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Vendor Summary Transactions

Records > Vendors > Summary

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 7 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

Displays A/P invoices and payments for a vendor in summary. Invoices with multiple lines will display as one invoice line.

- When you select an invoice, the distributions or line items are displayed in a separate grid at the bottom of the screen.
- When you select a payment, the paid invoices are displayed in a separate grid at the bottom of the screen.

The menu option under Vendors allows you to display invoices, payments, or both (All Payables).

This screen displays invoices and payments in the following order: Year, Period, Date, Invoice ID, Invoice Sub ID, and Payment ID. Open invoices appear at the bottom in white, while all payments and paid invoices appear in yellow, which is the special color defined by user preferences. Voids appear in red.

The **Totals for the range** at the top of the screen represent the total invoices, payments, and dues for the selected period range. The total due for all periods is also shown here.

You can double-click on an invoice or payment or press the enter key when one is selected to display a pop-up window with more details about the transaction.

Vendor ID: This screen will display the current Vendor ID and Vendor Name based on your selection from the vendor list. If you'd like to review transactions for a different vendor, you can either manually enter a new Vendor ID or click the magnifying glass icon to select a different vendor from the list.

Period: Choose a range of periods. The default is from the beginning of the current year to the end.

Type: Option to filter for only invoices, payments, or both.

Display Reversal Entries: If unchecked, original entries will be visible in red with a **voided** status, but the associated reversal entries will not display.

View: This allows you to save your settings for which columns are displayed or hidden and in what order.

- To hide or unhide columns, click the **Customize Columns** button and check which columns will be displayed.
- To order columns, you can either click the **Customize Columns** button or just drag columns where you want them by dragging the column header.

You can save a view by clicking the "Save View" button. You must be authorized in security to save or delete views.

Advanced Filter

This is a quick way to locate any invoice#, PO#, or check# in the system without first selecting the vendor. Click here for more info.

Buttons

Vendor Detail: This button opens the Vendor Detail screen to display detailed transaction history. The screen will open to view the same Period that is currently selected on the Vendor Summary screen.

Edit: Once an invoice is live, if a user's menu permissions allow, changes may be made to any field except amount and account#. If either of these fields is incorrect, you may go to the invoice entry screen and enter additional lines with plus (or minus) amounts to the appropriate account# numbers, or a journal entry may be made to correct the amount and/or accounts.

- **Edit Object No.:** If using objects, you can edit the Object type and Object number linked to an entry.

Void Invoice: If voiding an invoice, select the invoice you wish to void and click the Void button. If applicable, the PO will be reopened for the amount of the invoice. The system will not allow voiding an invoice that has already been paid. You must first void the payment.

Void Payment: To void a payment, select a payment you wish to void and click the Void button. A list of invoices that were paid with that payment will appear. Tag which ones you wish to reopen and click the void button. The Void Period, Void Date, and Void Comments are defaulted but may be overridden. It is generally advised to use the current period for a void so that G/L history is not changed for prior months.

Hold Invoice: This holds an invoice so it cannot be tagged for payment until the hold is released. To hold an invoice, select the row and click the hold button.

Manual Payment: Use this to record a manual check or EFT. When you click this button, all unpaid invoices for the vendor will be displayed. Check the invoices to pay or click the select / deselect all checkbox at the bottom of the screen. Click the Check button to record a manual check that was hand-written in the system, or click the EFT button to record any type of electronic payment/wire transfer from your bank account for this invoice. Once you click either of those buttons, a second screen will allow you to enter the payment information for the appropriate checkbook.

Attachments: Displays attachments, if any exist, for the invoice selected. Click the invoice line to highlight it, then click Attachments.

Links: Click the Links button to mark a different entry in the system related to the selected entry. For example, if a journal entry is made to correct a G/L account# on an invoice, you may click the Links button to mark the selected journal entry as a related link. **Links is** available as a column on this screen's View (Customize Columns) setting.

Adjust Distribution Rows: This changes the grid height and controls the area displayed between the top (summary) and the bottom (distributions).

Reports: Quick Print, Advanced Print, Export only visible rows to Excel, Export all rows to Excel.

Show/Hide Image: Select **Show Image** to view attachments directly on the screen from the selected invoice. Select **Hide Image** to end this view. Attachments can still be accessed from the **Attachments** button.