

TaiRox Productivity Tools User Guide

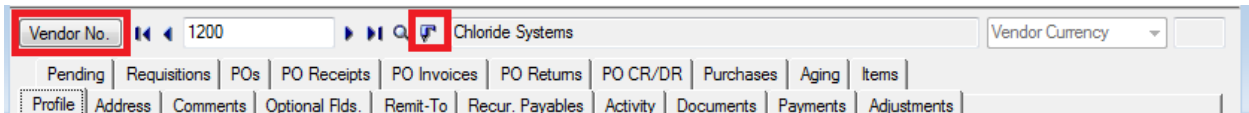
Vendor Inquiry - Overview

Vendor Inquiry provides a convenient way to view data related to a Sage 300 vendor. Each tab focuses on an aspect of the vendor's data.

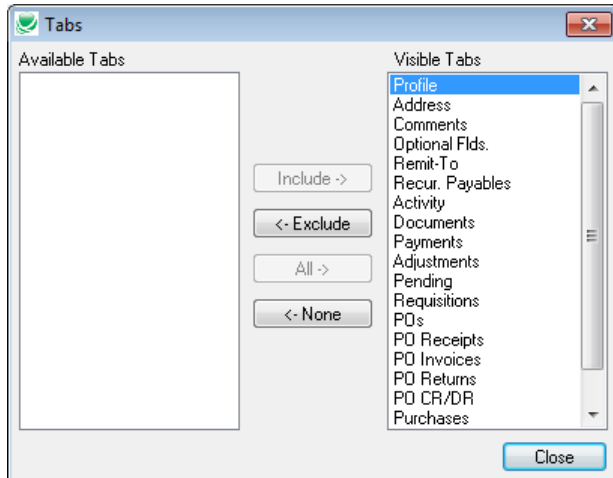
This document shows Vendor Inquiry forms in a "complete environment". Not all features will be available in some setups as Vendor Inquiry adjusts itself based on setup details such as:

- Whether or not PO is installed
- Whether PO is using IC items or is stand-alone
- The permissions of the user
- Whether or not specific TaiRox Productivity Tools are enabled

All 20 tabs are shown in the picture below. The Vendor No button provides access to a search function - SmartFinder - that will search multiple columns in both vendor and remit-to locations and display all matches - just like a modern search engine. The drill-down icon provides access to either TaiRox Extended Vendors (if this function is enabled) or otherwise to the Sage 300 Vendors function.



The tabs being displayed can be controlled. Click on Settings, Tabs and then select using the following form.



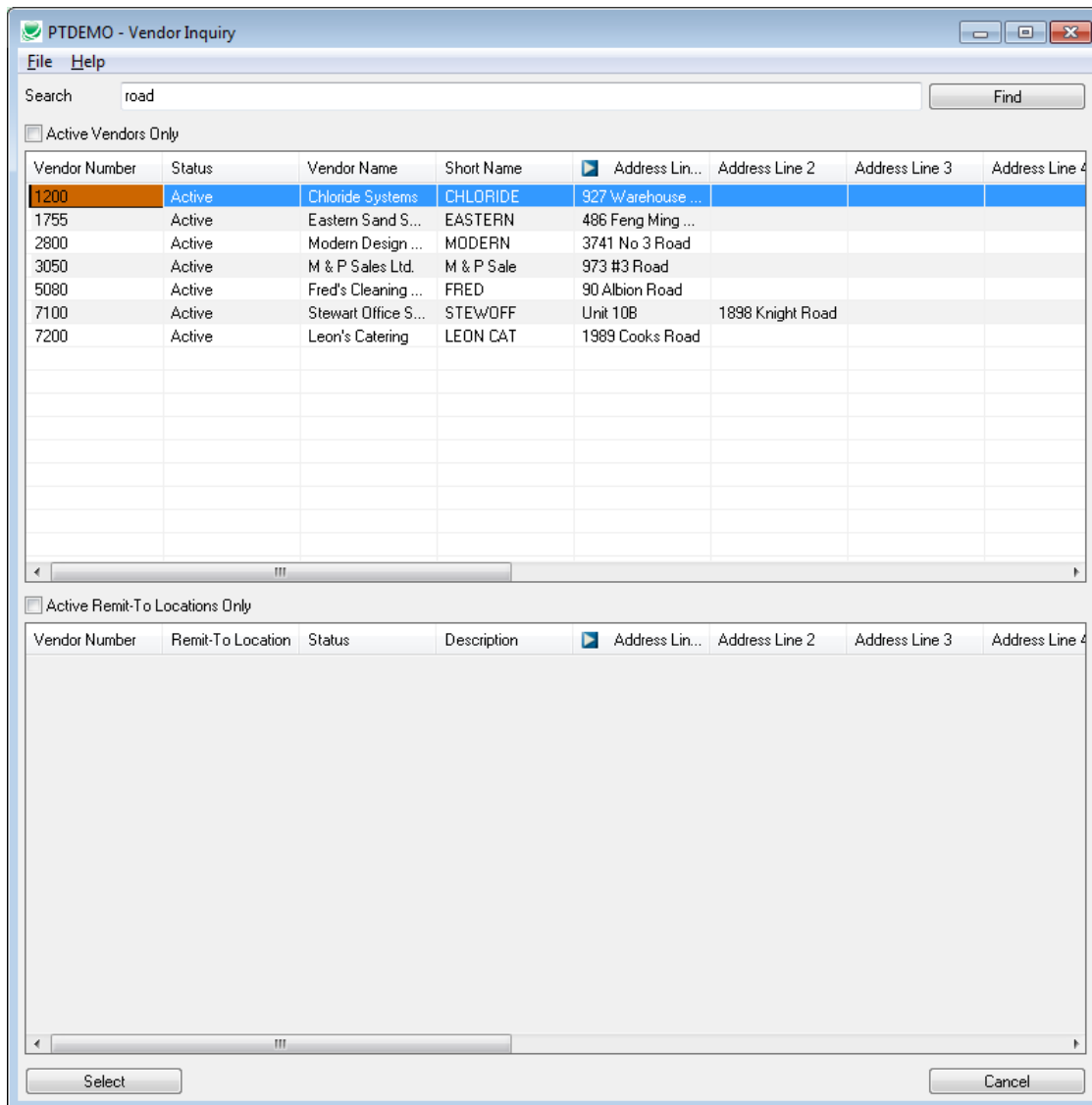
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Vendor Inquiry - SmartFinder

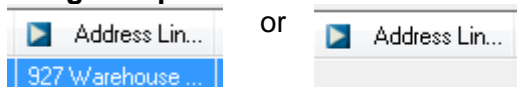
Suppose you remember that a vendor is located at a road you cannot remember the name of. Enter "road" and click on the Find button. A/P vendor rows are shown in the top grid and A/P remit-to locations are shown on the bottom grid. Select a row in one of the grids and that vendor will be returned to the main form.

Using multiple words in the search? Enter "300 Main" and the search will find entries "300 Main Street" as well as "123 Main Street, Suite 300".

Searching for a phone number? Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find entries "(451) 555-8991" as well as "(408) 451-8991".



Google Maps is launched with the selected address when you click on the right-arrow icon:



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Vendor Inquiry - Profile

PTDEMO - Vendor Inquiry

File Settings Help

Vendor No. 1200 Chloride Systems Vendor Currency

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Profile Address Comments Optional Flds. Remit-To Recur. Payables Activity Documents Payments Adjustments

Short Name CHLORIDE Start Date 11/08/2008

Legal Name Last Maintained 03/15/2013

Group Code INV Inventory Purchases Active / /

Account Set USA Accounts payable, Other On Hold

Rate Type SP

Bank Code SEATAC Seattle Tacoma Bank

Payment Code CHECKUSD USD check Seattle Tacoma Bank

Check Language

Delivery Method Mail

Terms DUETBL Due by Invoice Date

Retainage Terms

Retainage % 0.00000

Retention Period 0

Tax Group USDTAX US Sales Tax - Purchase

Tax Authority	Authority Descri...	Tax Class	Class Description	Registration Number	Tax Included
STATE	State Tax	1	Taxable item		No
COUNTY	County Tax	1	Taxable merchandise		No

Vendor Account Status

Outstanding Balance	8,191.11	No. of Open Invoices	11
Prepayment Amount	-550.75	No. of Prepayments	4
Outstanding Retainage	0.00		
Credit Limit	5,000.00		

Refresh Close

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Vendor Inquiry - Address

Note that if TaiRox Extended Vendors is enabled, a grid of contacts will be displayed on this form.

The screenshot shows a software window titled "PTDEMO - Vendor Inquiry". At the top, there is a menu bar with "File", "Settings", and "Help". Below the menu bar is a search bar containing "1200" and a dropdown menu showing "Chloride Systems". To the right of the search bar is a "Vendor Currency" dropdown menu.

Below the search bar is a horizontal menu with the following items: Pending, Requisitions, POs, PO Receipts, PO Invoices, PO Returns, PO CR/DR, Purchases, Aging, Items, Profile, Address, Comments, Optional Flds., Remit-To, Recur. Payables, Activity, Documents, Payments, Adjustments.

The main form area contains the following fields:

- Address Line 1: 927 Warehouse Road
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: Kansas City
- State/Prov.: MO
- Zip/Postal Code: 59782
- Country: USA
- Phone Number: (816) 555-3341
- Fax Number: (816) 555-3340
- E-mail: customer_service@chlorideus.com
- Web Site: www.chlorideus.com
- Contact Name: Mr. Carl Jenner
- Contact's Phone: () -
- Contact's Fax: () -
- Contact's E-mail: ckjenner@chlorideus.com

At the bottom of the form is a table with the following columns: Last Name, First Name, Title, Position, Phone (Office), Phone (Mobile), Phone (Other), Email, and Notes.

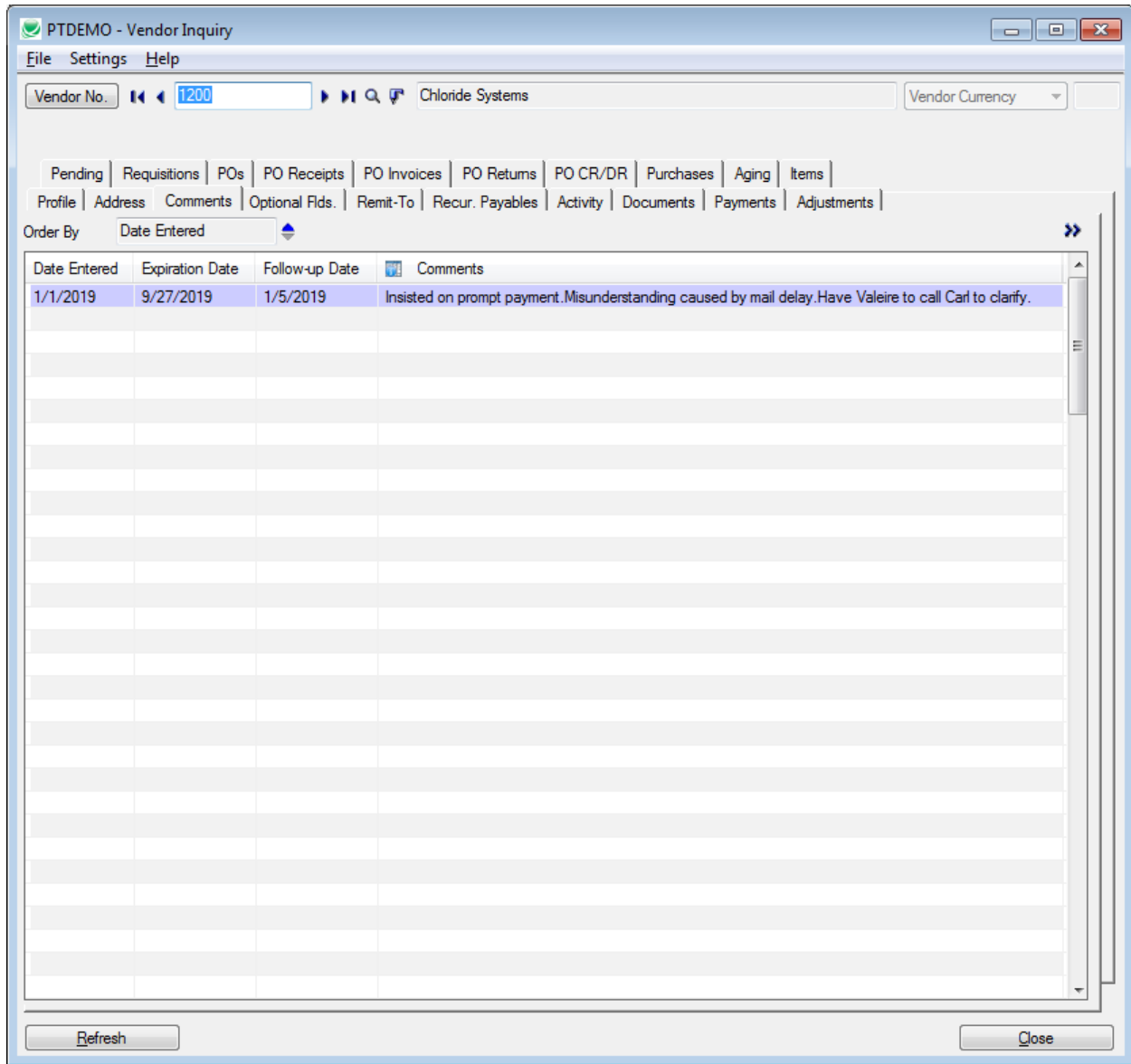
Last Name	First Name	Title	Position	Phone (Office)	Phone (Mobile)	Phone (Other)	Email	Notes
Jenner	Carmen	Ms	CFO	(604) 629-022...	(604) 805-1871...	() -	camenjenner...	Get approv...
White	Bary	Mr	Controller	(604) 629-022...	() -	() -	does not use	@RealBary

At the bottom of the window are two buttons: "Refresh" and "Close".

Google Maps will be launched when the Address button is clicked. **Your email client** will be launched when one of the email buttons or the email icon is clicked. The **Customer Web Site** will be visited when the Web Site button is clicked.

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Vendor Inquiry - Comments



The screenshot shows a software window titled "PTDEMO - Vendor Inquiry". At the top, there is a menu bar with "File", "Settings", and "Help". Below the menu bar is a search area with a "Vendor No." field containing "1200" and a "Vendor Currency" dropdown. A navigation bar contains tabs for "Pending", "Requisitions", "POs", "PO Receipts", "PO Invoices", "PO Returns", "PO CR/DR", "Purchases", "Aging", "Items", "Profile", "Address", "Comments", "Optional Flds.", "Remit-To", "Recur. Payables", "Activity", "Documents", "Payments", and "Adjustments". The "Comments" tab is selected. Below the tabs is an "Order By" dropdown set to "Date Entered". The main area is a table with the following columns: "Date Entered", "Expiration Date", "Follow-up Date", and "Comments". One row is visible with the following data:

Date Entered	Expiration Date	Follow-up Date	Comments
1/1/2019	9/27/2019	1/5/2019	Insisted on prompt payment. Misunderstanding caused by mail delay. Have Valeire to call Carl to clarify.

At the bottom of the window, there are "Refresh" and "Close" buttons.

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Vendor Inquiry - Optional Fields

The screenshot shows the PTDEMO - Vendor Inquiry window. The title bar reads "PTDEMO - Vendor Inquiry". The menu bar includes "File", "Settings", and "Help". Below the menu bar, there is a search area with "Vendor No." and a text box containing "1200". To the right of the text box are navigation icons and the text "Chloride Systems". Further right is a "Vendor Currency" dropdown menu.

Below the search area is a series of tabs: "Pending", "Requisitions", "POs", "PO Receipts", "PO Invoices", "PO Returns", "PO CR/DR", "Purchases", "Aging", "Items", "Profile", "Address", "Comments", "Optional Flds.", "Remit-To", "Recur. Payables", "Activity", "Documents", "Payments", and "Adjustments". The "Optional Flds." tab is currently selected.

The main area displays a table with the following columns: "Optional Field", "Optional Field Description", "Value Set", "Value", and "Value Description". The table contains the following data:

Optional Field	Optional Field Description	Value Set	Value	Value Description
AC	AC#	Yes		
APCNTCTTYPE	Accounts Payable Contact ...	Yes	Finance	Finance
DISCLEVEL	Disc Level	Yes		
DISCNTGRACE	Discount Grace Period	Yes	30	
DUEATEPRD	Due Date Grace Period	Yes	10	
NOTE	Note	Yes		
PURCHASEREP	Vendor's Purchasing Repr...	Yes		
TEMPVENDOR	Temporary Vendor	Yes	No	
UPSZONE	UPS Zone	Yes	RED	Red Zone

At the bottom of the window, there are two buttons: "Refresh" and "Close".

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Vendor Inquiry - Remit-To

The screenshot shows the PTDEMO - Vendor Inquiry window. At the top, there is a menu bar with 'File', 'Settings', and 'Help'. Below the menu bar, there is a search bar for 'Vendor No.' with the value '1200' and a search icon. To the right of the search bar, the text 'Chloride Systems' is displayed, and further right is a 'Vendor Currency' dropdown menu.

Below the search bar, there is a series of tabs: 'Pending', 'Requisitions', 'POs', 'PO Receipts', 'PO Invoices', 'PO Returns', 'PO CR/DR', 'Purchases', 'Aging', 'Items', 'Profile', 'Address', 'Comments', 'Optional Flds.', 'Remit-To', 'Recur. Payables', 'Activity', 'Documents', 'Payments', and 'Adjustments'. The 'Remit-To' tab is currently selected.

Under the 'Remit-To' tab, there is a 'Primary Remit-To' field and an 'Order By' dropdown menu set to 'Remit-To'. Below these fields is a table with the following columns: 'Remit-To...', 'Description', 'Status', 'Inactive Date', 'Date Last Mai...', 'Optional Fields', 'Check La...', 'Address Li...', 'Address Li...', and 'Add'. The table contains two rows of data:

Remit-To...	Description	Status	Inactive Date	Date Last Mai...	Optional Fields	Check La...	Address Li...	Address Li...	Add
POBOX	Chloride Office - ...	Active		8/18/2010	Yes		Box 1802	Main Post...	
SEATAC	Seattle Tacoma ...	Active		8/18/2010	Yes		PO Box 1...	Tacoma B...	

At the bottom of the window, there are two buttons: 'Refresh' and 'Close'.

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Vendor Inquiry - Recurring Payables

PTDEMO - Vendor Inquiry

File Settings Help

Vendor No. 1200 Chloride Systems Vendor Currency

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Profile Address Comments Optional Flds. Remit-To Recur. Payables Activity Documents Payments Adjustments

Primary Remit-To

Order By Remit-To

Remit-To...	Description	Status	Inactive Date	Date Last Mai...	Optional Fields	Check La...	Address Li...	Address Li...	Add
POBOX	Chloride Office - ...	Active		8/18/2010	Yes		Box 1802	Main Post...	
SEATAC	Seattle Tacoma ...	Active		8/18/2010	Yes		PO Box 1...	Tacoma B...	

Refresh Close

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Vendor Inquiry - Activity

PTDEMO - Vendor Inquiry

File Settings Help

Vendor No. 1200 Chloride Systems Vendor Currency

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Profile Address Comments Optional Flds. Remit-To Recur. Payables Activity Documents Payments Adjustments

Statistics	Amount	Document ...
Highest Balance This Year	16,512.33	12/7/2009
Highest Balance Last Year	0.00	
Largest Invoice Last Year	15,631.82	4/13/2009
Last Invoice	108.25	7/5/2020
Last Payment	-100.00	7/5/2020
Last Credit Note	-1,009.64	1/14/2020
Last Debit Note	0.00	
Last Adjustment	-10.00	7/5/2020
Last Discount	0.00	

Year 0000 Total Days to Pay 0 YTD Total Days to Pay 0

Period 00 Average Days to Pay 0.0 YTD Average Days to Pay 0.0

Transaction Type	Amount	Count	YTD Amount	YTD Count
Invoices	0.00	0	0.00	0
Payments	0.00	0	0.00	0
Discounts Taken	0.00	0	0.00	0
Credit Notes	0.00	0	0.00	0
Debit Notes	0.00	0	0.00	0
Adjustments	0.00	0	0.00	0
Total Invoices Paid	0.00	0	0.00	0

Refresh Close

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Vendor Inquiry - Documents

Clicking on the document icon on the title line of the top grid will launch the Vendor Document Inquiry function. The information in the bottom grids will change when a row in the top grid is selected.

The screenshot shows the PTDEMO - Vendor Inquiry application window. The window title is "PTDEMO - Vendor Inquiry". The menu bar includes "File", "Settings", and "Help". The "Vendor No." field contains "1200" and the "Vendor Currency" dropdown is set to "Chloride Systems".

Navigation tabs include: Pending, Requisitions, POs, PO Receipts, PO Invoices, PO Returns, PO CR/DR, Purchases, Aging, Items, Profile, Address, Comments, Optional Flds., Remit-To, Recur. Payables, Activity, Documents, Payments, Adjustments.

Document Type filters: IN, DB, CR, IT, PY, PI. Include Fully Paid Transactions, Include Pending Amounts.

Order By: Document Number. Search field: Document Number.

Doc...	Document N...	Number of Sc...	PO Number	Order Num...	Doc. Description	Terms	Doc
IN	100-01	1				DUETBL	5/1
IN	1200-01	1				DUETBL	6/5
IN	1200-03	1				DUETBL	7/5
IN	1200.02	1				DUETBL	6/5
IN	CC485-2281032	1	PO000000011		Mar 2009 receipt - 1200	N30	3/9
IN	CC485-2281175	1			Jul 2009 receipt	N30	7/3
IN	CC485-2281179	1			Jul 2009 receipt	N30	7/3

Lin...	Item Description	Distributio...	Discountable	Detail Amount	Total Amount	Original Ret...	Outstanding Ret...	Optional Field
1		INV	Yes	1,353.13	1,353.13	0.00	0.00	Yes

Posting Date	Year	Period	Transaction Type	Reference Document No.	Transaction Am...	Bank C...	Check Number
5/31/2020	2020	05	Payment - Posted	PY00000000000000000055	-500.00	FCBANK	000001200002
6/30/2020	2020	06	Payment - Posted	PY00000000000000000065	-853.00	FCBANK	000001200012

Buttons: Refresh, Close

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Vendor Inquiry - Payments

Note that the information in the bottom grid will change when a row in the top grid is selected.

The screenshot shows the PTDEMO - Vendor Inquiry application window. At the top, there is a menu bar with 'File', 'Settings', and 'Help'. Below the menu bar, there are input fields for 'Vendor No.' (1200) and 'Vendor Currency'. A navigation bar contains tabs for 'Pending', 'Requisitions', 'POs', 'PO Receipts', 'PO Invoices', 'PO Returns', 'PO CR/DR', 'Purchases', 'Aging', 'Items', 'Profile', 'Address', 'Comments', 'Optional Flds.', 'Remit-To', 'Recur. Payables', 'Activity', 'Documents', 'Payments', and 'Adjustments'. The 'Payments' tab is active. Below the tabs, there are checkboxes for 'Payment Status' (Outstanding, Cleared, Reversed) and an 'Order By' dropdown menu set to 'Check Number'. A search box for 'Check Number' is also present. The main area contains two tables. The top table lists payment details, and the bottom table shows the details of the selected payment.

Check Number	Check Date	Payment Status	Remit To	Payment Amount	Discount Amount	Adjustment Amo...	Tax An
000000000001	6/5/2020	Outstanding	Chloride Systems	100.00	0.00	0.00	
000000000002	6/5/2020	Outstanding	Chloride Systems	100.00	0.00	0.00	
000000000003	7/5/2020	Outstanding	Chloride Systems	100.00	0.00	0.00	
000000000390	4/1/2019	Outstanding	Leon Industries	3,753.52	0.00	0.00	
000000000394	6/19/2019	Outstanding	Leon Industries	15,631.82	0.00	0.00	
000000000470	7/27/2019	Outstanding	Leon Industries	5,537.90	0.00	0.00	
000000000511	7/27/2019	Outstanding	Leon Industries	2,019.30	0.00	0.00	
000000000517	3/18/2020	Outstanding	Leon Industries	6,935.83	0.00	0.00	
000000000520	3/18/2020	Outstanding	Leon Industries	2,019.30	0.00	0.00	
000000000521	4/25/2020	Outstanding	Leon Industries	4,563.26	0.00	0.00	
000000000555	6/23/2020	Outstanding	Chloride Systems	250.75	0.00	0.00	

Posting Date	Year	Period	Transaction Type	Reference ...	Payment Amount
4/1/2019	2019	04	Payment - Posted	CC485-2281032	3,753.52

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Vendor Inquiry - Adjustments

The screenshot shows the PTDEMO - Vendor Inquiry window. The window title is "PTDEMO - Vendor Inquiry". The menu bar includes "File", "Settings", and "Help". The "Vendor No." field is set to "1200" and the "Vendor Currency" is set to "Chloride Systems". The navigation tabs include "Pending", "Requisitions", "POs", "PO Receipts", "PO Invoices", "PO Returns", "PO CR/DR", "Purchases", "Aging", "Items", "Profile", "Address", "Comments", "Optional Flds.", "Remit-To", "Recur. Payables", "Activity", "Documents", "Payments", and "Adjustments". The "Order By" dropdown is set to "Document Number". The table below displays the adjustment data.

Transaction Type	Reference Document ...	Document Number	Payment Nu...	Amount	Posting Date	Year	Period
Adjustment - Posted	AD000000000000000000000002	1200-01	1	10.00	6/5/2020	2020	06
Adjustment - Posted	AD000000000000000000000003	1200-01	1	10.00	6/5/2020	2020	06
Adjustment - Posted	AD000000000000000000000004	1200-01	1	-10.00	7/5/2020	2020	07
Adjustment - Posted	AD000000000000000000000001	CC485-2285735	1	35.00	1/12/2020	2020	01

At the bottom of the window, there are "Refresh" and "Close" buttons.

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Vendor Inquiry - Pending

The screenshot shows the PTDEMO - Vendor Inquiry window. At the top, the title bar reads "PTDEMO - Vendor Inquiry". Below it is a menu bar with "File", "Settings", and "Help". A search bar contains "Vendor No." with a value of "1200" and "Chloride Systems". A "Vendor Currency" dropdown is also present. Below the search bar are several tabs: "Profile", "Address", "Comments", "Optional Flds.", "Remit-To", "Recur. Payables", "Activity", "Documents", "Payments", "Adjustments", "Pending", "Requisitions", "POs", "PO Receipts", "PO Invoices", "PO Returns", "PO CR/DR", "Purchases", "Aging", and "Items". The "Pending" tab is selected. Underneath, there is a "Transaction Type" section with checkboxes for "IN", "DB", "CR", "IT", "PY", "PP", "Apply", "MP", and "AD", all of which are checked. Below this are two empty data tables. The first table has columns: "Transaction Type", "Document ...", "Transaction Date", "Description", "Entry Reference", "Vendor / Payee ...", "Bank Currency ...", and "Transaction Am". The second table has columns: "Document Line ...", "Contract", "Contract", "Category", "Cost Class", "Project/Categor...", "Billing Type", and "Billing Date". At the bottom of the window are "Refresh" and "Close" buttons.

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Vendor Inquiry - Requisitions

Note that the information in the bottom grid will change when a row in the top grid is selected.

The screenshot shows the PTDEMO - Vendor Inquiry application window. At the top, there is a menu bar with 'File', 'Settings', and 'Help'. Below the menu bar, there is a search area with 'Vendor No.' set to '1200' and 'Chloride Systems' as the vendor name. A 'Vendor Currency' dropdown is also visible. Below this, there are several tabs for different views: Profile, Address, Comments, Optional Flds., Remit-To, Recur. Payables, Activity, Documents, Payments, Adjustments, Pending, Requisitions, POs, PO Receipts, PO Invoices, PO Returns, PO CR/DR, Purchases, Aging, and Items. The 'Requisitions' tab is currently selected. Below the tabs, there are checkboxes for 'Show Completed Requisitions' and 'Show On-Hold Requisitions', both of which are checked. The main area contains two grids. The top grid is a requisition list with columns: Requisition, Printed, Requisition Date, Description, Reference, Func. Extended, Requested by, and Date Require. The bottom grid is an item details list with columns: Completed, Item Number, Item Description, Vendor, Name, Location, Drop-Ship, and Qty. The 'Refresh' and 'Close' buttons are located at the bottom of the window.

Requisition	Printed	Requisition Date	Description	Reference	Func. Extended	Requested by	Date Require
RQN00000001	No	1/7/2019	To refill inventory	Req Book Entry ...	0.00	Dora Rosalinie	1/7/2019
RQN00000007	No	11/12/2019	To refill inventory	Req Book Entry ...	0.00		11/12/2019

Completed	Item Number	Item Description	Vendor	Name	Location	Drop-Ship	Qty
Yes	A1-103/0	Fluorescent Desk Lamp	2300	Tomington Ltd.	1	No	
Yes	A1-310/0	Halogen Desk Light	2300	Tomington Ltd.	1	No	
Yes	A1-105/0	13W Mini Fluorescent Bulb	1450	Intercontinental Electronics	1	No	
Yes	A1-320/0	50W/12V Halogen Bulb	1500	Gould Manufacturing Ltd.	1	No	
Yes	A1-310/0	Halogen Desk Light	2300	Tomington Ltd.	4	No	
Yes	A1-105/0	13W Mini Fluorescent Bulb	1450	Intercontinental Electronics	4	No	
Yes	A1-320/0	50W/12V Halogen Bulb	1500	Gould Manufacturing Ltd.	4	No	

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Vendor Inquiry - POs

Note that the information in the bottom grid will change when a row in the top grid is selected.

PTDEMO - Vendor Inquiry

File Settings Help

Vendor No. 1200 Chloride Systems Vendor Currency

Profile Address Comments Optional Flds. Remit-To Recur. Payables Activity Documents Payments Adjustments

Pending Requisitions POs PO Receipts PO Invoices PO Returns PO CR/DR Purchases Aging Items

Purchase Order Type

Active Standing Future Blanket

Order By Purchase Order Number Show Completed Purchase Orders Show On-Hold Purchase Orders

Purchase ...	Purchase Order ...	Printed	Purchase Order ...	Description	Reference	Total	Expected Arr
PO000000030	Active	No	2/5/2020			0.00	
PO000000029	Active	No	7/1/2020			5,412.50	
PO000000028	Active	No	7/1/2020			541.25	
PO000000027	Active	No	7/1/2020			1,082.50	
PO000000022	Standing	No	6/23/2020	Standing order f...	Jun 2010 PO	397.12	
PO000000015	Standing	No	1/23/2020	Standing order f...	Jan 2010 PO	397.12	
PO000000011	Active	No	3/4/2019	To refill inventory	Mar 2009 PO	3,753.52	3/5/2019

Completed	Item Number	Item Description	Location	Drop-Ship	Quantity Ordered	Unit of Measure	Unit C
Yes	A1-760/0	Paper Clips	1	No	10	Box	0.0000

Refresh Close

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Vendor Inquiry - PO Receipts

Note that the information in the bottom grid will change when a row in the top grid is selected.

The screenshot shows the PTDEMO - Vendor Inquiry application window. At the top, there is a menu bar with 'File', 'Settings', and 'Help'. Below the menu bar, there is a search area with 'Vendor No.' and a search button, and a text field containing 'Chloride Systems'. To the right of the search area is a 'Vendor Currency' dropdown menu. Below the search area, there are several tabs for different views: Profile, Address, Comments, Optional Flds., Remit-To, Recur. Payables, Activity, Documents, Payments, Adjustments, Pending, Requisitions, POs, PO Receipts (selected), PO Invoices, PO Returns, PO CR/DR, Purchases, Aging, and Items. Below the tabs, there is an 'Order By' dropdown set to 'Receipt Number' and a checked box for 'Show Completed Receipts'. The main area contains two tables. The top table is a list of receipts with columns: Receipt Nu..., Printed, Receipt Date, Description, Reference, Total, Completed, and Invoiced. The bottom table is a detailed view of a selected receipt with columns: Completes PO, Item Number, Item Description, Location, Drop-Ship, Quantity Received, and Unit of Measure. At the bottom of the window, there are 'Refresh' and 'Close' buttons.

Receipt Nu...	Printed	Receipt Date	Description	Reference	Total	Completed	Invoiced
RCP00000010	No	3/9/2019	Mar 2009 receipt...	Unit 1	3,753.52	Yes	Yes
RCP00000012	No	4/13/2019	Apr 2009 receipt	Unit 2	15,631.82	Yes	Yes
RCP00000015	No	7/3/2019	Jul 2009 receipt	Unit 1	5,537.90	Yes	Yes
RCP00000016	No	7/3/2019	Jul 2009 receipt	Unit 2	2,019.30	Yes	Yes
RCP00000017	No	10/6/2019	Oct 2009 receipt	Unit 1	4,254.17	Yes	Yes
RCP00000018	No	10/6/2019	Oct 2009 receipt	Unit 2	2,681.66	Yes	Yes
RCP00000021	No	12/7/2019	Dec 2009 receipt	Unit 1	5,537.90	Yes	Yes
RCP00000022	No	12/7/2019	Dec 2009 receipt	Unit 2	2,019.30	Yes	Yes
RCP00000027	No	5/5/2020	May 2010 receipt...	Unit 1	202.97	Yes	Yes
RCP00000043	No	5/10/2020	May 2010 receipt...	Unit 2	304.46	Yes	Yes
RCP00000060	No	6/23/2020	Jun 2010 receipt...	Unit 1	304.46	Yes	Yes
RCP00000074	No	6/30/2020	Jun 2010 receipt...	Unit 2	243.56	Yes	Yes
RCP00000079	No	6/30/2020	Jun 2010 receipt...	Unit 3	304.46	Yes	Yes

Completes PO	Item Number	Item Description	Location	Drop-Ship	Quantity Received	Unit of Measure
No	A1-320/0	50W/12V Halogen Bulb	2	No	30	Ea.
No	A1-105/0	13W Mini Fluorescent Bulb	2	No	30	Ea.
No	A1-310/0	Halogen Desk Light	2	No	25	Ea.
No	A1-103/0	Fluorescent Desk Lamp	2	No	50	Ea.
No	A1-400/0	Desk Note Book	2	No	50	Ea.
No	A1-450/0	Bulletin Board	2	No	25	Ea.
No	A1-470/0	Dry-erase White Board M...	2	No	25	Ea.
No	A1-401/0	Desk Calendar Pad	2	No	33	Ea.
No	A1-460/0	White Melamine Board	2	No	50	Ea.

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Vendor Inquiry - PO Invoices

Note that the information in the bottom grid will change when a row in the top grid is selected.

The screenshot shows the PTDEMO - Vendor Inquiry application window. At the top, the Vendor No. is 1200, and the Vendor Name is Chloride Systems. Below this are tabs for Profile, Address, Comments, etc. The main area contains a table of invoices. The second row is selected, showing details for invoice CC485-2281032 dated 3/9/2019. Below the main table is a detailed view of the selected invoice, listing items such as 50W/12V Halogen Bulb, 13W Mini Fluorescent Bulb, and various desk accessories.

Invoice Nu...	Invoice Date	Description	Reference	Total	Receipt Nu...	Receipt Date	Purchas
1200-01	6/5/2020			21.680	RCP00000086	6/5/2020	
CC485-2281032	3/9/2019	Mar 2009 receipt...	Unit 1	3,753.520	RCP00000010	3/9/2019	PO00000001
CC485-2281175	7/3/2019	Jul 2009 receipt	Unit 1	5,537.900	RCP00000015	7/3/2019	
CC485-2281179	7/3/2019	Jul 2009 receipt	Unit 2	2,019.300	RCP00000016	7/3/2019	
CC485-2281233	10/6/2019	Oct 2009 receipt	Unit 1	4,254.170	RCP00000017	10/6/2019	
CC485-2281245	10/6/2019	Oct 2009 receipt	Unit 2	2,681.660	RCP00000018	10/6/2019	
CC485-2285330	12/7/2019	Dec 2009 receipt	Unit 2	2,019.300	RCP00000022	12/7/2019	
CC485-2285735	12/7/2019	Dec 2009 receipt	Unit 1	5,537.900	RCP00000021	12/7/2019	
CC485-2287453	4/13/2019	Apr 2009 receipt	Unit 2	15,631.820	RCP00000012	4/13/2019	
IN120111	5/5/2020	May 2010 receipt...	Unit 1	202.970	RCP00000027	5/5/2020	
IN120121	5/10/2020	May 2010 receipt...	Unit 2	304.460	RCP00000043	5/10/2020	
IN120131	6/23/2020	Jun 2010 receipt...	Unit 1	304.460	RCP00000060	6/23/2020	
IN120141	6/30/2020	Jun 2010 receipt...	Unit 2	243.560	RCP00000074	6/30/2020	

Fully Invoiced	Item Number	Item Description	Location	Quantity Received	Unit of Measure	Unit Co
Yes	A1-320/0	50W/12V Halogen Bulb	2	30	Ea.	3.390000
Yes	A1-105/0	13W Mini Fluorescent Bulb	2	30	Ea.	3.350000
Yes	A1-310/0	Halogen Desk Light	2	25	Ea.	23.500000
Yes	A1-103/0	Fluorescent Desk Lamp	2	50	Ea.	19.990000
Yes	A1-400/0	Desk Note Book	2	50	Ea.	7.250000
Yes	A1-450/0	Bulletin Board	2	25	Ea.	7.250000
Yes	A1-470/0	Dry-erase White Board Markers	2	25	Ea.	5.150000
Yes	A1-401/0	Desk Calendar Pad	2	33	Ea.	5.750000
Yes	A1-460/0	White Melamine Board	2	50	Ea.	16.320000

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Vendor Inquiry - PO Returns

Note that the information in the bottom grid will change when a row in the top grid is selected.

The screenshot shows the PTDEMO - Vendor Inquiry window. At the top, there is a menu bar with 'File', 'Settings', and 'Help'. Below the menu bar, there is a search area with 'Vendor No.' and a search button. The search results show 'Chloride Systems' and 'Vendor Currency'. Below the search area, there are several tabs for navigation: Profile, Address, Comments, Optional Flds., Remit-To, Recur. Payables, Activity, Documents, Payments, Adjustments, Pending, Requisitions, POs, PO Receipts, PO Invoices, PO Returns, PO CR/DR, Purchases, Aging, and Items. The 'PO Returns' tab is selected. Below the tabs, there is an 'Order By' dropdown menu set to 'Return Number'. The main area contains two grids. The top grid shows a list of returns with columns: Return Number, Return Date, Printed, Description, Reference, Total, Completed, and Is Credited. The bottom grid shows a detailed view of the selected return with columns: Item Number, Item Description, Location, Quantity Received, Extended Cost, Discount Received, and Quantity Returned. At the bottom of the window, there are 'Refresh' and 'Close' buttons.

Return Number	Return Date	Printed	Description	Reference	Total	Completed	Is Credited
RET00000001	1/14/2020	No	Duplicated ship...	BB	1,009.640	No	No

Item Number	Item Description	Location	Quantity Received	Extended Cost	Discount Received	Quantity Returned
A1-103/0	Fluorescent Desk Lamp	3	10	199.00	0.00	
C1-500/B	High Back Arm Tilter	3	10	999.90	0.00	
S1-200/B	Flat Screen 5'6 H x 5'W	3	10	666.50	0.00	

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Vendor Inquiry - PO CR/DR

Note that the information in the bottom grid will change when a row in the top grid is selected.

The screenshot shows the PTDEMO - Vendor Inquiry window. At the top, there is a menu bar with 'File', 'Settings', and 'Help'. Below the menu bar, there is a search area with 'Vendor No.' set to '1200' and 'Chloride Systems' as the vendor name. A 'Vendor Currency' dropdown is also present. Below this, there are several tabs for different views: Profile, Address, Comments, Optional Flds., Remit-To, Recur. Payables, Activity, Documents, Payments, Adjustments, Pending, Requisitions, POs, PO Receipts, PO Invoices, PO Returns, PO CR/DR, Purchases, Aging, and Items. The 'PO CR/DR' tab is currently selected. Below the tabs, there is an 'Order By' dropdown set to 'Credit/Debit Note Number'. The main area contains a grid with the following data:

Credit/Debi...	Credit/Debit Not...	Description	Reference	Total	Completed	Optional Fi...	Job Related
CL1501	1/14/2020	Wrong vendor	BB	1,009.640	Yes	No	No

Below this grid is a detailed item grid with the following data:

Item Number	Item Description	Location	Quantity	Unit of Measure	Unit Cost	Extended Cost	Discou
A1-103/0	Fluorescent Desk Lamp	3	5	Ea.	19.900000	99.50	
C1-500/B	High Back Arm Tilter	3	5	Ea.	99.990000	499.95	
S1-200/B	Flat Screen 5'6 H x 5'W	3	5	Ea.	66.650000	333.25	

At the bottom of the window, there are 'Refresh' and 'Close' buttons.

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Vendor Inquiry - Purchases

Note that the information in the bottom grid will change when a row in the top grid is selected.

The screenshot shows the PTDEMO - Vendor Inquiry application window. At the top, there is a menu bar with 'File', 'Settings', and 'Help'. Below the menu bar, there is a search area with 'Vendor No.' set to '1200' and 'Chloride Systems' as the vendor name. A 'Vendor Currency' dropdown is also visible. Below this, there are several tabs for different views: Profile, Address, Comments, Optional Flds., Remit-To, Recur. Payables, Activity, Documents, Payments, Adjustments, Pending, Requisitions, POs, PO Receipts, PO Invoices, PO Returns, PO CR/DR, Purchases, Aging, and Items. The 'Purchases' tab is currently selected. Below the tabs, there is an 'Order By' dropdown set to 'Item No./Year/Period'. The main area contains two tables. The top table lists items with columns: Item Number, Item Description, Fiscal Year, Fiscal Period, Quantity Received, Number of Receipts, Receipt Amount, and Number of Invoices. The bottom table shows transaction details with columns: Location, Transaction Type, Transaction Date, Document Number, Contract, Project, Category, Quantity, and Unit. At the bottom of the window, there are 'Refresh' and 'Close' buttons.

Item Number	Item Description	Fiscal...	Fiscal P...	Quantity Received	Number of Receipts	Receipt Amount	Number of Invoice
A1-103/0	Fluorescent Desk Lamp	2019	3	50	1	999.50	
A1-103/0	Fluorescent Desk Lamp	2019	4	30	1	597.00	
A1-103/0	Fluorescent Desk Lamp	2019	7	46	2	915.40	
A1-103/0	Fluorescent Desk Lamp	2019	10	54	2	1,074.60	
A1-103/0	Fluorescent Desk Lamp	2019	12	46	2	915.40	
A1-103/0	Fluorescent Desk Lamp	2020	1	0	0	0.00	
A1-103/0	Fluorescent Desk Lamp	2020	5	25	2	468.75	
A1-103/0	Fluorescent Desk Lamp	2020	6	43	4	807.53	
A1-105/0	13W Mini Fluorescent Bulb	2019	3	30	1	100.50	
A1-310/0	Halogen Desk Light	2019	3	25	1	587.50	
A1-310/0	Halogen Desk Light	2020	6	5	1	117.50	
A1-320/0	50W/12V Halogen Bulb	2019	3	30	1	101.70	
A1-400/0	Desk Note Book	2019	3	50	1	362.50	

Location	Transaction T...	Transaction D...	Document N...	Contract	Project	Category	Quantity	Unit
2	Receipt	3/9/2019	RCP00000010				50	Ea.
2	Invoice	3/9/2019	CC485-2281032				50	Ea.

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Vendor Inquiry - Aging

The screenshot shows the PTDEMO - Vendor Inquiry window. The Vendor No. is 1200 and the Vendor Name is Chloride Systems. The window has a menu bar (File, Settings, Help) and a toolbar with navigation icons. Below the toolbar are tabs for Profile, Address, Comments, Optional Flds., Remit-To, Recur. Payables, Activity, Documents, Payments, Adjustments, Pending, Requisitions, POs, PO Receipts, PO Invoices, PO Returns, PO CR/DR, Purchases, Aging, and Items. The Aging tab is selected. The Aging By dropdown is set to Document Date. The Age As Of and Cutoff Date are both 04/04/2020. There are checkboxes for Include Transactions on Hold (unchecked) and Include Prepayments (checked). Below these settings is a table showing the aging schedule.

From	To	Amount Due
Current		-1,436.72
1	30	0.00
31	60	0.00
61	90	0.00
Over	90	7,930.24

At the bottom of the window are buttons for Refresh and Close.

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Vendor Inquiry - Items

The screenshot shows a software window titled "PTDEMO - Vendor Inquiry". At the top, there is a menu bar with "File", "Settings", and "Help". Below the menu bar, there is a search area with "Vendor No." set to "1200" and "Chloride Systems" entered in a text field. A "Vendor Currency" dropdown menu is also visible. Below the search area, there are several tabs: "Profile", "Address", "Comments", "Optional Flds.", "Remit-To", "Recur. Payables", "Activity", "Documents", "Payments", "Adjustments", "Pending", "Requisitions", "POs", "PO Receipts", "PO Invoices", "PO Returns", "PO CR/DR", "Purchases", "Aging", and "Items". The "Items" tab is currently selected. Below the tabs, there is an "Order By" dropdown menu set to "Item Number". The main area of the window is a table with the following columns: "Item Number", "Item Description", "Vendor Type", "Preferred Vendo...", "Vendor Name", "Vendor Contact", "Vendor Item Number", and "Cost Unit". The table is currently empty. At the bottom of the window, there are two buttons: "Refresh" and "Close".

Item Number	Item Description	Vendor Type	Preferred Vendo...	Vendor Name	Vendor Contact	Vendor Item Number	Cost Unit
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