Last Modified on 03/27/2026 4:20 pm EDT

Vendor Detail Transactions

Daily > Vendor History > Vendor Detail

It displays A/P invoices and payments for a vendor in great detail. Invoices with multiple lines display as separate lines, which allows you to see the G/L accounts and comments as well, since they are at the detail level.

The menu option under Vendors allows you to display invoices, payments, or both (All Payables). This screen displays the invoices followed by the payment, which are grouped together and color-coded so they appear grouped together. Voids appear in red. All open invoices will be displayed at the bottom.

The screen is ordered by Checkbook ID, Payment ID, Type, Invoice ID, and Invoice Sub ID.

The **Totals for Range** at the top of the screen show 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 popup 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 are to be displayed.
- To order columns, you can either click the customize columns button or drag the column header to where you want them.

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 Summary: Opens the Vendor Summary screen to display a summarized transaction history. The screen will open to view the same Period currently selected on the Vendor Detail 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 account# numbers.

- **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 check will appear. Tag which ones you wish to reopen and click the void button.

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

Manual Payment: Use this to record a manual check or EFT. When you click this button, all unpaid invoices will be displayed for the vendor. 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.

Split Invoice: Since payments can only be tagged for an invoice amount, in order to make a partial payment of an invoice, you may split a selected invoice into amount/s of your choice.

This menu option is only available on the Vendor Detail Transactions screen and the Account Transaction screen.

- Click to highlight the invoice line you want to split; click the Split Invoice button.
- Enter the amount you wish to split apart from the original amount and the number of invoice lines (items) you wish to create.

The system will recalculate the remaining amount, so the result is the requested number of invoice lines for the amount entered, as well as any remaining amount.

- Click Save to complete the split (or Cancel).

If a split has been made in error, you can select one of the invoice lines.

- Click Split Invoice and select “Undo Split” to combine those split invoice lines back into one invoice line.

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 the View (Customize Columns) setting on this screen.

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 for the selected invoice. Select **Hide Image** to end this view. Attachments can still be accessed from the **Attachments** button.