

Vendor Detail Transactions

Last Modified on 03/31/2022 3:34 pm EDT

Displays A/P invoices and payments for a vendor in great detail. Invoices that have multiple lines display as separate lines, which gives you the ability 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, so they are grouped together and color coded so they appear grouped together. Voids appear in red. All open invoices will display at the bottom.

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

The "Totals for range" at the top of the screen show the total invoices, payments, and due for the range of periods selected. The total due for all periods shows here as well.

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 detail about the transaction.

Period: Choose a range of periods. It defaults the beginning of the current year to the end.

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

View: Allows you to save your settings of which columns are displayed or hidden as well as the order columns are shown.

- 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 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 having to first select the vendor for this information. Click [here](#) for more info.

Buttons

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 are incorrect, you may go to the invoice entry screen and enter additional lines with plus (or minus) amounts to the appropriate account#s; or a journal entry may be made to correct the amount and/or account#s.

Void

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: This is for holding an invoice so that it cannot be paid until the hold is released. To hold an invoice, select it and click the hold button.

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

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.

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.
