

Vendor/Invoice Enquiry

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Menu Path:

Accounts Payable → Enquires → Creditor → Vend/Inv Search

Vendor Enquiry - OP1G889

Vendor | Transactions | Running Totals

Search Criteria

Vendor: [] Status: []

Business Name: []

Address: []

Category: [] Material Group: []

Date From: [] To: []

Display Totals: Ccy: []

Hold Type

Purchase Order

Invoice

Payment

Vendors

Vendor	Vendor Name	PO	Invoice	Payment
[]	[]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select Vendor

If you know the vendor code this can be entered directly if not, then tab to the Business Name field and enter part of the name followed by the wildcard <Gold>* and then press <F8> (Retrieve).

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The screenshot shows the 'Vendor Enquiry - OP1G889' window. It has three tabs: 'Vendor', 'Transactions', and 'Running Totals'. The 'Vendor' tab is active. The 'Search Criteria' section includes fields for Vendor, Business Name (containing 'LYR.*'), Address, Category, Date From, Display Totals, Status, Material Group, To, and Ccy. There is also a 'Hold Type' section with checkboxes for 'Purchase Order', 'Invoice', and 'Payment'. Below the search criteria is a table of vendors:

Vendor	Vendor Name	PO	Invoice	Payment
13552	LYRECO UK LTD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This will return all the Vendors depending on your search criteria. If more than one is retrieved then click once on the one you want and then click on the **Transactions** tab.

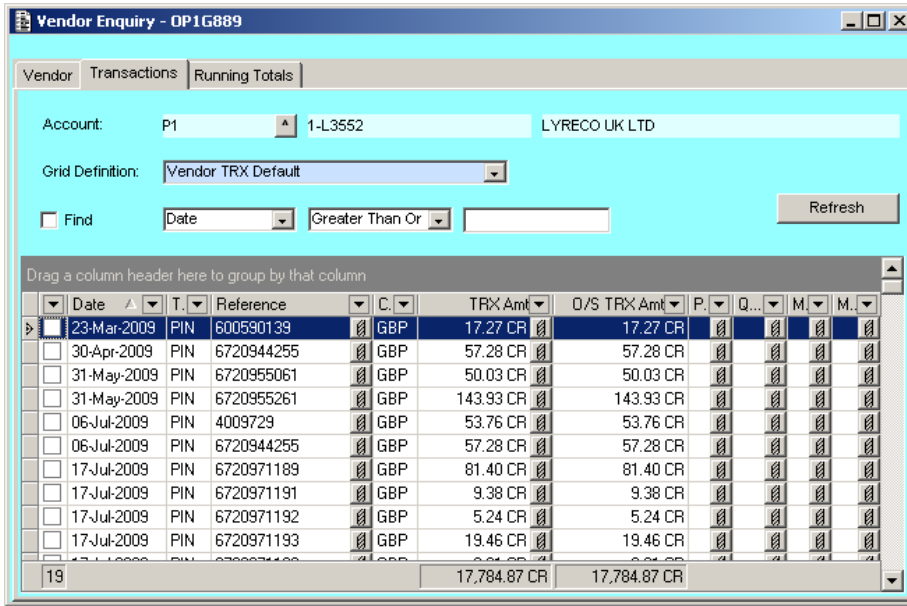
The screenshot shows the 'Vendor Enquiry - OP1G889' window with the 'Transactions' tab selected. The 'Account' field is set to 'P1' and '1-L3552' for 'LYRECO UK LTD'. The 'Grid Definition' is 'Vendor TRX Default'. There is a 'Find' checkbox and a 'Refresh' button. Below this is a table with columns: '\$...', 'Date', 'Trx ...', 'Reference', 'CCY', 'TRX Amt', 'O/S TRX Amt', 'Paid', 'Query', 'Mis...', and 'Mult...'. At the bottom, there are summary fields showing '0', '0.00 DR', and '0.00 DR'.

Next click on **View** from the file menu and select the one of the following options:

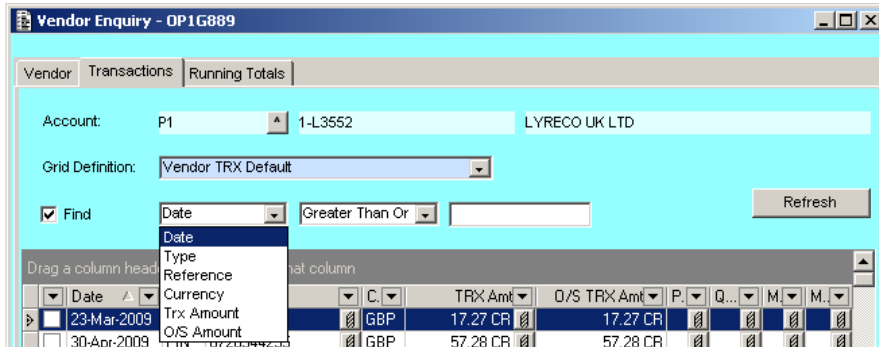
- **Display Outstanding** – displays only invoices with a status of 'Scheduled For Payment';
- **Display Paid** – displays invoices with a status of 'Paid';
- **Display All** – displays all invoices processed for this Supplier since Aptos went live.

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If you want to leave it on **Display Outstanding** then click on the **Refresh** button and a list of invoices will be retrieved.

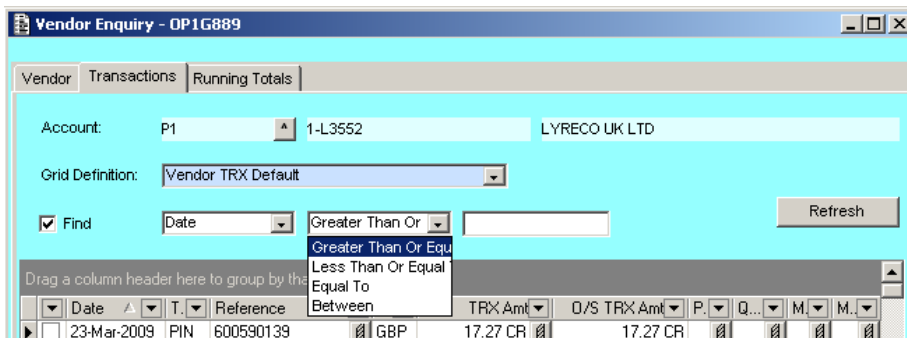


If required you are able to filter this list by clicking in the **Find** box and then select one of the following options



Note

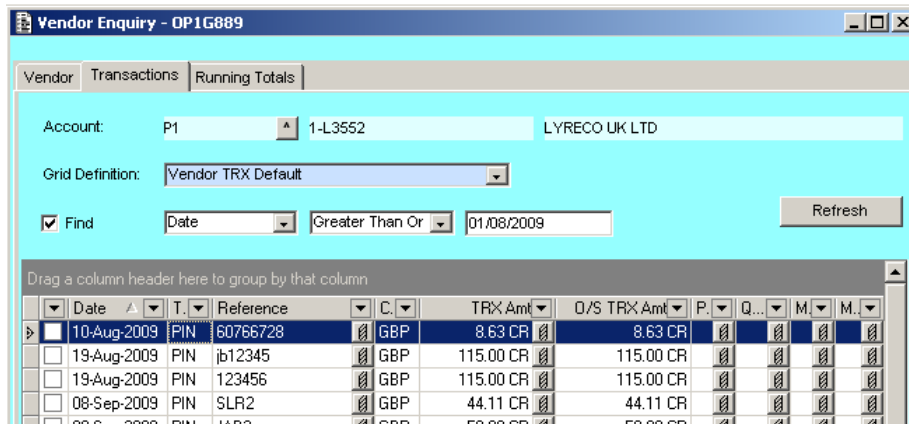
The **Reference** option refers to the Invoice Number and not the internal reference used by the University.



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And then type in your criteria.

For example you may want to search for all outstanding invoices with a date greater than the 31/07/09 then the selection would be **Date, Greater Than or Equal to** and then enter **01/08/09** then press **Refresh**.



This process can then be repeated if you wanted to search for Paid or All invoices.