



Review the vendor payment inquiry

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Run a vendor payment inquiry to review a list of vendor check transactions.

The screenshot shows the 'Vendor Payment Inquiry' interface. At the top, there are navigation tabs: 'VENDOR PO INQUIRY', 'VENDOR PAYMENT INQUIRY' (selected), and 'VENDOR YTD AMOUNTS INQUIRY'. Below this is a 'Vendor Information' section with fields for Vendor (00226: VENDOR SORT KEY 226 / VENDOR NAME 226), Address (P.O. BOX 965, Alamo City, TX 23027 - 3515), Status (Active), and Doing Business As (WAL-MART COMMUNITY). There is also a 'File ID' dropdown set to 'C 2022 - 2023'. Below the vendor info are 'Payment Dates' (From: 00-00-0000, To: 00-00-0000), 'Check Number' (From: , To:), and 'Transaction Type' checkboxes for 'Include Check Transactions' and 'Include Credit Card Transactions'. At the bottom of the filters are buttons for 'Directory', 'Clear Dates', 'Retrieve', and 'Print'. The main area is a table with the following columns: Check Date, Check Nbr, PO / PA Nbr, Account Code, Reason, Invoice Nbr, Acct Per, Net Expend Amt, Liquidated Amt, File ID, and User ID. The table contains 10 rows of data, with the first two rows highlighted in green and the remaining eight rows highlighted in yellow. The first row shows a check number of 007052 and a net expenditure of 1,617.50. The second row shows a check number of 007053 and a net expenditure of 300.00. The remaining rows show transactions with 'CC' in the Check Nbr field and various net expenditure amounts. At the bottom left of the table, it shows 'Total Expend Amt: 3,835.00' and 'Total Liquidated Amt: -1,912.50'.

Check Date	Check Nbr	PO / PA Nbr	Account Code	Reason	Invoice Nbr	Acct Per	Net Expend Amt	Liquidated Amt	File ID	User ID
04-28-2023	007052	991777	199-00-2110.00-000-300001	PYMT CREDIT CARD CODE ONE	APRIL STATEMENT	04	1,617.50	0.00	C	REGION11
04-28-2023	007053	991778	199-00-2110.00-000-300001	PYMT CREDIT CARD CODE ONE		04	300.00	0.00	C	REGION11
04-28-2023	CC	205690	199-11-6299.00-001-311000	TESTING NO CC CODE ASSISGNE	ABC5321	04	605.00	-605.00	C	REGION11
04-28-2023	CC	205690	199-11-6399.00-001-311123	TESTING NO CC CODE ASSISGNE	ABC5321	04	156.00	-156.00	C	REGION11
04-30-2023	CC	205692	199-11-6399.00-001-311000	PO Created by Req: 015746	MEL098	04	300.00	-300.00	C	REGION11
05-02-2023	CC	050220	199-12-6299.03-001-311000	MANUAL PO FOR CC	ICE817	04	601.50	-601.50	C	REGION11
05-02-2023	CC	050220	199-23-6399.00-001-399000	MANUAL PO FOR CC	ICE817	04	250.00	-250.00	C	REGION11
05-02-2023	CC	991775	199-11-6399.00-001-311000	CREDIT MEMO	BARB505	04	-20.00	0.00	C	REGION11
05-02-2023	CC	991776	199-41-6499.00-750-399000	INTEREST	04 2023 INTERES	04	25.00	0.00	C	REGION11

- If the transaction is an individual credit card transaction, CC is displayed in the **Check Nbr** field and the transaction amount is displayed in the **Net Expend Amt** field.
- If the transaction is a reconciled amount, the check number is displayed in the **Check Nbr** field and the total reconciled amount is displayed in the **Net Expend Amt** field.