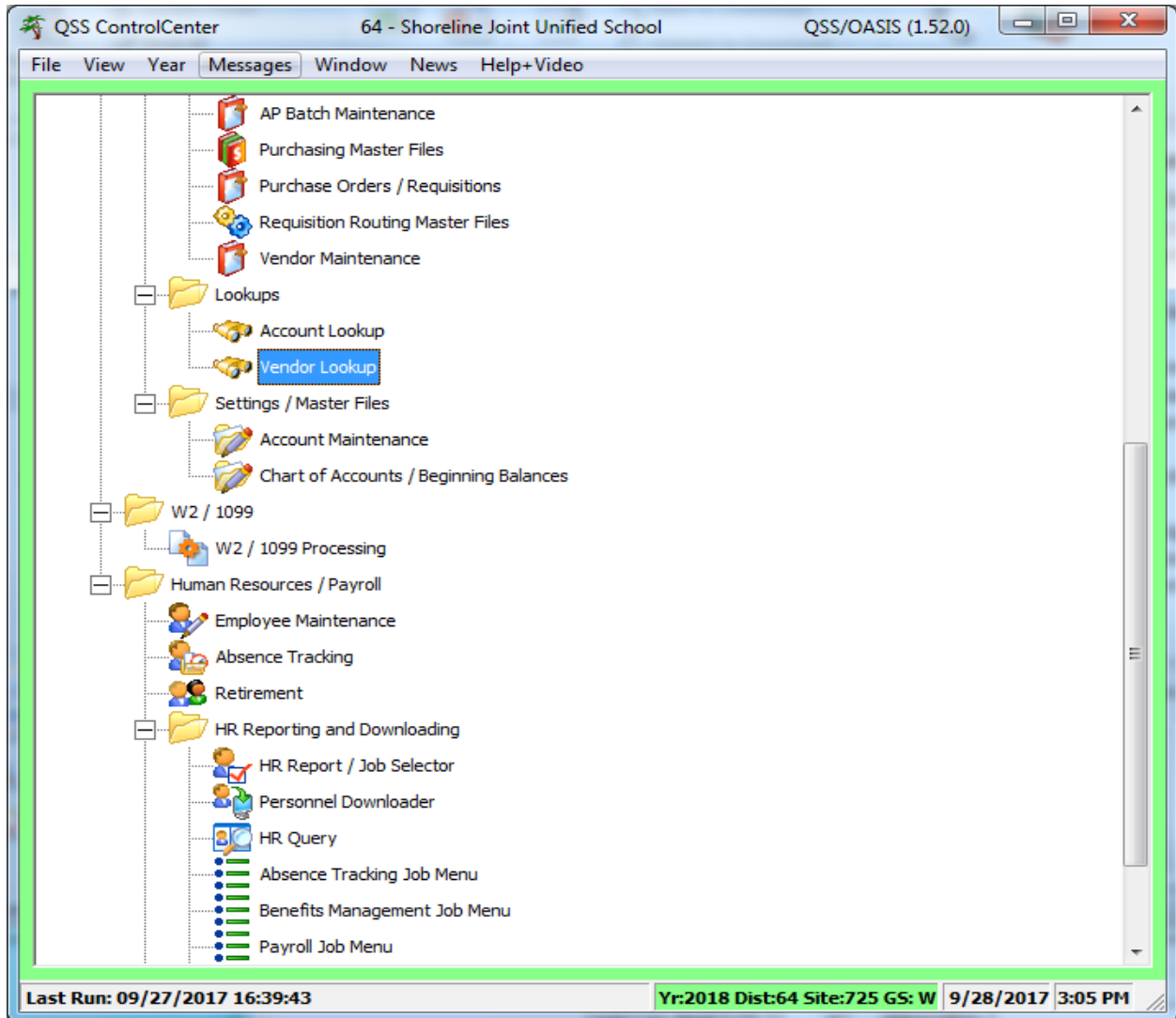


How to Lookup Vendor Payment History

Step 1: Select Vendor Lookup from Main Menu.



Step 2: Enter Vendor Name; shortening name will bring in more choices

Vendor Lookup 64 - Shoreline Joint Unified School QSS/OASIS

File Options Help+Video

Page: 1 of 1

Vendor Lookup | IIN Lookup | Commodity Lookup | Employee Lookup | Results

District: 64 Date: / / Status: Active Inactive Both Include additional addresses Include commodity codes

Contact Information **Additional Information**

Name: Search remit/addl add?
Address:
City: State: Zip:

Remit Name:
Remit Address:
City: State: Zip:

Vendor Number: Contact: Phone: () Fax: ()

1099
 Yes No All Name: Preset: Tax ID: SSN:

Use Tax: A - All Use tax 1: Use tax 2: Terms:

Account Number: Rating: Msg Flag: Category:
Comment: Type: Revolving Cash Object:

9/28/2017 3:07 PM

Step 3: receive multiple entries, select Fishman. Then Select Vendor Activity

The screenshot shows a software window titled "Vendor Lookup" for "64 - Shoreline Joint Unified School". The interface includes a menu bar (File, Options, Help+Video), a toolbar with various icons, and a status bar at the bottom right showing the date "9/28/2017" and time "3:08 PM".

The main content area displays a table with the following data:

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type/TIN	Phone Number	Fax Number	Com Code:
1	FISCO	64 - 004309	I	1808 3RD AVE SE ROCHESTER, MN 55904	TIN: N			
2	FISHER SCIENCE	64 - 002296	A	485 S. FRONTAGE ROAD BURR RIDGE, IL 60521	TIN: N	(800) 955-1177	(800) 955-0740	
3	FISHER SCIENTIFIC CO.	64 - 000262	I	4901 W. LEMOYNE ST. CHICAGO, IL 60651	TIN: N			
4	FISHER, SAM	64 - 070601	A	PO BOX 455 PT REYES STATION, CA	TIN: N			
5	FISHMAN SUPPLY COMPANY	64 - 000047	A	715 SOUTH POINT BLVD STE M	CORPORATION TIN: N	(707) 763-8161	(707) 763-7352	
6	FISCARO, BOB	64 - 002866	I	CLOVER STORNETTA DISTRIBUTOR 1882 AMY AVE.	TIN: N	(707) 569-9055		

Two callout boxes are present: one labeled "Select Vendor Activity" pointing to the "Results" tab, and another labeled "Select Fishman" pointing to the row for "FISHMAN SUPPLY COMPANY" (row 5).

Step 4: Notice Beginning and Ending date is set for current year. Any year can be entered. Beginning Year changed to 2015. Click OK

The screenshot shows a 'Vendor Activity' dialog box with the following fields and options:

- Vendor Number: 000047
- Beginning Date: 07/01/2015 (with a dropdown arrow)
- Ending Date: 06/30/2018 (with a dropdown arrow)
- Clear button (orange icon)
- Ascending Date Order:
- Transaction Types list:
 - CM - Credit Memo
 - CW - Cancelled warrant
 - CL - Established payables/payment
 - HW - Hand warrant
 - LB - Liability payment
 - PO - Purchase orders/payments
 - PV - Pay Voucher
 - RC - Revolving cash
 - TC - Travel Claim
 - PX - Requisition
- Reference Number: [empty text box]
- PO Acct Line #: [empty text box]
- Invoice Number: [empty text box]
- OK and Cancel buttons at the bottom.

Annotations:

- A box labeled 'Change year' has an arrow pointing to the 'Beginning Date' dropdown arrow.
- A box labeled 'Click OK' has an arrow pointing to the 'OK' button.

Step 5: this provides a lot of info

ADVANCED: This info can be pulled into a table and loaded into excel.

Step 6: Select Grid Output

Select Grid Output

The screenshot shows the Vendor Lookup application window for '64 - Shoreline Joint Unified School'. The interface includes a menu bar (File, Views, Page), a toolbar with navigation icons, and a status bar (View: 2 of 2, Page: 1 of 1). The main content area displays vendor details for 'Vendor Number: 000047 - FISHMAN SUPPLY COMPANY' with a beginning date of 07/01/2016 and an ending date of 06/30/2017. Below this, a table summarizes transactions by type, including Canceled Warrants, Credit Memo, Est Payables/Payments, Hand Warrants, Liability Payments, Purchase Orders/Payments, Pay Vouchers, Travel Claims, and Revolving cash. The Vendor Total is 1,068.05. At the bottom, a detailed grid of transactions is shown with columns for Entered, Reference, Paid, Warrant, Enc, Amount, and Invoice No.

Transaction Type	Encumbered Balance	Pending Payment	Payment
Canceled Warrants			0.00
Credit Memo		0.00	0.00
Est Payables/Payments	0.00	0.00	0.00
Hand Warrants			0.00
Liability Payments		0.00	0.00
Purchase Orders/Payments	1,068.05	0.00	1,524.43
Pay Vouchers		0.00	0.00
Travel Claims		0.00	0.00
Revolving cash		0.00	0.00
Vendor Total	1,068.05	0.00	1,524.43

Entered	Reference	Paid	Warrant	Enc	Amount	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	Invoice No
07/01/2016	PO-179013	07/01/2016		400.00	0.00	01-0000-0-4300.00-1110-3600-740-000-000	BUS & SHOP CLEANING
08/18/2016	PO-170290	08/18/2016		67.76	0.00	01-0000-0-4300.00-0000-8200-106-000-000	FLOOR SEALER
08/18/2016	PO-170290	08/18/2016		67.75	0.00	01-0000-0-4300.00-0000-8200-108-000-000	FLOOR SEALER
09/09/2016	PO-170356	09/09/2016		23.27	0.00	01-0000-0-4300.00-0000-8200-108-000-000	SUPPLIES
09/19/2016	PO-170356	09/21/2016	20139059 O	-23.27	21.50	01-0000-0-4300.00-0000-8200-108-000-000	SPRAY BOTTLES
10/05/2016	PO-170290	10/07/2016	20141035 O	-67.76	62.59	01-0000-0-4300.00-0000-8200-106-000-000	1042810
10/05/2016	PO-170290	10/07/2016	20141035 O	-67.75	62.59	01-0000-0-4300.00-0000-8200-108-000-000	1042810
10/17/2016	PO-170544	10/17/2016		403.64	0.00	01-0000-0-4300.00-0000-8200-106-000-000	MAINTENANCE SUPPLIES
10/17/2016	PO-170544	10/17/2016		403.64	0.00	01-0000-0-4300.00-0000-8200-108-000-000	MAINTENANCE SUPPLIES
11/21/2016	PO-170544	11/23/2016	20145991 O	-403.64	403.64	01-0000-0-4300.00-0000-8200-106-000-000	MAINTENANCE SUPPLIES
11/21/2016	PO-170544	11/23/2016	20145991 O	-403.64	398.46	01-0000-0-4300.00-0000-8200-108-000-000	1053365
02/01/2017	PO-179013	02/03/2017	20152195 O	-239.01	239.01	01-0000-0-4300.00-1110-3600-740-000-000	BUS & SHOP SUPPLIES
03/10/2017	PO-171530	03/10/2017		125.79	0.00	01-0000-0-4300.00-0000-8200-108-000-000	Cleaning Supplies
03/16/2017	PO-171523	03/16/2017		92.71	0.00	01-0000-0-4300.00-0000-8200-108-000-000	Invoice 1071397
03/20/2017	PO-171528	03/20/2017		125.79	0.00	01-0000-0-4300.00-0000-8200-108-000-000	Fishman 1069680
03/29/2017	PO-171530	03/31/2017	20157699 O	-125.79	125.50	01-0000-0-4300.00-0000-8200-108-000-000	1069680
05/01/2017	PO-171523	05/05/2017	20161047 O	-92.71	85.64	01-0000-0-4300.00-0000-8200-108-000-000	1071397
05/01/2017	PO-171528	05/05/2017	20161047 O	-125.79	125.50	01-0000-0-4300.00-0000-8200-108-000-000	1069680
06/30/2017	PO-179013	06/30/2017		-160.99	0.00	01-0000-0-4300.00-1110-3600-740-000-000	EOY MASS CLOSE
08/06/2017	PO-185009	08/06/2017		700.00	0.00	01-0000-0-4300.00-0000-8110-740-000-000	CUSTODIAL SUPPLIES
09/27/2017	PO-180534	09/27/2017		368.05	0.00	01-0000-0-4300.00-0000-7200-700-000-000	COPY PAPER

Step 6: Easier to read

MORE ADVANCED Can be loaded in Excel

Step 7: Select Excel icon far right

Select the Excel icon far right

Entered	Reference	Paid	Warrant	Wr St	Enc	Amount	Account	Invoice No
07/01/2016	PO-179013	07/01/2016	00000000			400.00	01-0000-0-4300.00-1110-3600-740-000-000	BUS & SHOP CLEANING
08/18/2016	PO-170290	08/18/2016	00000000			67.76	01-0000-0-4300.00-0000-8200-106-000-000	FLOOR SEALER
08/18/2016	PO-170290	08/18/2016	00000000			67.75	01-0000-0-4300.00-0000-8200-108-000-000	FLOOR SEALER
09/09/2016	PO-170356	09/09/2016	00000000			23.27	01-0000-0-4300.00-0000-8200-108-000-000	SUPPLIES
09/19/2016	PO-170356	09/21/2016	20139059	0		-23.27	01-0000-0-4300.00-0000-8200-108-000-000	SPRAY BOTTLES
10/05/2016	PO-170290	10/07/2016	20141035	0		-67.76	01-0000-0-4300.00-0000-8200-106-000-000	1042810
10/05/2016	PO-170290	10/07/2016	20141035	0		-67.75	01-0000-0-4300.00-0000-8200-108-000-000	1042810
10/17/2016	PO-170544	10/17/2016	00000000			403.64	01-0000-0-4300.00-0000-8200-106-000-000	MAINTENANCE
10/17/2016	PO-170544	10/17/2016	00000000			403.64	01-0000-0-4300.00-0000-8200-108-000-000	MAINTENANCE
11/21/2016	PO-170544	11/23/2016	20145991	0		-403.64	01-0000-0-4300.00-0000-8200-106-000-000	MAINTENANCE
11/21/2016	PO-170544	11/23/2016	20145991	0		-403.64	01-0000-0-4300.00-0000-8200-108-000-000	1053365
02/01/2017	PO-179013	02/03/2017	20152195	0		-239.01	01-0000-0-4300.00-1110-3600-740-000-000	BUS & SHOP SUPPLIES
03/10/2017	PO-171530	03/10/2017	00000000			125.79	01-0000-0-4300.00-0000-8200-108-000-000	Cleaning Supplies
03/16/2017	PO-171523	03/16/2017	00000000			92.71	01-0000-0-4300.00-0000-8200-108-000-000	Invoice 1071397
03/20/2017	PO-171528	03/20/2017	00000000			125.79	01-0000-0-4300.00-0000-8200-108-000-000	Fishman 1069680
03/29/2017	PO-171530	03/31/2017	20157699	0		-125.79	01-0000-0-4300.00-0000-8200-108-000-000	1069680
05/01/2017	PO-171523	05/05/2017	20161047	0		-92.71	01-0000-0-4300.00-0000-8200-108-000-000	1071397
05/01/2017	PO-171528	05/05/2017	20161047	0		-125.79	01-0000-0-4300.00-0000-8200-108-000-000	1069680
06/30/2017	PO-179013	06/30/2017	00000000			-160.99	01-0000-0-4300.00-1110-3600-740-000-000	EOY MASS CLOSE
08/06/2017	PO-185009	08/06/2017	00000000			700.00	01-0000-0-4300.00-0000-8110-740-000-000	CUSTODIAL SUPPLIES
09/27/2017	PO-180534	09/27/2017	00000000			368.05	01-0000-0-4300.00-0000-7200-700-000-000	COPY PAPER

Step 8: Excel selection box, just click Continue

Settings

Print Grid Lines

Delimiter: **Tab**

Orientation: Portrait, Landscape

Columns to Exclude: Entered, Reference, Paid, Warrant, Wr St, Enc, Amount

Export as Text 'Override': Entered, Reference, Paid, Warrant, Wr St, Enc, Amount

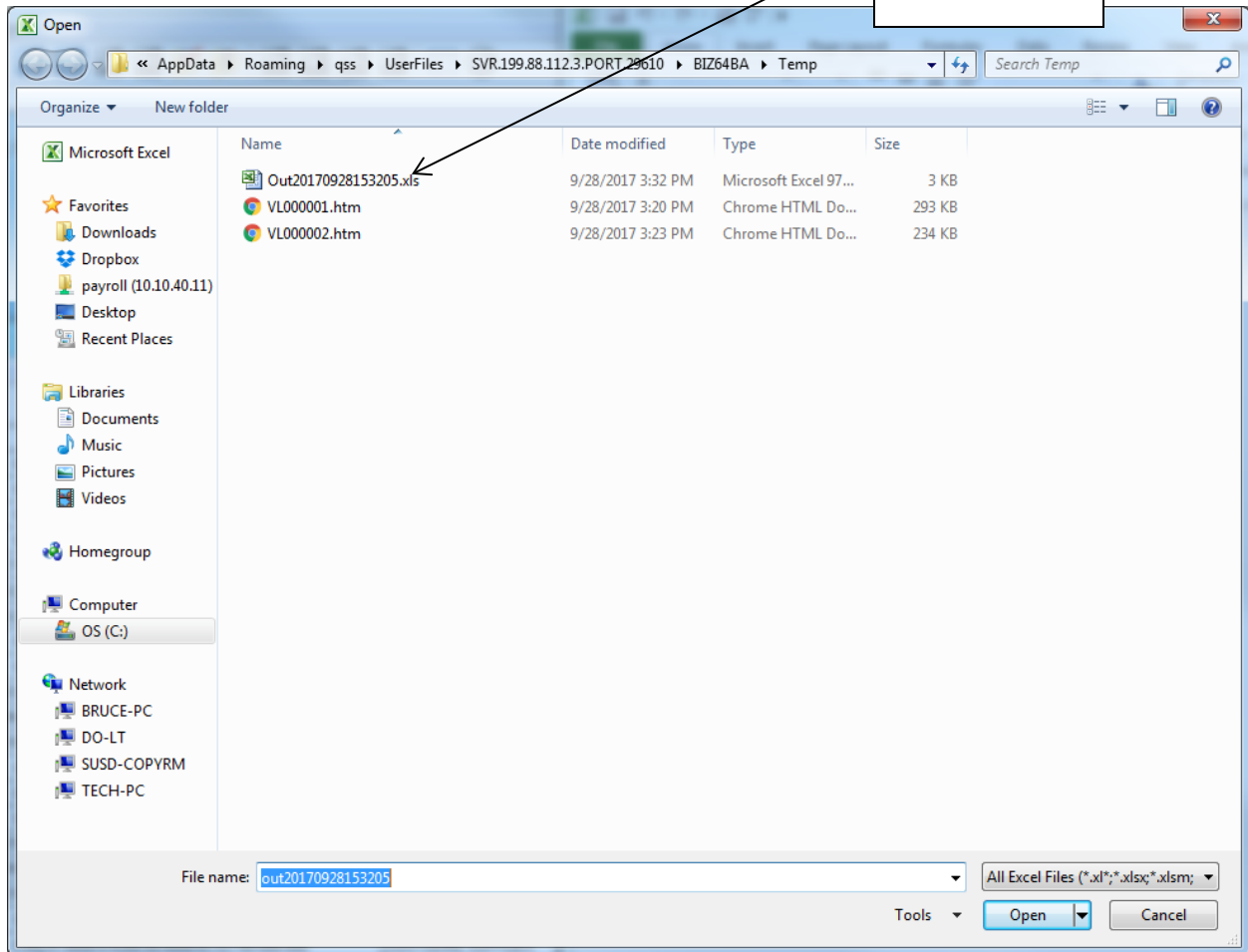
Select All, Clear All, Select All, Clear All

Continue, Cancel

Click Continue

Step 9: Double click Excel file

Double Click
Excel file



Step 10: Click finish

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

Preview of file C:\Users\Bruce\AppData\Roaming\qss\UserFiles\SVR.199....\Out20170928153205.xls.

	EnteredReference	PaidWarrantWr	StEncAmount	Account	Invoice No
2	07/01/2016	PO-17901307/01/2016	000000000400.000	.0001-0000-0-4300.00	-1
3	08/18/2016	PO-17029008/18/2016	00000000067.760	.0001-0000-0-4300.00	-00
4	08/18/2016	PO-17029008/18/2016	00000000067.750	.0001-0000-0-4300.00	-00
5	09/09/2016	PO-17035609/09/2016	000000000023.270	.0001-0000-0-4300.00	-00

Buttons: Cancel, < Back, Next >, Finish

Click Finish

Excel file can be sorted or analyzed.

The screenshot shows a Microsoft Excel spreadsheet titled "Out20170928153205.xls". The spreadsheet has the following columns: A (Entered), B (Reference), C (Paid), D (Warrant), E (Wr St), F (Enc), G (Amount), and H (Account). The data is as follows:

	A	B	C	D	E	F	G	H
1	Entered	Reference	Paid	Warrant	Wr St	Enc	Amount	Account
2	7/1/2016	PO-179013	7/1/2016	0		400	0	01-0000-0-4300.00-1110-3600-740-0
3	8/18/2016	PO-170290	8/18/2016	0		67.76	0	01-0000-0-4300.00-0000-8200-106-0
4	8/18/2016	PO-170290	8/18/2016	0		67.75	0	01-0000-0-4300.00-0000-8200-108-0
5	9/9/2016	PO-170356	9/9/2016	0		23.27	0	01-0000-0-4300.00-0000-8200-108-0
6	9/19/2016	PO-170356	9/21/2016	20139059	O	-23.27	21.5	01-0000-0-4300.00-0000-8200-108-0
7	10/5/2016	PO-170290	10/7/2016	20141035	O	-67.76	62.59	01-0000-0-4300.00-0000-8200-106-0
8	10/5/2016	PO-170290	10/7/2016	20141035	O	-67.75	62.59	01-0000-0-4300.00-0000-8200-108-0
9	10/17/2016	PO-170544	10/17/2016	0		403.64	0	01-0000-0-4300.00-0000-8200-106-0
10	10/17/2016	PO-170544	10/17/2016	0		403.64	0	01-0000-0-4300.00-0000-8200-108-0
11	11/21/2016	PO-170544	11/23/2016	20145991	O	-403.64	403.64	01-0000-0-4300.00-0000-8200-106-0
12	11/21/2016	PO-170544	11/23/2016	20145991	O	-403.64	398.46	01-0000-0-4300.00-0000-8200-108-0
13	2/1/2017	PO-179013	2/3/2017	20152195	O	-239.01	239.01	01-0000-0-4300.00-1110-3600-740-0
14	3/10/2017	PO-171530	3/10/2017	0		125.79	0	01-0000-0-4300.00-0000-8200-108-0
15	3/16/2017	PO-171523	3/16/2017	0		92.71	0	01-0000-0-4300.00-0000-8200-108-0
16	3/20/2017	PO-171528	3/20/2017	0		125.79	0	01-0000-0-4300.00-0000-8200-108-0
17	3/29/2017	PO-171530	3/31/2017	20157699	O	-125.79	125.5	01-0000-0-4300.00-0000-8200-108-0
18	5/1/2017	PO-171523	5/5/2017	20161047	O	-92.71	85.64	01-0000-0-4300.00-0000-8200-108-0
19	5/1/2017	PO-171528	5/5/2017	20161047	O	-125.79	125.5	01-0000-0-4300.00-0000-8200-108-0
20	6/30/2017	PO-179013	6/30/2017	0		-160.99	0	01-0000-0-4300.00-1110-3600-740-0
21	8/6/2017	PO-185009	8/6/2017	0		700	0	01-0000-0-4300.00-0000-8110-740-0
22	9/27/2017	PO-180534	9/27/2017	0		368.05	0	01-0000-0-4300.00-0000-7200-700-0
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								