

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 browser search engine.

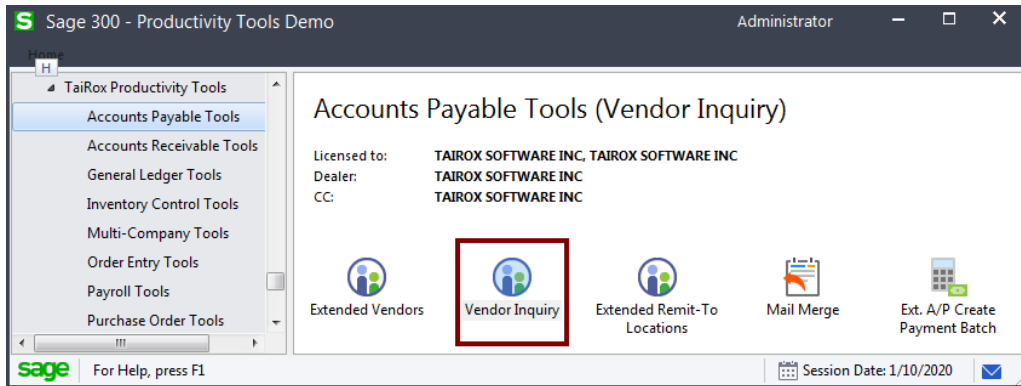
The screenshot shows the PTDEMO - Vendor Inquiry window. The Vendor No. is 1200 and the Vendor Name is Chloride Systems. The Vendor Currency is USD. The Profile tab is selected, showing various fields for vendor information.

Tax Authority	Authority Description	Tax Class	Class Description	Registration Number	Tax Included
STATE	State Tax	1	Taxable item		No
COUNTY	County Tax	1	Taxable merchandise		No

Vendor Account Status	
Outstanding Balance	8,191.11
Prepayment Amount	-550.75
Outstanding Retainage	0.00
Credit Limit	5,000.00

Using Vendor Inquiry

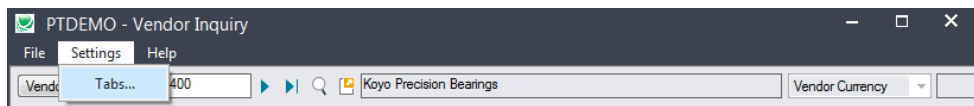
The Vendor Inquiry icon appears under **TaiRox Productivity Tools > Accounts Payable Tools** on the Sage 300 desktop and can be copied to other menu locations.



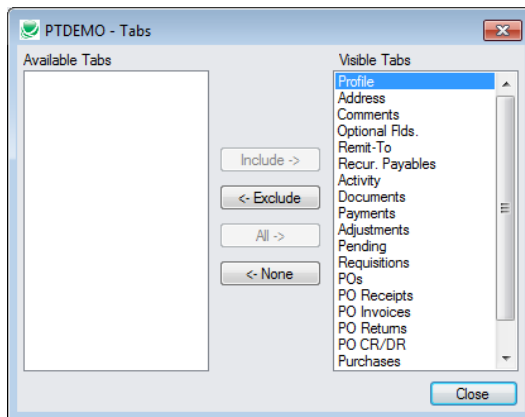
Control which tabs appear

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.



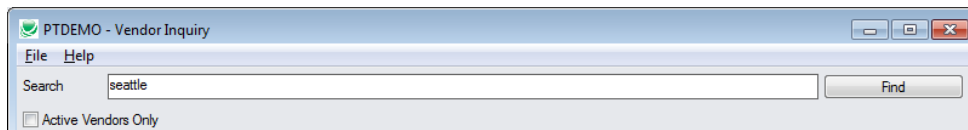
Look up Vendors with the SmartFinder

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



Search:

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



- 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:

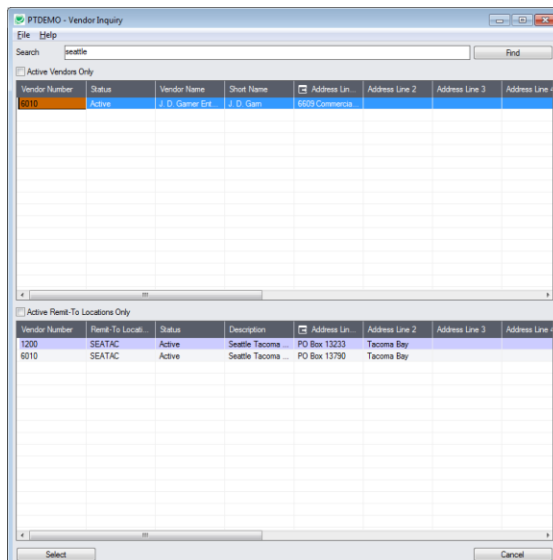
- *All of the word fragments must be present in one of the fields being searched.* (For example, if you searched for “Ross Blvd”, you will not see a vendor where “Ross” is in the Vendor Name field and “Blvd” is in the Address 1 field.)
- Addresses (e.g. the vendor address) are treated as a single field.

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.



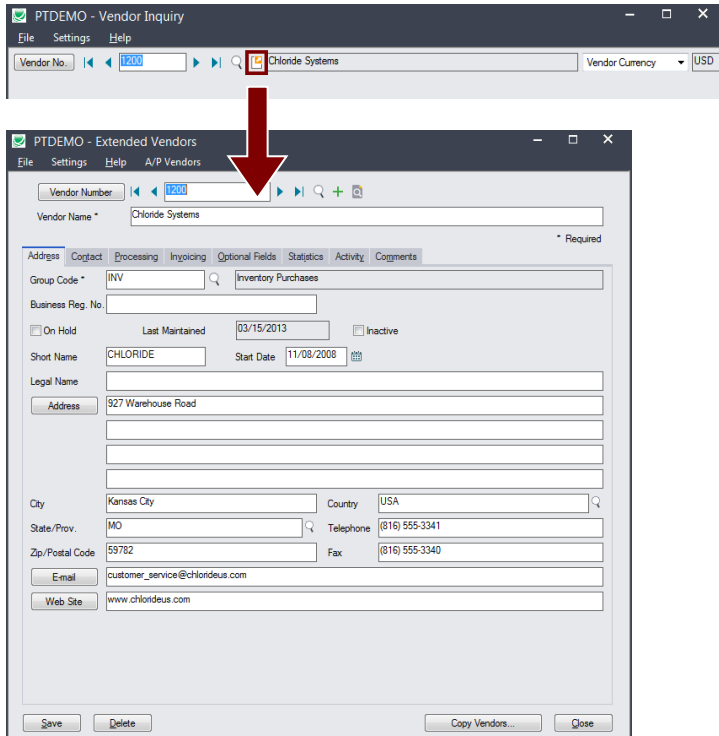
Selection:

- 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

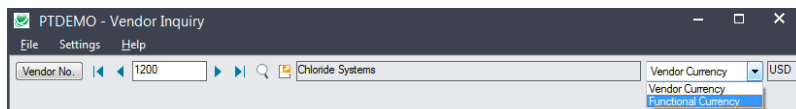
The Drill Down button beside the Vendor Name field displays the TaiRox Productivity Tools Extended Vendors screen (or the Sage 300 Vendors screen if the TaiRox program is not enabled), allowing you to edit the vendor information – or copy the vendor to other Sage 300 databases.

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



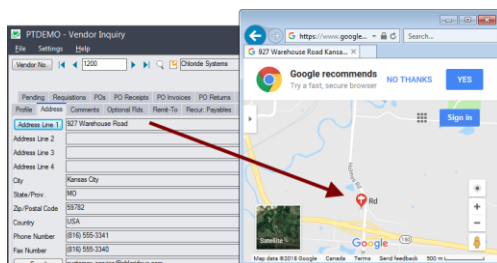
Choose the Vendor currency

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



Look up addresses in Google maps

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

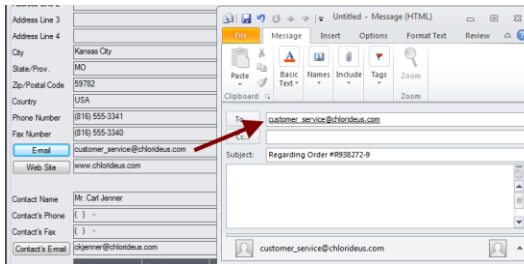


- Click the Address column headings for Remit-to address column headings to confirm the location of the selected remit-to address.

Remit-To ...	Description	Status	Date Last Mai...	Optional Fields	Address Line 1	Address Line 2
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.

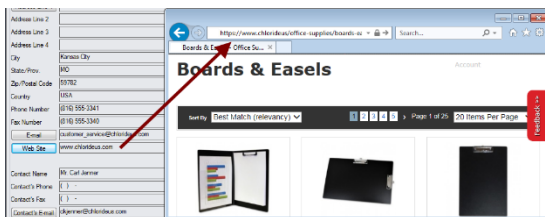


- You can also click the Email column heading to create an email for the selected additional contact.

Contact's Email	Office	Phone (Other)	Email	Notes	Inactive	Date Inactive	Date L
ckjenner@chiondeus.com		5-1871	ckjenner10... does not use	Get approval if o @RealBanyWhite	No		3/15/2

Look up Web sites in your browser

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



Vendor Inquiry tabs – examples

Profile tab

PTDEMO - Vendor Inquiry

File Settings Help

Vendor No. 1200 Chloride Systems Vendor Currency USD

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Profile Address Comments Optional Pds Remit-To Recur. Payables Activity Documents Payments Adjustments

Short Name CHLORIDE Start Date 11/08/2008

Legal Name Last Maintained 03/15/2013

Group Code INV Inventory Purchases ☐ Active

Account Set USA Accounts payable, Other ☐ On Hold

Rate Type SP

Bank Code SEATAC Seattle Tacoma Bank

Payment Code CHECKUSD USD check Seattle Tacoma Bank

Check Language

Delivery Method Mail

Terms 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 Included
STATE	State Tax	1	Taxable item		No
COUNTY	County Tax	1	Taxable merchandise		No

Vendor Account Status

Outstanding Balance 8,191.11 No. of Open Invoices 11

Prepayment Amount -550.75 No. of Prepayments 4

Outstanding Retainage 0.00

Credit Limit 5,000.00

Refresh Close

Address tab

PTDEMO - Vendor Inquiry

File Settings Help

Vendor No. 1200 Chloride Systems Vendor Currency USD

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Profile Address Comments Optional Pds Remit-To Recur. Payables Activity Documents Payments Adjustments

Address Line 1 927 Warehouse Road

Address Line 2

Address Line 3

Address Line 4

City Kansas City

State/Prov. MO

Zip/Postal Code 64622

Country USA

Phone Number (816) 555-3341

Fax Number (816) 555-3340

Email customer_service@chlorideus.com

Web Site www.chlorideus.com

Contact Name Mr. Carl Jenner

Contact's Phone () -

Contact's Fax () -

Contact's Email cjjenner@chlorideus.com

Office	Phone (Other)	Email	Notes	Inactive	Date Inactive	Date L
51871		carmjenner10...	Get approval if o...	No		3/15/2
		does not use	@RealBarryWhite	No		3/15/2

Refresh Close

- 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

The screenshot shows the PTDEMO - Vendor Inquiry window with the Comments tab selected. The window title is "PTDEMO - Vendor Inquiry". The menu bar includes File, Settings, and Help. The Vendor No. is 1200, and the Vendor Name is Chloride Systems. The Vendor Currency is USD. The tabs include Pending, Requisitions, POs, PO Receipts, PO Invoices, PO Returns, PO CR/DR, Purchases, Aging, Items, Profile, Address, Comments, Optional Flds, Remit-To, Recur. Payables, Activity, Documents, Payments, and Adjustments. The Order By is Date Entered. The table has columns: Date Entered, Expiration Date, Follow-up Date, and Comments. The first row shows a comment entered on 1/1/2019, expiring on 9/27/2019, with a follow-up date of 1/5/2019. The comment text is: "Insisted on prompt payment. Misunderstanding caused by mail delay. Have Valeire to call Carl to clarify."

Date Entered	Expiration Date	Follow-up Date	Comments
1/1/2019	9/27/2019	1/5/2019	Insisted on prompt payment. Misunderstanding caused by mail delay. Have Valeire to call Carl to clarify.

Optional Fields

The screenshot shows the PTDEMO - Vendor Inquiry window with the Optional Fields tab selected. The window title is "PTDEMO - Vendor Inquiry". The menu bar includes File, Settings, and Help. The Vendor No. is 1200, and the Vendor Name is Chloride Systems. The Vendor Currency is USD. The tabs include Pending, Requisitions, POs, PO Receipts, PO Invoices, PO Returns, PO CR/DR, Purchases, Aging, Items, Profile, Address, Comments, Optional Flds, Remit-To, Recur. Payables, Activity, Documents, Payments, and Adjustments. The table has columns: Q, Optional Field, Optional Field Description, Value Set, Q, Value, and Value Description. The first row shows the AC# field, which is set to Yes, with a value of Finance and a description of Finance.

Q	Optional Field	Optional Field Description	Value Set	Q	Value	Value Description
	AC#	Accounts Payable Contact ...	Yes		Finance	Finance
	APCNTCTTYPE	Disc Level	Yes			
	DISCNTGRACE	Discount Grace Period	Yes	30		
	DUEDATEPRD	Due Date Grace Period	Yes	10		
	NOTE	Note	Yes			
	PURCHASEREP	Vendor's Purchasing Repre...	Yes			
	TEMPVENDOR	Temporary Vendor	Yes	No		
	UPSZONE	UPS Zone	Yes	RED		Red Zone

Remit-To tab

PTDEMO - Vendor Inquiry

File Settings Help

Vendor No.: 1200 Chloride Systems Vendor Currency: USD

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Profile Address Comments Optional Pds. Remit-To Recur. Payables Activity Documents Payments Adjustments

Primary Remit-To: Remit-To

Order By: Remit-To

Remit-To ...	Description	Status	Date Last Mai...	Optional Fields	Address Line 1	Address Line 2
POBOX	Chloride Office - ...	Active	8/18/2010	Yes	Box 1802	Main Post Office
SEATAC	Seattle Tacoma ...	Active	8/18/2010	Yes	PO Box 13233	Tacoma Bay

Refresh Close

Recurring Payables tab

PTDEMO - Vendor Inquiry

File Settings Help

Vendor No.: 1890 Raeside Equipment Ltd. Vendor Currency: USD

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Profile Address Comments Optional Pds. Remit-To Recur. Payables Activity Documents Payments Adjustments

Order By: Recurring Payable

Recurring Payable Code	Description	Status	Inactive Date	Date Last Mai...	Invoice Subto...	Total Tax Am...	Document Total	Opt
EQUIPMENT	Equipment Rental	Active		8/18/2010				Yes

Distribution Code	Distribution Description	G/L Account	Account Description	Distributed A.	Discountable	Comment
EQUIP	Equipment rental	6260	Equipment lease or rent	500.00	Yes	

Refresh Close

Activity tab

PTDEMO - Vendor Inquiry

File Settings Help

Vendor No. 1200 Chloride Systems Vendor Currency USD

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Profile Address Comments Optional Rds. Remit-To Recur. Payables Activity Documents Payments Adjustments

Statistics	Amount	Document
Highest Balance This Year	16,512.33	12/7/2009
Highest Balance Last Year	0.00	
Largest Invoice Last Year	15,631.82	4/13/2009
Last Invoice	108.25	7/5/2020
Last Payment	-100.00	7/5/2020
Last Credit Note	-1,009.64	1/14/2020
Last Debit Note	0.00	
Last Adjustment	-10.00	7/5/2020
Last Discount	0.00	

Year 2020 Total Days to Pay 0 YTD Total Days to Pay 0

Period 01 Average Days to Pay 0.0 YTD Average Days to Pay 0.0

Transaction Type	Amount	Count	YTD Amount	YTD Count
Invoices	0.00	0	0.00	0
Payments	0.00	0	0.00	0
Discounts Taken	0.00	0	0.00	0
Credit Notes	-932.70	1	-932.70	1
Debit Notes	0.00	0	0.00	0
Adjustments	35.00	1	35.00	1
Total Invoices Paid	0.00	0	0.00	0

Refresh Close

Documents tab

PTDEMO - Vendor Inquiry

File Settings Help

Vendor No. 1200 Chloride Systems Vendor Currency USD

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Profile Address Comments Optional Rds. Remit-To Recur. Payables Activity Documents Payments Adjustments

Document Type

☒ IN ☒ DB ☒ CR ☒ IT ☒ PY ☒ PI ☒ Include Fully Paid Transactions ☒ Include Pending Amounts

Order By Document Number Document Number

Doc.	Document Number	Number of Sc.	PO Number	Order Number	Doc. Description	Terms
IN	100001	1				DUETBL
IN	1200-01	1				DUETBL
IN	1200-03	1				DUETBL
IN	1200-02	1				DUETBL
IN	CC485-2281032	1	PO000000011		Mar 2009 receipt - 1200	N30
IN	CC485-2281175	1			Jul 2009 receipt	N30
IN	CC485-2281179	1			Jul 2009 receipt	N30

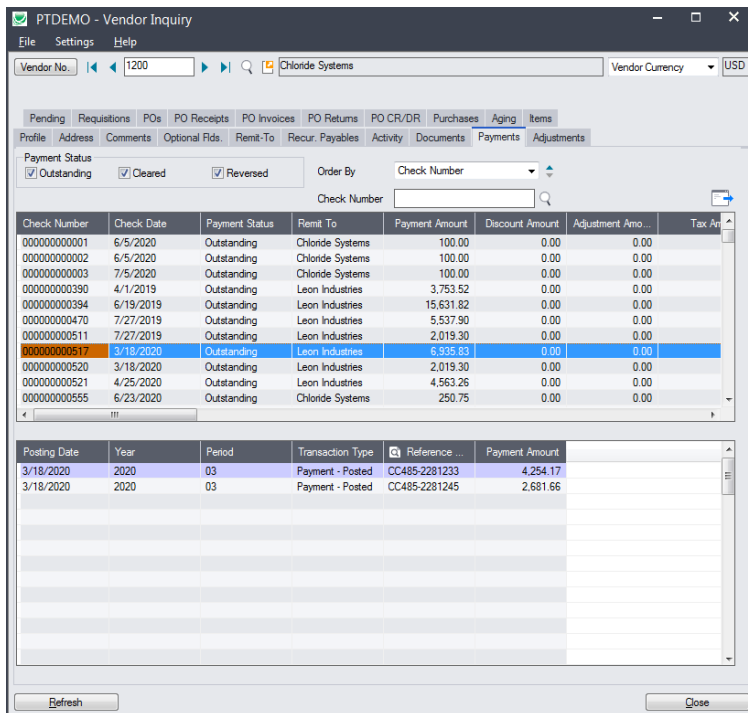
Lin.	Item Description	Distribution	Discountable	Detail Amount	Total Amount	Original Ret.	Outstanding Ret.	Optional Fields
1		INV	Yes	1,353.13	1,353.13	0.00	0.00	Yes

Posting Date	Year	Period	Transaction Type	Reference Document No.	Transaction Am.	Bank C.	Check Number
5/31/2020	2020	05	Payment - Posted	PY00000000000000000055	-500.00	FCBANK	000001200002
6/30/2020	2020	06	Payment - Posted	PY00000000000000000065	-853.00	FCBANK	000001200012

Refresh Close

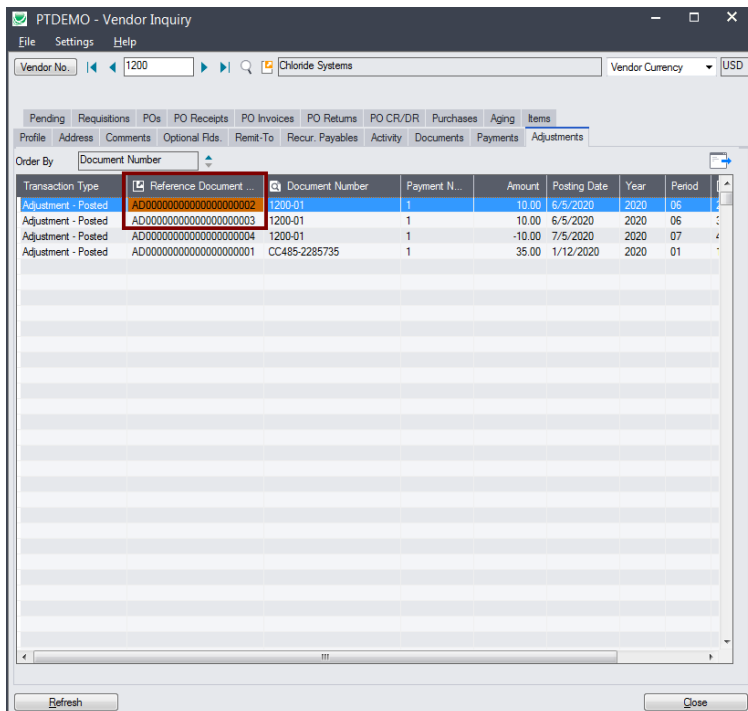
- Click the Document Number column heading to launch the Vendor Document Inquiry function for the selected document.
- The middle and bottom grids show the details for the document selected in the top grid.

Payments tab



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

Adjustments



- 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.

Transaction Type	Document ...	Transaction Date	Description	Entry Reference	Vendor / Payee...	Bank Currency ...	Transaction Am
Payment	PY0000000000...	1/10/2020			Seattle Tacoma ...	CAD	169.2

Document Number	Payment Number	Document Amount	Document Net Bal...	Discount Amount ...	Payment Amount	Discount Amount ...
1200-01	1	118.25	0.00	0.00	118.25	0.00
100-01	1	0.13	0.00	0.00	0.13	0.00

Requisitions tab

Requisition ...	Printed	Requisition Date	Description	Reference	Func. Extended ...	Requested by	Date Require
RQN00000001	No	1/7/2019	To refill inventory	Req Book Entry ...	0.00	Dora Rosalrie	1/7/2019
RQN00000007	No	11/12/2019	To refill inventory	Req Book Entry ...	0.00		11/12/2019

Completed	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	1450	Intercontinental Electronics	1	No	
Yes	A1-320/0	50W/12V Halogen Bulb	1500	Gould Manufacturing Ltd.	1	No	
No	A1-310/0	Halogen Desk Light	2300	Torrington Ltd.	4	No	
Yes	A1-105/0	13W Mini Fluorescent Bulb	1450	Intercontinental Electronics	4	No	
Yes	A1-320/0	50W/12V Halogen Bulb	1500	Gould Manufacturing Ltd.	4	No	

- 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

PTDEMO - Vendor Inquiry

Vendor No.: 1200 Chloride Systems Vendor Currency: USD

Profile Address Comments Optional Flds. Remit-To Recur. Payables Activity Documents Payments Adjustments

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Purchase Order Type: ☒ Active ☒ Standing ☒ Future ☒ Blanket

Order By: Purchase Order Number ☒ Show Completed Purchase Orders ☒ Show On-Hold Purchase Orders

Purchase Order...	Printed	Purchase Order...	Description	Reference	Total	Expected Ar...
PO000000015	Standing	No	1/23/2020	Standing orderf...	Jan 2010 PO	397.12
PO000000022	Standing	No	6/23/2020	Standing orderf...	Jun 2010 PO	397.12
PO000000030	Active	No	2/5/2020			0.00

Completed	Item Number	Item Description	Location	Drop-Ship	Quantity Ordered	Unit of Measure	Unit C...
No	A1-103/0	Fluorescent Desk Lamp	1	No	15	Ea.	19.9900
No	A1-105/0	13W Mini Fluorescent Bulb	4	No	20	Ea.	3.3500

Refresh Close

- 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

PTDEMO - Vendor Inquiry

Vendor No.: 1200 Chloride Systems Vendor Currency: USD

Profile Address Comments Optional Flds. Remit-To Recur. Payables Activity Documents Payments Adjustments

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Order By: Receipt Number ☒ Show Completed Receipts

Receipt No...	Printed	Receipt Date	Description	Reference	Total	Completed	Invoiced
RCP000000010	No	3/8/2019	Mar 2009 receipt...	Unit 1	3,753.52	Yes	Yes
RCP000000012	No	4/13/2019	Apr 2009 receipt...	Unit 2	15,631.82	Yes	Yes
RCP000000015	No	7/3/2019	Jul 2009 receipt...	Unit 1	5,537.90	Yes	Yes
RCP000000016	No	7/3/2019	Jul 2009 receipt...	Unit 2	2,019.30	Yes	Yes
RCP000000017	No	10/6/2019	Oct 2009 receipt...	Unit 1	4,254.17	Yes	Yes
RCP000000018	No	10/6/2019	Oct 2009 receipt...	Unit 2	2,681.66	Yes	Yes
RCP000000021	No	12/7/2019	Dec 2009 receipt...	Unit 1	5,537.90	Yes	Yes
RCP000000022	No	12/7/2019	Dec 2009 receipt...	Unit 2	2,019.30	Yes	Yes
RCP000000027	No	5/5/2020	May 2010 receipt...	Unit 1	202.97	Yes	Yes
RCP000000043	No	5/10/2020	May 2010 receipt...	Unit 2	304.46	Yes	Yes
RCP000000060	No	6/23/2020	Jun 2010 receipt...	Unit 1	304.46	Yes	Yes
RCP000000074	No	6/30/2020	Jun 2010 receipt...	Unit 2	243.56	Yes	Yes
RCP000000079	No	6/30/2020	Jun 2010 receipt...	Unit 3	304.46	Yes	Yes

Completes ...	Item Number	Item Description	Location	Drop-Ship	Quantity Received	Unit of Measure
No	A1-320/0	50W/12V Halogen Bulb	2	No	30	Ea.
No	A1-105/0	13W Mini Fluorescent Bulb	2	No	30	Ea.
No	A1-310/0	Halogen Desk Light	2	No	25	Ea.
No	A1-103/0	Fluorescent Desk Lamp	2	No	50	Ea.
No	A1-400/0	Desk Note Book	2	No	50	Ea.
No	A1-450/0	Bulletin Board	2	No	25	Ea.
No	A1-470/0	Erase White Board M...	2	No	25	Ea.
No	A1-401/0	Desk Calendar Pad	2	No	33	Ea.
No	A1-460/0	White Melamine Board	2	No	50	Ea.

Refresh Close

- 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

Invoice No.	Invoice Date	Description	Reference	Total	Receipt No.	Receipt Date	Purchase O.
1200-01	5/5/2020			21,680	RCP00000086	6/5/2020	No
CC485-2281175	7/3/2019	Jul 2009 receipt	Unit 1	3,153.90	RCP00000015	7/3/2019	No
CC485-2281179	7/3/2019	Jul 2009 receipt	Unit 2	2,019.300	RCP00000016	7/3/2019	No
CC485-2281233	10/6/2019	Oct 2009 receipt	Unit 1	4,254.170	RCP00000017	10/6/2019	No
CC485-2281245	10/6/2019	Oct 2009 receipt	Unit 2	2,681.560	RCP00000018	10/6/2019	No
CC485-2285330	12/7/2019	Dec 2009 receipt	Unit 2	2,019.300	RCP00000022	12/7/2019	No
CC485-2285735	12/7/2019	Dec 2009 receipt	Unit 1	5,537.900	RCP00000021	12/7/2019	No
CC485-2287453	4/13/2019	Apr 2009 receipt	Unit 2	15,631.820	RCP00000012	4/13/2019	No
IN120111	5/5/2020	May 2010 receipt	Unit 1	202.970	RCP00000027	5/5/2020	No
IN120121	5/10/2020	May 2010 receipt	Unit 2	304.460	RCP00000043	5/10/2020	No
IN120131	6/23/2020	Jun 2010 receipt	Unit 1	304.460	RCP00000050	6/23/2020	No
IN120141	6/30/2020	Jun 2010 receipt	Unit 2	243.560	RCP00000074	6/30/2020	No

Fully Invoiced	Item Number	Item Description	Location	Quantity Received	Unit of Measure	Unit Cost
Yes	A1-320/0	50W/12V Halogen Bulb	2	30	Ea.	3.3900
Yes	A1-105/0	13W Mini Fluorescent Bulb	2	30	Ea.	3.3500
Yes	A1-310/0	Halogen Desk Light	2	25	Ea.	23.5000
Yes	A1-103/0	Fluorescent Desk Lamp	2	50	Ea.	19.9900
Yes	A1-400/0	Desk Note Book	2	50	Ea.	7.2500
Yes	A1-450/0	Bulletin Board	2	25	Ea.	7.2500
Yes	A1-470/0	Dryerase White Board Markers	2	25	Ea.	5.1500
Yes	A1-401/0	Desk Calendar Pad	2	33	Ea.	5.7500
Yes	A1-460/0	White Melamine Board	2	50	Ea.	16.3200

- 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

Return Number	Return Date	Description	Ref.	Total	Complet.	Is Credited	Is Option.	Comment	Purch.	Receipt
RET00000001	1/14/2020	Duplicate	BB	1,009.640	No	No	No	returned on		RCP00000000

Item Number	Item Description	Location	Quantity Received	Extended Cost	Discount Received	Quantity Returned
A1-103/0	Fluorescent Desk Lamp	3	10	199.00	0.00	
C1-500/0	High Back Arm Tilter	3	10	999.90	0.00	
S1-200/0	Flat Screen 56 Hx 5W	3	10	666.90	0.00	

- 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

Credit/Debit...	Credit/Debit Not...	Description	Reference	Total	Completed	Optional Fiel...	Job Related	Comment
CL1501	3/14/2020	Wrong vendor	BB	1,009...	Yes	No	No	corrected on BB

Item Number	Item Description	Location	Quantity	Unit of Measure	Unit Cost	Extended Cost	Discou...
A1-103/0	Fluorescent Desk Lamp	3	5	Ea.	19.900000	99.50	
C1-500/B	High Back Arm Tilter	3	5	Ea.	99.990000	499.95	
S1-200/B	Flat Screen 56 H x 5W	3	5	Ea.	66.650000	333.25	

- 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

Item Number	Item Description	Fiscal...	Fiscal P...	Quantity Receiv...	Number of Receipts	Receipt Amount	Number of Invoices
A1-103/0	Fluorescent Desk Lamp	2019	3	50	1	999.50	

Location	Transaction T...	Transaction D...	Document N...	Contract	Project	Category	Quantity	Unit
2	Receipt	3/9/2019	RCP00000010				50	Ea.
2	Invoice	3/9/2019	CC485-2281032				50	Ea.

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

Aging tab

From	To	Amount Due
Current		0.00
1	30	0.00
31	60	10,753.89
61	90	0.00
Over	90	9,509.03

- 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

Item Number	Item Description	Vendor Type	Preferred Vendo...	Vendor Name	Vendor Contact	Vendor Item Num...	Cost Unit
A1-103/0	Fluorescent Des...	Vendor 1	No	Grant Office Sup...		a11030	Ea.
A1-105/0	13W Mini Fluore...	Vendor 1	Yes	Grant Office Sup...		a11050	Ea.
A1-320/0	50W/12V Halog...	Vendor 1	No	Grant Office Sup...			Ea.
A1-401/0	Desk Calendar ...	Vendor 1	No	Grant Office Sup...			Ea.
A1-450/0	Bulletin Board	Vendor 1	No	Grant Office Sup...			Ea.
A1-460/0	White Melamine	Vendor 1	No	Grant Office Sup...			Ea.
A1-470/0	Dry-erase White	Vendor 1	No	Grant Office Sup...			Ea.
A1-500/0	Hanging File Fol...	Vendor 1	No	Grant Office Sup...			Pkg.
A1-600/0	Letter Figuring P...	Vendor 1	No	Grant Office Sup...			Ea.
A1-650/0	Highlighter	Vendor 1	No	Grant Office Sup...			Ea.
A1-655/0	Pen	Vendor 1	No	Grant Office Sup...			Ea.
A1-656/0	Pencil	Vendor 1	No	Grant Office Sup...			Ea.
A1-700/0	Calculator	Vendor 1	No	Grant Office Sup...			Ea.
A1-750/G	Stapler - Image...	Vendor 1	No	Grant Office Sup...			Ea.
A1-751/B	Stapler - Kings 5...	Vendor 1	No	Grant Office Sup...			Ea.
A1-752/B	Letter Tray - Kn...	Vendor 1	No	Grant Office Sup...			Pkg.
A1-753/B	Paper Clip Dispe...	Vendor 1	No	Grant Office Sup...			Ea.
A1-754/B	Tape Dispenser ...	Vendor 1	No	Grant Office Sup...			Ea.
A1-755/G	Letter Tray - Ina...	Vendor 1	No	Grant Office Sup...			Pkg.
A1-756/G	Pencil Cup	Vendor 1	No	Grant Office Sup...			Ea.
A1-757/G	Paper Clip Dispe...	Vendor 1	No	Grant Office Sup...			Ea.
A1-758/G	Tape Dispenser ...	Vendor 1	No	Grant Office Sup...			Ea.
A1-759/G	Memo Holder - L...	Vendor 1	No	Grant Office Sup...			Ea.
A1-760/0	Paper Clips	Vendor 1	No	Grant Office Sup...			Box
A1-777/B	Memo Holder - K...	Vendor 1	No	Grant Office Sup...			Ea.
A1-778/G	Business Card Fi...	Vendor 1	No	Grant Office Sup...			Ea.
A1-779/B	Calendar Holder ...	Vendor 1	No	Grant Office Sup...			Ea.

- 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.