## Account History

Last Modified on 03/24/2022 4:18 pm EDT

**Account History** allows you to view transaction history paid and unpaid that pertains to the vendor logged into the vendor portal.

- Filter: You can filter by specific Date or Invoice #.
- Reports: Print, Preview, or push to excel a report listing out the invoices displayed.

| Vendor Information<br>Contact Information |                  | E Contact Us<br>Banking Information |           |   | ▼<br>Tax Information | Account Histor |   | story    | 1099 History |                 | Upload Invoices |  | User Information |
|---|------------------|-------------------------------------|-----------|---|----------------------|----------------|---|----------|--------------|-----------------|-----------------|--|------------------|
| Reports -                                 |                  |                                     |           |   |                      |                |   |          |              |                 |                 |  |                  |
| Invoice Date:                             | Date: 08/01/2020 |                                     |           |   | m to: 08/31/2020 m   |                |   |          |              |                 |                 |  |                  |
| Invoice #:                                | oice #:          |                                     |           |   |                      |                |   |          |              |                 |                 |  |                  |
| Invoice ~                                 | Date             | ~                                   | Due Date  | ~ | Amount ~             | Status V       | ' | Pmt Date | ×            | Check#<br>/ EFT |                 |  |                  |
|   | 8/05/2020        |                                     | 9/04/2020 |   | 200.00               | Unpaid         |   |          |              |                 |                 |  |                  |
|   |                  |                                     |           |   |                      |                |   |          |              |                 |                 |  |                  |
|   |                  |                                     |           |   |                      |                |   |          |              |                 |                 |  |                  |