

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 title bar includes 'File', 'Settings', and 'Help'. The main area is divided into several sections:

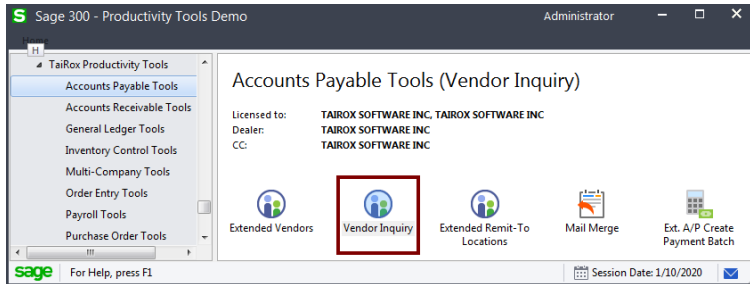
- Document Number:** TRANC 007.5 (with navigation arrows and a search icon). A tooltip reads 'Invoice With different Currency and Tems'.
- Transaction Type:** Invoice - Summary Entered. **Vendor Currency:** USD.
- Vendor Number:** SV-10000. Vendor name: Stewart Or and Associates, CPA.
- Tabs:** Header (selected), Remit-To, Taxes, Rates, Optional Flds., Details, Transactions.
- Source Application:** AP.
- Batch Information:**
 - 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 and Account Information:**
 - Order Number: (empty), Group Code: SVC, Service Purchases.
 - PO Number: (empty), Account Set: USA, Accounts payable, Other.
- Terms:** 2N30, 2% 10 Days or Net 30 Days. Terms Overridden.
- Financial Summary:**
 - Document Total: 596,141.98, Fully Paid.
 - 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.

A 'Close' button is located at the bottom right of the window.

Using Vendor Document Inquiry

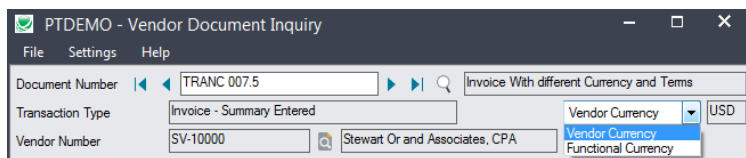
Vendor Document Inquiry is launched from the Documents tab in the Vendor Inquiry window when you select a document from the Documents tab.

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.



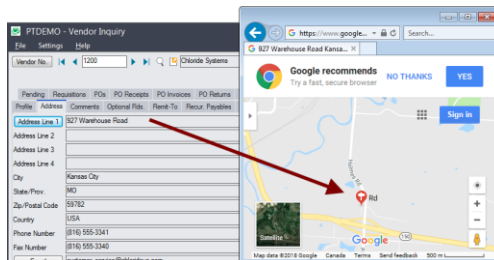
Choose the Vendor currency

- 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.

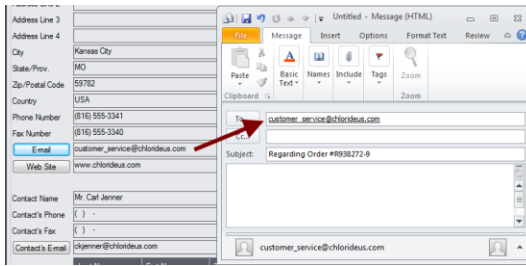


- Click the Address column headings for Remit-to address column headings to confirm the location of the selected remit-to address.

| 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.

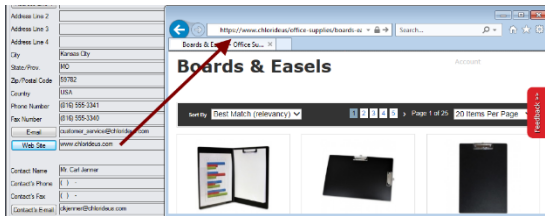


- You can also click the Email column heading to create an email for the selected additional contact.

| Contact's Email | Office | Phone (Other) | Email | Notes | Inactive | Date Inactive | Date L |
|------------------------|--------|---------------|----------------------------|------------------------------------|----------|---------------|--------|
| ckjenner@chloudeus.com | | 5-1871 | ckjenner10 does not use | Get approval # o @RealBaryWhite | 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

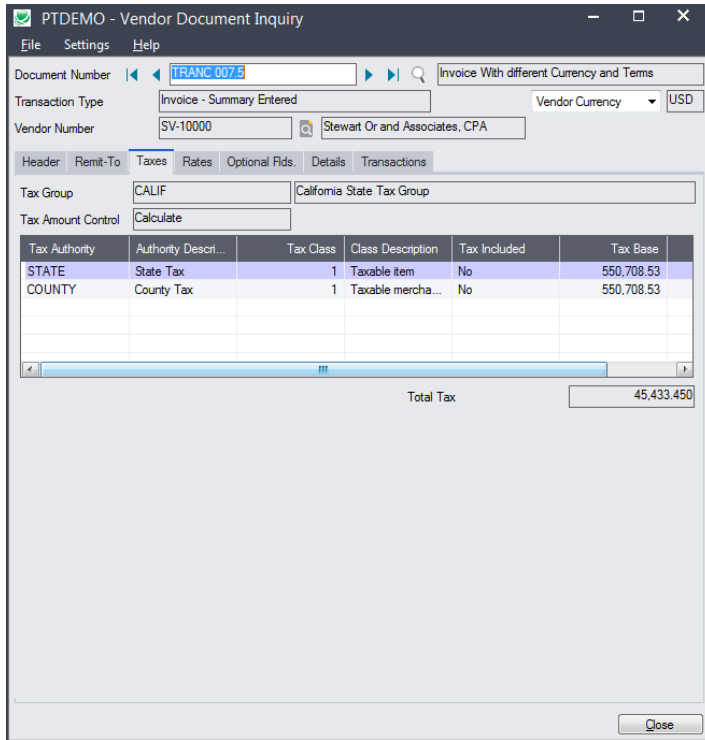
Header tab

- 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.

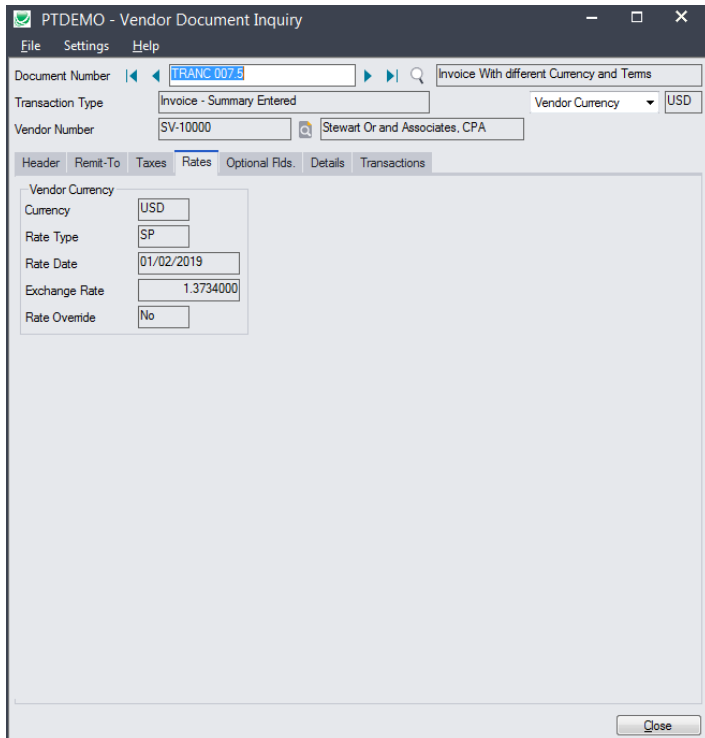
Remit-To tab

- 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.

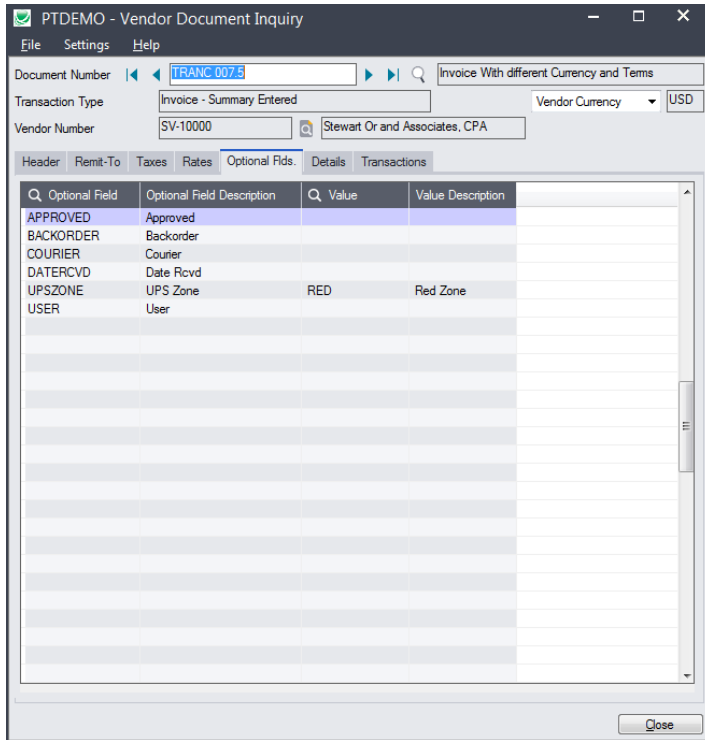
Taxes tab



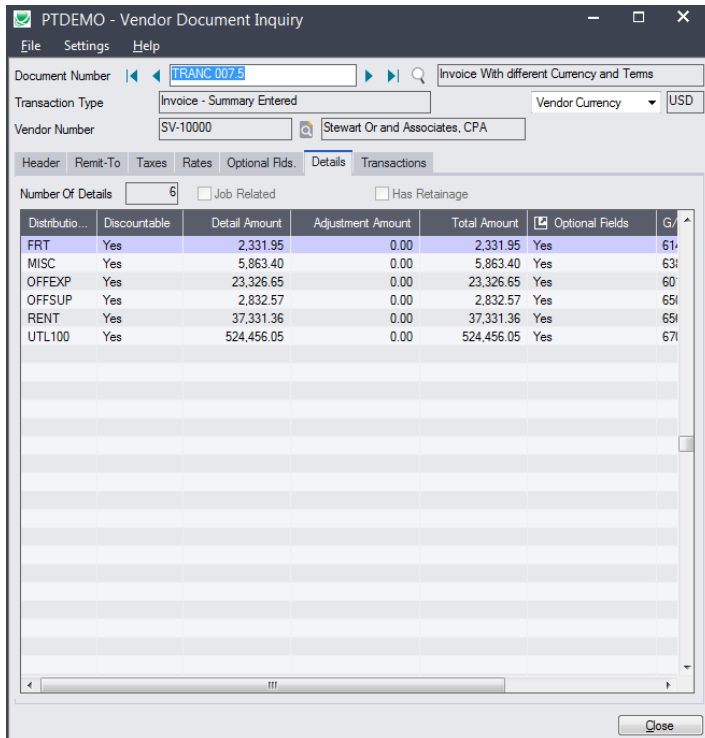
Rates tab



Optional Fields tab



Details tab



Transactions tab

