

# 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.

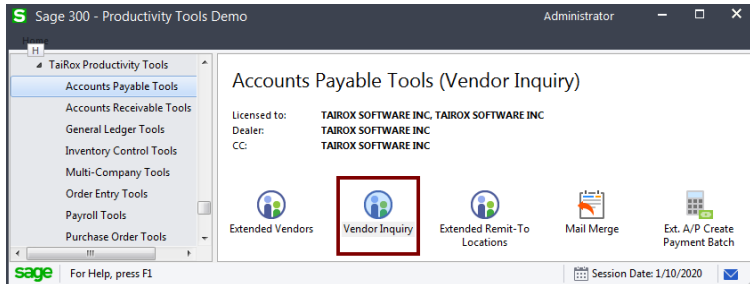
In multicurrency systems, you can choose to display amounts in vendor currency or functional currency. You can also drill down to source batches and to order and purchase order source documents.

The screenshot shows the 'PTDEMO - Vendor Document Inquiry' window. The title bar includes 'File', 'Settings', and 'Help' menus. The main area contains several input fields and tabs. The 'Document Number' field is set to 'TRANC 007.5' with a search icon. The 'Transaction Type' is 'Invoice - Summary Entered' and the 'Vendor Currency' is 'USD'. The 'Vendor Number' is 'SV-10000' and the vendor name is 'Stewart Or and Associates, CPA'. There are seven tabs: 'Header', 'Remit-To', 'Taxes', 'Rates', 'Optional Flds.', 'Details', and 'Transactions'. The 'Header' tab is active, showing fields for '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' button, 'Date' (01/01/2019), 'Year/Period' (2019/01), 'Order Number', 'Group Code' (SVC), 'Service Purchases', 'PO Number', 'Account Set' (USA), and 'Accounts payable, Other'. Below these are 'Terms' (2N30, 2% 10 Days or Net 30 Days) and 'Terms Overridden' (checked). A summary section shows 'Document Total' (596,141.98), 'Applied' (-596,141.98), 'Amount Due' (0.00), 'Discount Amount' (10,449.42), 'Date Paid' (03/06/2019), 'Due Date' (01/04/2019), and 'Discount Date' (01/02/2019). A 'Fully Paid' checkbox is also checked. A 'Close' button is at the bottom right.

## Using Vendor Document Inquiry

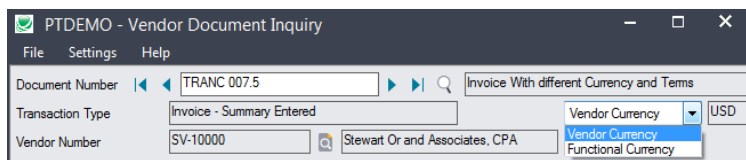
Vendor Document Inquiry is launched from the Documents tab in the Vendor Inquiry window when you select a document from the Documents tab.

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.



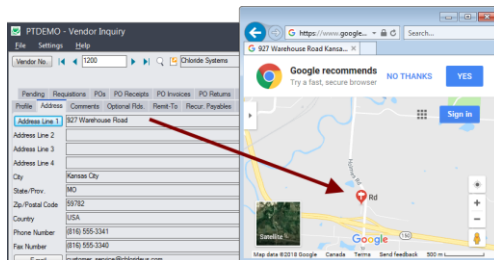
### Choose the Vendor currency

- 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.

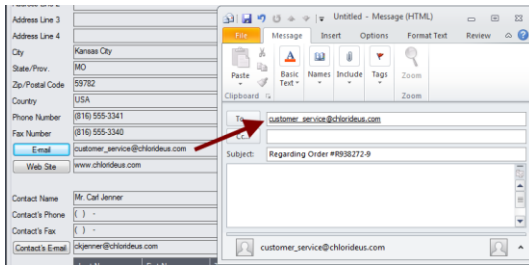


- Click the Address column headings for Remit-to address column headings to confirm the location of the selected remit-to address.

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.

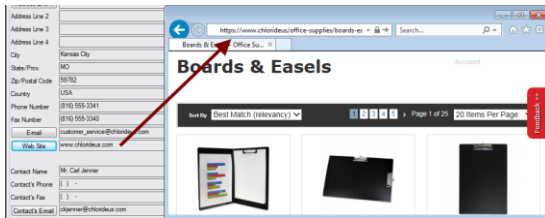


- You can also click the Email column heading to create an email for the selected additional contact.

Contact's Email	Office	Phone (Other)	Email	Notes	Inactive	Date Inactive	Date L
ckjenner@chlordesus.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	<input type="checkbox"/> 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

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**

PTDEMO - Vendor Document Inquiry

File Settings Help

Document Number: TRANC007.5 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

Tax Group: CALIF California State Tax Group

Tax Amount Control: Calculate

Tax Authority	Authority Descri...	Tax Class	Class Description	Tax Included	Tax Base
STATE	State Tax	1	Taxable item	No	550,708.53
COUNTY	County Tax	1	Taxable mercha...	No	550,708.53
Total Tax					45,433.450

Close

**Rates tab**

PTDEMO - Vendor Document Inquiry

File Settings Help

Document Number: TRANC007.5 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

Vendor Currency: USD

Currency: USD

Rate Type: SP

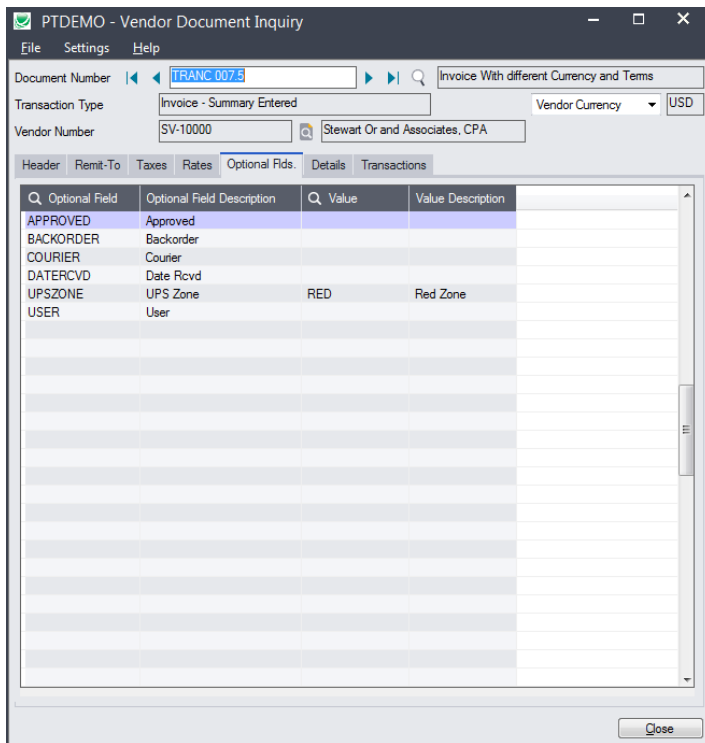
Rate Date: 01/02/2019

Exchange Rate: 1.3734000

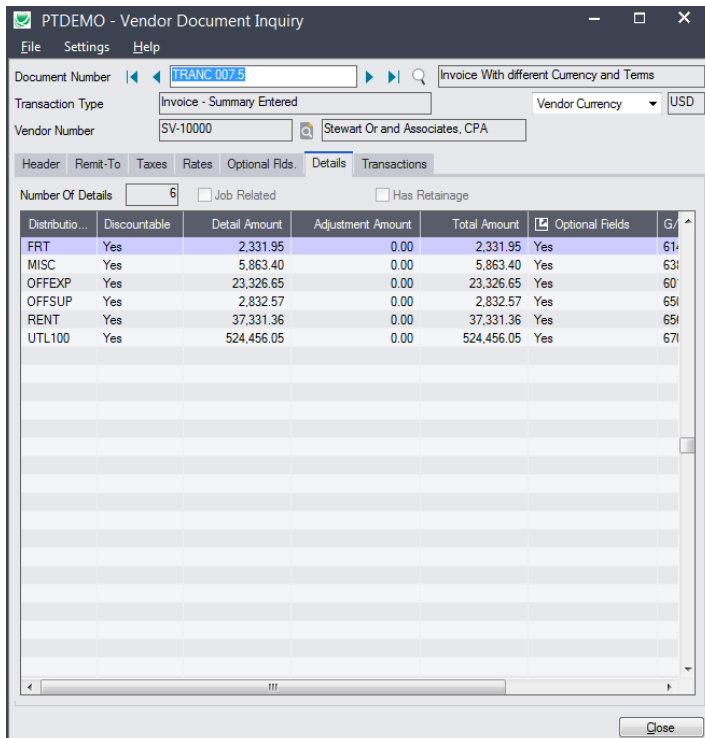
Rate Override: No

Close

### Optional Fields tab



### Details tab



### Transactions tab

