

Vendor Document Inquiry

Vendor Document Inquiry is launched from the Documents tab in the Vendor Inquiry window when you double-click a vendor document.

The document inquiry window provides up to 7 tabs of document information – similar to the way that Sage 300 Accounts Receivable Customer Inquiry and A/R Document Inquiry operate.

The following screen displays all 7 Vendor Document Inquiry tabs.

In multicurrency systems, you can choose to display amounts in vendor currency or functional currency. You can also drill down to source batches and to order and purchase order source documents.

The screenshot shows the 'PTDEMO - Vendor Document Inquiry' window. The document number is 'TRANC 007.5' and the transaction type is 'Invoice - Summary Entered'. The vendor is 'Stewart Or and Associates, CPA'. The source application is 'AP'. The batch number is 25, entry number is 5, and posting sequence number is 17. The document total is 596,141.98, applied amount is -596,141.98, and amount due is 0.00. The discount amount is 10,449.42. The window also displays various dates and terms, such as '2% 10 Days or Net 30 Days' and 'Date Paid: 03/06/2019'.

Field	Value
Document Number	TRANC 007.5
Transaction Type	Invoice - Summary Entered
Vendor Number	SV-10000
Vendor Name	Stewart Or and Associates, CPA
Source Application	AP
Batch Number	25
Batch Date	01/01/2019
Batch Type	Invoice
Entry Number	5
Doc. Date	01/01/2019
Document Type	Invoice
Posting Sequence No.	17
Date	01/01/2019
Year/Period	2019/01
Order Number	
Group Code	SVC
Service Purchases	
PO Number	
Account Set	USA
Accounts payable, Other	
Terms	2N30
Terms	2% 10 Days or Net 30 Days
Terms Overridden	<input checked="" type="checkbox"/>
Document Total	596,141.98
Fully Paid	<input checked="" type="checkbox"/>
Applied	-596,141.98
Date Paid	03/06/2019
Amount Due	0.00
Due Date	01/04/2019
Discount Amount	10,449.42
Discount Date	01/02/2019

Using Vendor Document Inquiry

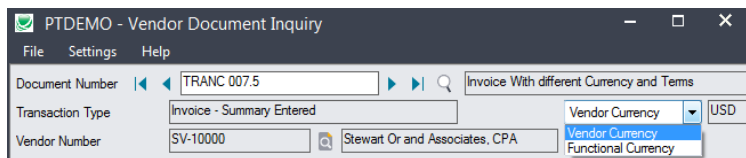
Vendor Document Inquiry is launched from the Documents tab in the Vendor Inquiry window when you select a document from the Documents tab.

The Vendor Inquiry icon appears under **TaiRox Productivity Tools > Accounts Payable Tools** on the Sage 300 desktop and can be copied to other menu locations.



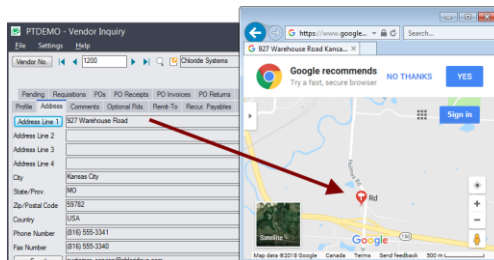
Choose the Vendor currency

- For multicurrency systems, choose whether to view figures in the vendor currency or in your functional currency.



Look up addresses in Google maps

- Click the Address button on the Vendor Document Inquiry Address tab to confirm locations.

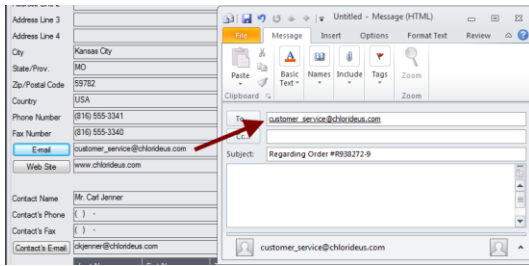


- Click the Address column headings for Remit-to address column headings to confirm the location of the selected remit-to address.

Remit-To ...	Description	Status	Date Last Mai...	Optional Fields	Address Line 1	Address Line 2
KML	Kamloops Credit...	Active	8/18/2010	Yes	15077 University Avenue	
VAN	First National Ba...	Active	8/18/2010	Yes	325 Sasmat Street	

Launch emails for vendors and vendor contact email addresses

- Click the E-mail or Contact's E-mail button on the Address tab to quickly create a new email.

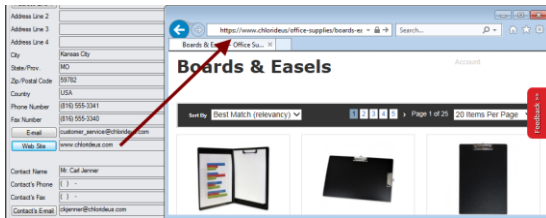


- You can also click the Email column heading to create an email for the selected additional contact.

Contact's Email	Office	Phone (Other)	Email	Notes	Inactive	Date Inactive	Date L
ckjenner@chlondeus.com		5-1871	ckamenjenner10@RealBaryWhite	Get approval f o	No		3/15/2
			does not use		No		3/15/2

Look up Web sites in your browser

- Click the Web Site button on the Vendor Document Inquiry Address tab to look up Web sites.



Vendor Document Inquiry tabs – examples

Header tab

PTDEMO - Vendor Document Inquiry

File Settings Help

Document Number: TRANC 0076 Invoice With different Currency and Terms

Transaction Type: Invoice - Summary Entered Vendor Currency: USD

Vendor Number: SV-10000 Stewart Or and Associates, CPA

Header Remit-To Taxes Rates Optional Flds Details Transactions

Source Application: AP

Batch Number: 25 Batch Date: 01/01/2019 Batch Type: Invoice

Entry Number: 5 Doc. Date: 01/01/2019 Document Type: Invoice

Posting Sequence No.: 17 Drill Down Date: 01/01/2019 Year/Period: 2019/01

Order Number: Group Code: SVC Service Purchases

PO Number: Account Set: USA Accounts payable, Other

Terms: 2N30 2% 10 Days or Net 30 Days Terms Overridden

Document Total	596,141.98		
Applied	-596,141.98	Date Paid	03/06/2019
Amount Due	0.00	Due Date	01/04/2019
Discount Amount	10,449.42	Discount Date	01/02/2019

Close

- In multicurrency systems, use the Currency dropdown in the top-right corner to display amounts in vendor currency or in functional currency.
- Use the Drill-Down buttons to view source batches and transactions as well as originating order and purchase order source documents.

Remit-To tab

PTDEMO - Vendor Document Inquiry

File Settings Help

Document Number: TRANC 0076 Invoice With different Currency and Terms

Transaction Type: Invoice - Summary Entered Vendor Currency: USD

Vendor Number: SV-10000 Stewart Or and Associates, CPA

Header Remit-To Taxes Rates Optional Flds Details Transactions

Remit-To

Vendor Address

Address Line 1: Suite 15002

Address Line 2: 1449 Los Alamos Drive

Address Line 3:

Address Line 4:

City: Los Alamos

State/Prov.: CA

Zip/Postal Code: 99409

Country: USA

Phone Number: (415) 444-3425

Fax Number: (415) 444-3622

Email: info@soacpa.com

Contact Name: Mr. Stewart Or

Contact's Phone: () -

Contact's Fax: () -

Contact's Email: stewart@soacpa.com

Remit-To Address

Address Line 1: Suite 15002

Address Line 2: 1449 Los Alamos Drive

Address Line 3:

Address Line 4:

City: Los Alamos

State/Prov.: CA

Zip/Postal Code: 99409

Country: USA

Phone Number: (415) 444-3425

Fax Number: (415) 444-3622

Email: info@soacpa.com

Contact Name: Mr. Stewart Or

Contact's Phone: () -

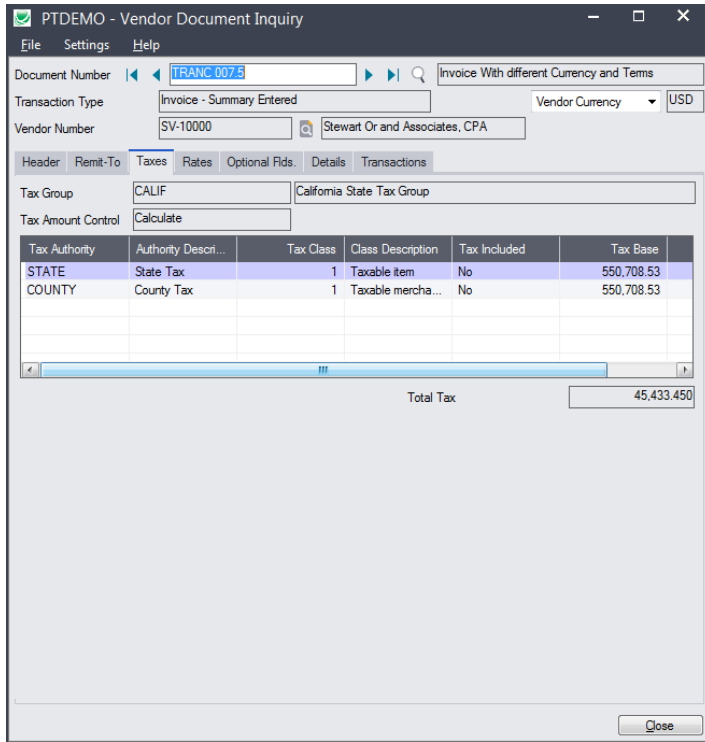
Contact's Fax: () -

Contact's Email: stewart@soacpa.com

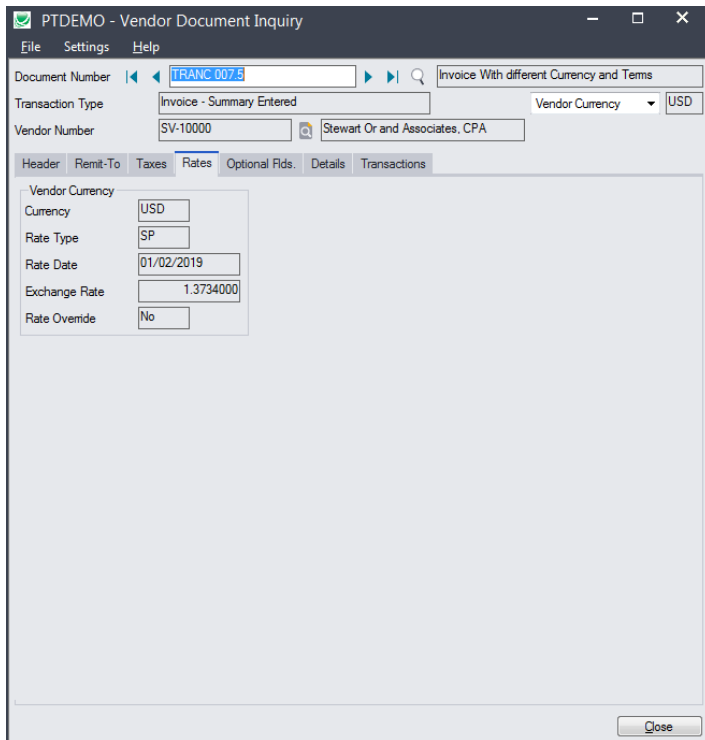
Close

- Click the Address Line 1 button to launch Google Maps.
- Click E-mail and Contact's E-mail buttons to launch your email client to create a new email.

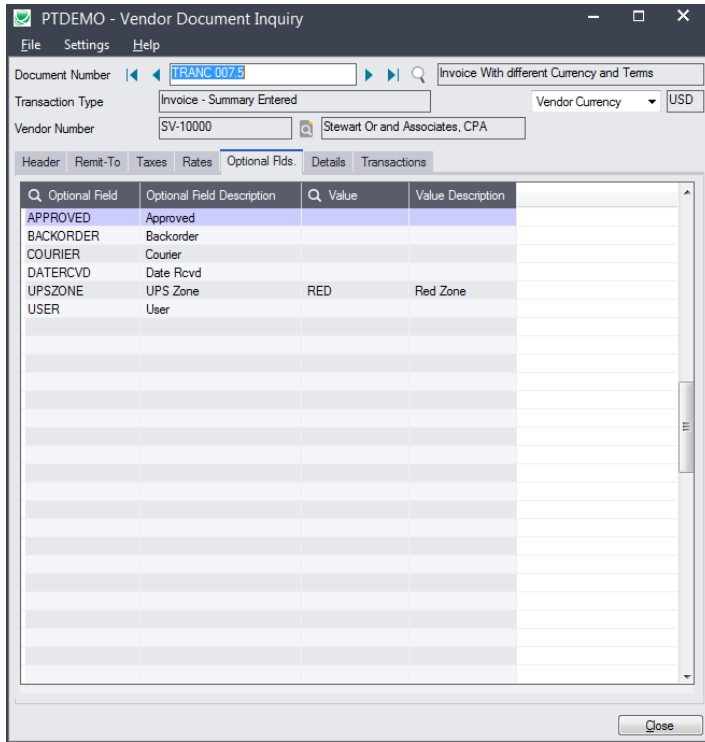
Taxes tab



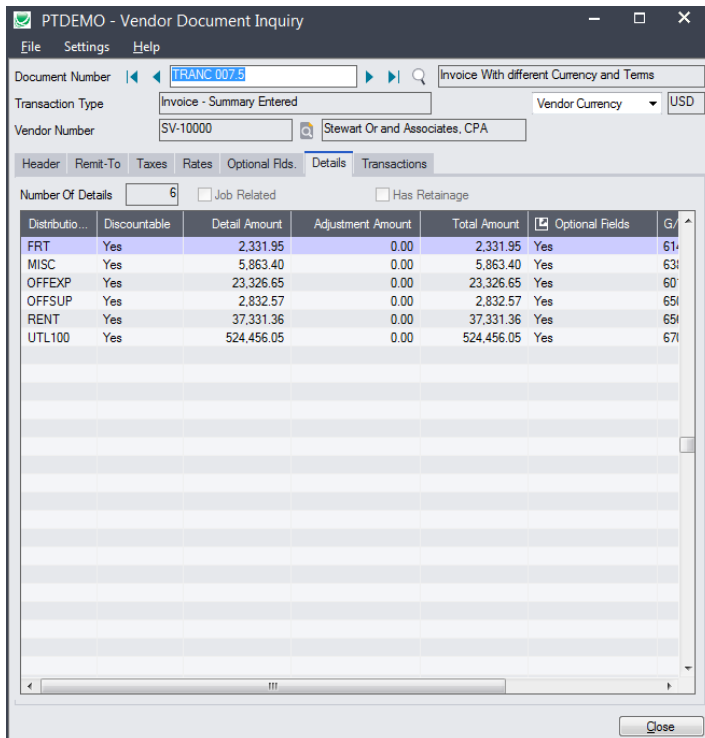
Rates tab



Optional Fields tab



Details tab



Transactions tab

