How do I inquire on payments to a Vendor?

Navigation:
> Accounts Payable
> Review Accounts Payable Info
> Vouchers
> Voucher

You can use the menu on the left or you can use the folders on the main screen to navigate to the Vendor Payment Inquiry.

You’ll notice that the navigation and inquiry is the same as what we would do to inquire on a Voucher Payment.
Vendor Payment Inquiry

Since we are inquiring on payments to a vendor, we’ll need to enter the Vendor SetID as “SHARE.” We can use the “magnifying glass” to identify one of the other two vendor search fields: Short Name or Vendor ID. Please note: You can only enter search data in either the Short Name or Vendor ID, not both.

In addition, you may want to identify date parameters. If you do not identify dates in your search, your search results will display ALL payments made to that vendor over multiple fiscal years.

You can also identify how your information will be sorted.

If you’re looking for payments made by your department to a specific vendor, be sure to identify your department number in the department search field.
Vendor Payment Inquiry

Here are search results based on the following criteria:
Vendor Set ID = SHARE
Vendor ID = 0000002664
Invoice Date From = 07/01/2007
Invoice Date To = 06/30/2008
Department = 3120

Click on the different tabs to get more information. Here are the details under the “Amounts” tab.

Here are the results under the “More Details” tab.
Or you can choose to see all the information at once. Click on the expand icon.

The results are then displayed in one line:

As you can see, there is a lot of information available and you’ll have to scroll to the right in order to review it all. If this is too much information, you can Customize the view to eliminate the columns you don’t find pertinent to your search.

You can also export the information to Excel using the download button.
Vendor Payment Inquiry

Now, let’s take a look at what information is provided on the search results. Here are the primary fields you may find most pertinent.

The date of the transaction is listed under Invoice Date.

The Vouchers associated with these payments are in this column.*

Here we see all the payments made by Dept 3120 to Vaaler Insurance.

The amount of the Invoice is displayed in the Gross Invoice Amount column.**

For more information, drill down by clicking on the Accounting Entries and Payment Information icons.

*For more options on the Vouchers associated with this Vendor, please refer to the Voucher Inquiry Tip Sheet.

**The Gross Invoice Amount may include payments made by other departments on this Voucher. For example, the invoice for the Purchasing Card transactions and Travel Card includes multiple departments. Your department total will not be reflected in the invoice amount. You will need to drill down to the Accounting Entries to identify your department total.

Now, let’s take a look at a few more columns.

The Gross Amount Paid and the Net Amount Paid should be the same as the Gross Invoice Amount (see above).

For more information, drill down by clicking on the Detail Lines icons.

For an explanation on the information displayed in the various drill downs, please refer to the Voucher Inquiry Tip Sheet.