measure         Unit Cost         Extended Cost         Discour           A1-103/0         Purorescent Desk Lamp         3         5         Ea         19 300000         99 50         10           C1-500/8         High Back Ami Titler         3         5         Ea         99 990000         499 95         10           S1-200/8         Flat Screen 56 H x 5W         3         5         Ea         66 650000         333 25	CETSOT	17 147 2020	wing ve			1,003	165		140		140	Conected of	E
Item Number         Rem Description         Location         Quartity         Unit of Measure         Unit Cost         Extended Cost         Discour           A1-103/0         Purorescent Desk Lamp         3         5         Ea         19 300000         99 50         10           C1-500/8         High Back Ami Titler         3         5         Ea         99 990000         499 95         10           S1-200/8         Flat Screen 56 H x 5W         3         5         Ea         66 650000         333 25													
Rem Number         Rem Description         Location         Quartity         Unit of Measure         Unit Cost         Extended Cost         Discourt           A1-103/0         Purorescent Desk Lamp         3         5         Ea         19 900000         99 50         1           C1-500/8         High Back Ami Titler         3         5         Ea         99 990000         499 55         1           S1-200/8         Rat Screen 56 H x 5W         3         5         Ea         66 650000         333 25													
Rem Number         Rem Description         Location         Quartity         Unit of Measure         Unit Cost         Extended Cost         Discourt           A1-103/0         Purorescent Desk Lamp         3         5         Ea         19 900000         99 50         1           C1-500/8         High Back Ami Titler         3         5         Ea         99 990000         499 55         1           S1-200/8         Rat Screen 56 H x 5W         3         5         Ea         66 650000         333 25													
Rem Number         Rem Description         Location         Quartity         Unit of Measure         Unit Cost         Extended Cost         Discourt           A1-103/0         Purorescent Desk Lamp         3         5         Ea         19 900000         99 50         1           C1-500/8         High Back Ami Titler         3         5         Ea         99 990000         499 55         1           S1-200/8         Rat Screen 56 H x 5W         3         5         Ea         66 650000         333 25													
Rem Number         Rem Description         Location         Quartity         Unit of Measure         Unit Cost         Extended Cost         Discourt           A1-103/0         Purorescent Desk Lamp         3         5         Ea         19 900000         99 50         1           C1-500/8         High Back Ami Titler         3         5         Ea         99 990000         499 55         1           S1-200/8         Rat Screen 56 H x 5W         3         5         Ea         66 650000         333 25													
Rem Number         Rem Description         Location         Quartity         Unit of Measure         Unit Cost         Extended Cost         Discourt           A1-103/0         Purorescent Desk Lamp         3         5         Ea         19 900000         99 50         1           C1-500/8         High Back Ami Titler         3         5         Ea         99 990000         499 55         1           S1-200/8         Rat Screen 56 H x 5W         3         5         Ea         66 650000         333 25													
Rem Number         Rem Description         Location         Quartity         Unit of Measure         Unit Cost         Extended Cost         Discourt           A1-103/0         Purorescent Desk Lamp         3         5         Ea         19 900000         99 50         1           C1-500/8         High Back Ami Titler         3         5         Ea         99 990000         499 55         1           S1-200/8         Rat Screen 56 H x 5W         3         5         Ea         66 650000         333 25													
Rem Number         Rem Description         Location         Quartity         Unit of Measure         Unit Cost         Extended Cost         Discourt           A1-103/0         Purorescent Desk Lamp         3         5         Ea         19 900000         99 50         1           C1-500/8         High Back Ami Titler         3         5         Ea         99 990000         499 55         1           S1-200/8         Rat Screen 56 H x 5W         3         5         Ea         66 650000         333 25													
A1-103/0 Pluorescent Deak Lamp 3 5 Ea. 19.900000 99.50 C1-500/8 High Back Am Titter 3 5 Ea. 99.990000 439.95 S1-200/8 Pat Screen 5'6 H x 5'W 3 5 Ea. 66.650000 333.25 4 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1													*
A1-103/0 Pluorescent Deak Lamp 3 5 Ea. 19.900000 99.50 C1-500/8 High Back Am Titter 3 5 Ea. 99.990000 439.95 S1-200/8 Pat Screen 5'6 H x 5'W 3 5 Ea. 66.650000 333.25 4 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Item Number	Item Description		Location		Qua	ntity	Unit of I	Aeasure		Linit Cost	Extended Cost	Discour
C1-500/8 High Back Am Titler 3 5 Ea. 99 990000 499 95 51-200/8 Flat Screen 56 H x 5W 3 5 Ea. 66 650000 333 25 <													
< *													
	S1-200/B	Flat Screen 5'6 H x	:5'W	3			5	Ea.			66.650000	333.25	
													-
<u>Refresh</u>	•												۱.
Befresh													
	<u>R</u> efresh												Close

- Click the Credit/Debit Note column heading to display the selected CR/DR.
- Click the Comment column heading to display a pop-up with the CR/DR comments.
- The bottom grid shows the details for the CR/DR selected in the top grid.

#### **Purchases tab**

PTDEM	O - Vendor Ir 195 <u>H</u> elp	nquiry									>
/endor No.	I I200	• •	୍ 🍯 🗗	loride Systems					Vendor Curr	ency 🔻	US
	dress Comment			· · ·	oles Activity		Payment	s Adjustments			
ending Re	quisitions POs	PO Receipts	PO Invoices	PO Returns	PO CR/DR	Purchases	Aging It	ems			
der By	tem No./Year/Pe	riod 🌲								-	3
tem Number	Item Desc	ription	Fiscal	Fiscal P	Quantity Recei	v Numbe	of Receip	s Receipt A	kmount Numb	er of Invoice	^
1-103/0		nt Desk Lamp	2019	3		50			999.50		۲
1-103/0		nt Desk Lamp	2019	4		30			597.00		
1-103/0		nt Desk Lamp nt Desk Lamp	2019 2019	10		46 54			915.40 074.60		
1-103/0		nt Desk Lamp nt Desk Lamp	2019	12		46			915.40		
1-103/0		nt Desk Lamp	2020	1		0		0	0.00		
1-103/0	Fluorescer	nt Desk Lamp	2020	5		25		2	468.75		
1-103/0		nt Desk Lamp	2020	6		43		4	807.53		
1-105/0		Fluorescent Bulb	2019	3		30			100.50		
1-310/0	Halogen [		2019	3		25			587.50		
1-310/0	Halogen E		2020	6		5			117.50		
1-320/0	50W/12V Desk Note	Halogen Bulb	2019 2019	3		30 50			101.70 362.50		
1-400/0		11 UUUK	2013	5		50			302.30	•	1
											_
ocation	Transaction T	Transaction D.	🖸 Docu	ument N C	ontract	Project		Category	Qu	antity Unit	1
2	Receipt	3/9/2019	RCP0000	00010						50 Ea.	
	Invoice	3/9/2019	CC485-22	281032						50 Ea.	ш
											٣
										+	
										Close	

• The bottom grid shows the details for the CR/DR selected in the top grid.

## Aging tab

File Settings	/endor Inquiry Help	-	□ ×
Vendor No.		Vendor Currency	- USD
	Comments Optional Flds. Remit-To Recur. Payables Activity Documents Payments Adjustments		
Pending Requisiti	ons POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items		
Age By	Document Date -		
Age As Of	01/10/2020 🛗		
Cutoff Date	01/10/2020 🛗		
Include Transacti			
V Include Prepayme			
From	To Amount Due		
Current	0.00		
1	30 0.00		
31	60 10,753.89		
61 Over	90 0.00 90 9.509.03		
<u>R</u> efresh			Qlose

- Choose Age By Due Date or Document Date from the dropdown.
- Enter an Age As Of Date and a Cutoff Date.
- Include/exclude Transaction on Hold or Prepayments.

## Items tab

endor No.	◀ 1580	I Q	Grant Office Sup	plies				Vendor Currency	- USC
	s Comments Optio					· · ·	Adjustments		
	tions POs PO Rec	eipts PO Invi	pices PO Returns	PO CR/DR	Purchases	Aging Items			
ler By Item	Number	÷							
em Number	Item Description	Vendor Type	Preferred Vendo	Vendor Nar	ie Ven	idor Contact	Vendor Item	Num Cost Unit	^
1-103/0	Fluorescent Des	Vendor 1	No	Grant Office	Sup		a11030	Ea.	
1-105/0	13W Mini Fluore	Vendor 1	Yes	Grant Office	Sup		a11050	Ea.	
1-320/0	50W/12V Halog		No	Grant Office	a april 1			Ea.	E
1-401/0	Desk Calendar	Vendor 1	No	Grant Office				Ea.	_
1-450/0	Bulletin Board	Vendor 1	No	Grant Office				Ea.	
1-460/0	White Melamine		No	Grant Office				Ea.	
1-470/0	Dry-erase White		No	Grant Office				Ea.	
1-500/0	Hanging File Fol		No	Grant Office				Pkg.	_
1-600/0	Letter Figuring P	Vendor 1	No	Grant Office				Ea.	
1-650/0	Highlighter	Vendor 1	No	Grant Office	a alb			Ea.	_
1-655/0	Pencil	Vendor 1 Vendor 1	No	Grant Office Grant Office				Ea. Fa	
1-656/0	Calculator	Vendor I Vendor 1	No	Grant Office				Ea.	
1-700/0 1-750/G	Stapler - Image	Vendor 1 Vendor 1	No	Grant Office				Ea.	
1-751/B	Stapler - Kings-5		No	Grant Office				Ea.	
1-752/B	Letter Tray - Kin	Vendor 1	No	Grant Office				Pkg.	
1-753/B	Paper Clip Dispe		No	Grant Office				Ea.	
1-754/B	Tape Dispenser		No	Grant Office				Ea.	
1-755/G	Letter Tray - Ima		No	Grant Office	Sup			Pkg.	
1-756/G	Pencil Cup	Vendor 1	No	Grant Office	Sup			Ea.	
1-757/G	Paper Clip Dispe	Vendor 1	No	Grant Office	Sup			Ea.	
1-758/G	Tape Dispenser	Vendor 1	No	Grant Office	Sup			Ea.	
1-759/G	Memo Holder - I	Vendor 1	No	Grant Office	Sup			Ea.	
1-760/0	Paper Clips	Vendor 1	No	Grant Office	Sup			Box	
1-777/B	Memo Holder - K	Vendor 1	No	Grant Office				Ea.	
1-778/G	Business Card Fi		No	Grant Office				Ea.	
1-779/B	Calendar Holder	Vendor 1	No	Grant Office	Sup			Ea.	
									_
							_		
			III						•

- Lists items provided by vendor, along with item information such as the vendor item number, unit cost and order minimum.
- Lists items in ascending or descending order by item number.