Vendor Inquiries

Vendor Inquiry

2. ACCOUNTS PAYABLE…à2. inquiry functions…à1.vendor

Enter the number of the vendor desired. A [tab] to search option is available from the **vendor number** field.

This option allows the user to check the **current activity** for each selected vendor. The screen displays **year-to-date** information as well as any currently outstanding invoices and the **balance** on the account.

Vendor History Inquiry – Summary

2. ACCOUNTS PAYABLE…à2. inquiry functions…à2. history-summary

The **Summary** version of the **Vendor History Inquiry** allows you to enter a **specific date** for the **vendor** and view the invoices since that date. There is only one line per invoice displaying the invoice number, date and amount, any amounts for debit memos attached to this invoice, any payments made against the invoice, either automatic or miscellaneous, the balance of the invoice still owing, as well as the balance on the account.

Vendor History Inquiry – Detail

2. ACCOUNTS PAYABLE…à2. inquiry functions…à3. history-detail

Enter in the **vendor number** and a **starting date** as with the summary version of this inquiry. The invoices are displayed in date order, and as well as the information in the summary version, the type and reference, discount information, due date, any penalties and cheque number information are also displayed.

batch history inquiry

2. ACCOUNTS PAYABLE…à2. inquiry functions…à4. BATCH HISTORY INQUIRY

Enter in the **BATCH NUMBER.** The vendor, invoice, date, invoice amount, federal tax, discount, net information are displayed and by choosing a line will display the details of the batch.

Inquiry by Cheque Number

2. ACCOUNTS PAYABLE…à2. inquiry functions…à5. CHEQUE NUMBER

Enter in the **cheque number**, and the vendor history record will be located and displayed. The information shown for invoice number, reference, date and amount are specific to that particular cheque number.

Inquiry by Invoice Number

2. ACCOUNTS PAYABLE…à2. inquiry functions…à6. VENDOR INVOICE NUMBER

Enter in the specific **invoice number**. This inquiry has the same layout as the **Vendor History Inquiry – Detail** screen, however, only the specific invoice entered will be displayed with all of its associated information.

Vendor Hold Inquiry

2. ACCOUNTS PAYABLE…à2. inquiry functions…à7. VENDOR HOLD

This option will display all vendors on file that are on hold for payment purposes for the selected date range. The date relates to the date that the hold will expire.

Invoice Hold Inquiry

2. ACCOUNTS PAYABLE…à2. inquiry functions…à8. INVOICE HOLD

This option will display all invoices on file that are on hold for payment purposes for the selected vendor or vendor range.

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