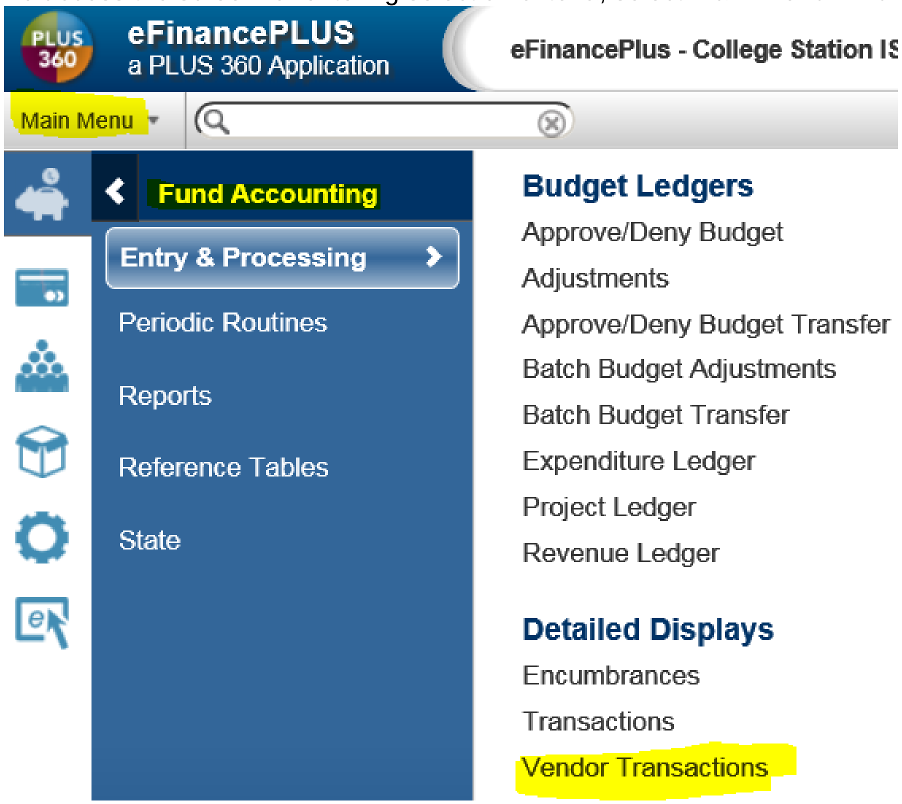
eFinance Vendor Transactions

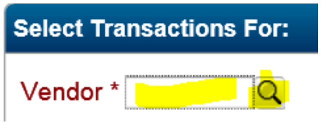
Use this option to search for a check number, payments, or POs to a specific vendor. The Vendor Transactions screen results will show a transaction date, transaction code, invoice number, purchase order, check number, description, and transaction amount at a quick glance.

To access the screen for entering selection criteria, select **Main Menu > Fund Accounting > Detailed Displays > Vendor Transactions**.



To access specific Vendor Transaction results:

1. Select Transactions For: Vendor * Enter the vendor code or click on the magnifying glass to search



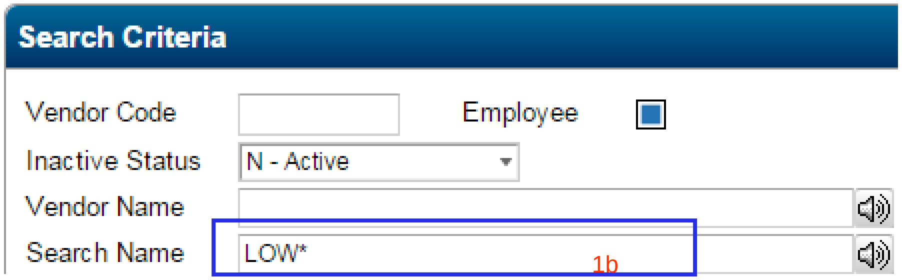
a. A new window will appear called "**Vendor Search**"

b. In the **search name** field enter the first few letters of the vendor you are looking for followed by an asterisk (*) – See example in figures 1 & 2
If the vendor doesn't show in the list try searching in the vendor name, or enter an asterisk (*) before and after part of the name. *lowe*

c. Highlight the vendor needed and double click or select OK

d. The vendor number will now show on the main Vendor Transactions screen

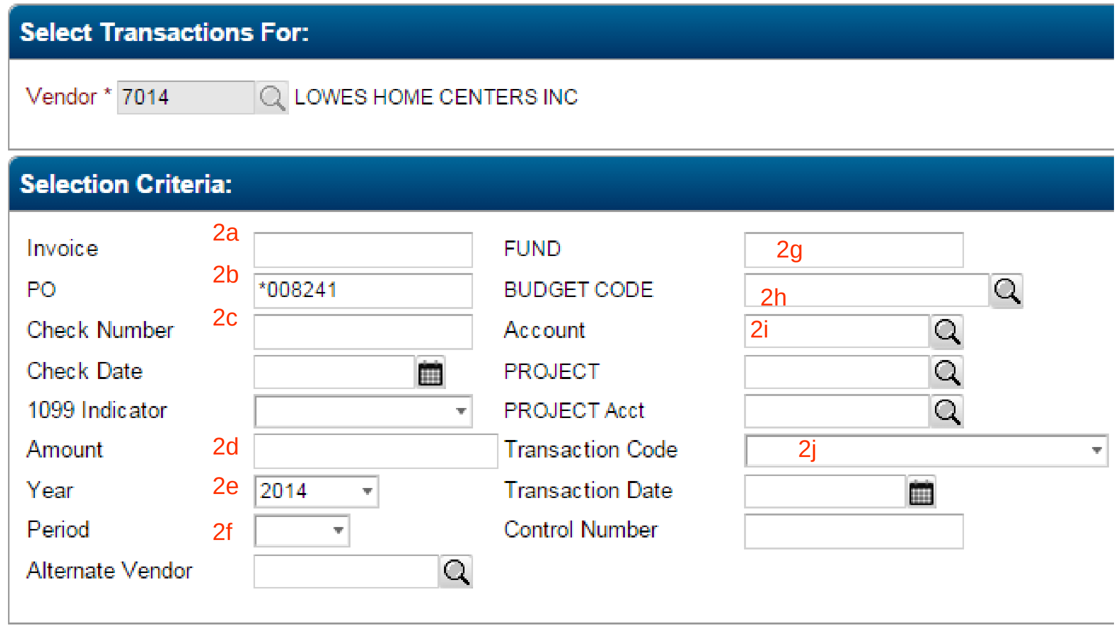
e. Click **OK** to fill **selection criteria**



Code	Vendor Name	Vendor Address	City	State	Zip
10578	ZEB LOWE	3391 FM 976	CALDWELL	TX	77836
11208	CHRIS LOWE	CSMS			
11294	JONATHAN LOW	AMCMS			
5154	ROBERTO LOW	6090 SUNNYDELL ST	BRYAN	TX	77807
6008	ROBERT LOWE	4110 WELLINGTON #801	SAN ANGELO	TX	76904
d. 7014	LOWES HOME CENTERS INC	BRT 0103 (ACCT 99000486177	COLLEGE STATION	TX	77845
7581	WILLIAM LOWERY	C/O MEXIA STATE SCHOOL CF	MEXIA	TX	76667

2. **Selection Criteria:** Enter all known information to narrow results – see screen shot below with the following labels
   a. **Invoice**: The number associated with the order assigned by the company
   b. **PO:** Purchase order number associated with the payment
   c. **Check Number:** Check number given with payment once check has been cut (**NOTE: this will only be listed on lines with a TC of 21 or 20)**
   d. **Amount:** Total amount encumbered, paid (posted), adjusted, or voided
   e. **Year:** The budget year in which the transaction took place
   f. **Period:** The period in which the transaction took place

The system-generated Periods include:			
1	September	8	April
2	October	9	May
3	November	10	June
4	December	11	July
5	January	12	August
6	February	13	Adjustments
7	March		



   g. **Fund:** Where the money is coming from (such as general, activity, taxes, federal grants, state grants, clubs, student groups, etc.
   h. **Budget Code:** Budget Code associated with the purchase order that was given at requisition level
   i. **Account:** Account associated with the Budget Code that was given at the requisition level
   j. **Transaction Code:** Transaction Code - How, Where, and When the transactions was generated.

The system-generated Transaction Codes include:			
11	Post Expenditure Budgets		
13	Adjust Expenditure Budgets	**21**	Accounts Payable
17	Add Encumbrances (PO)	**22**	Payroll Interface and Manual Payroll
18	Change Encumbrances (Change Order)	**24**	Receipts
19	Journal Entries	**25**	Expenditure Budget Transfer
20	Accounts Payable Manual/Void Checks	**27**	Project Budget Transfer

Notes:

Finance Plus has two (2) wild cards to help narrow down report results. See example in box below.

In this example the following was entered in the fields:
Vendor*: 7014 was entered in the vendor field, which will return only activity for vendor 7014 – Lowe's

PO:
*008241 was entered in the PO field, which will return only activity for all purchase orders ending in 008241 for vendor 7014

Year:

2014 was entered in the Year field, which will return all activity for all purchase orders ending in 008241 for vendor 7014 in the year 2014

Finance Plus has two (2) wild cards to help narrow down report results. The wild cards are: "?" and "*"

Wildcard	Usage	Result	
*	TEA*	Find TEA, TEAcher, TEAspoon, TEArjerker…	All results start with TEA.
?	1?0	Find 100, 120, 130…190…	All results start with a 1 and end with 0.
*	*TEA*	Find TEA, sTEAmroller, unTEAch, plaTEAuing…	All results have TEA somewhere in them.

3. Click **OK** to generate the results that will show below

Date A.	TC B.	Invoice C.	PO D.	Check E.	Description F.	Amount
09/03/14	21	902041	14008241	299153	SUPPLIES FOR ERIC PESAK-	187.57
09/03/14	21	902471	14008241	299153	SUPPLIES FOR ERIC PESAK-	887.03
09/03/14	21	902755	14008241	299153	SUPPLIES FOR ERIC PESAK-	419.53
09/03/14	21	902048	14008241	299153	SUPPLIES FOR ERIC PESAK-	823.70
06/30/14	21	902054	14008241	296149	SUPPLIES FOR ERIC PESAK-	37.93
06/30/14	21	902958	14008241	296149	SUPPLIES FOR ERIC PESAK-	154.80
06/30/14	21	902637	14008241	296149	SUPPLIES FOR ERIC PESAK-	1,173.37
06/03/14	21	902069	14008241	294855	SUPPLIES FOR ERIC PESAK-	37.33
06/03/14	21	902013	14008241	294855	SUPPLIES FOR ERIC PESAK-	342.48
06/03/14	21	902685	14008241	294855	SUPPLIES FOR ERIC PESAK-	109.42
06/03/14	21	902621	14008241	294855	SUPPLIES FOR ERIC PESAK-	119.15

30 match(es) found

Total 19,276.98

Notes:

Once all results are shown there will always be a summary showing the number of matches and total dollar amount of the matches found in the bottom left hand corner of screen.

In this example there were 30 match(es) found and they all total $19,276.98 (which also includes the PO amount and payment amount)

To see only payments, enter **21** in the transaction code field on the previous screen.

a. Select the desired result

i. Result Features

a) The results include several features that help to identify each transaction
See screen shot above with the following labels.

A – Date: Date of the transaction

B – TC: Transaction Code – Period. How, Where, and When the transactions was generated.

The system-generated Transaction Codes include:			
11	Post Expenditure Budgets		
13	Adjust Expenditure Budgets	**21**	Accounts Payable
17	Add Encumbrances (PO)	**22**	Payroll Interface and Manual Payroll
18	Change Encumbrances (Change Order)	**24**	Receipts
19	Journal Entries	**25**	Expenditure Budget Transfer
20	Accounts Payable Manual/Void Checks	**27**	Project Budget Transfer

C – Invoice: Invoice number entered with payment

D – PO: Purchase order number associated with the payment

E – Check: Check number given with payment once check has been cut (**NOTE: this will only be listed on lines with a TC of 21)**

F – Description: The Description associated with the purchase order when requisition was entered.

G – Amount: Total amount encumbered, paid (posted), adjusted, or voided

b. Highlight a specific transaction and click **OK** to open the transaction details screen

i. **Transaction Detail Features**

a) The transaction detail screen includes several features that help to identify further details of a specific transaction

See screen shot below with the following labels

A – **Fund:** Where the money is coming from (such as taxes, federal grants, state grants, clubs, student groups, etc.

B – **Budget Code:** Budget Unit

C – **Account:** The Account associated with the Budget Unit

D – **Vendor:** The vendor associated with the transaction

E – **PO:** The purchase order number associated with the transaction

F – **Invoice/Receipt:** The invoice number associated with the transaction

G – **Amount:** Total amount encumbered, paid (posted), adjusted, or voided

H – **Description:** The description associated with the purchase order when requisition was entered

I – **Year:** Budget year of the transaction

J – **Period:** Period of the transaction

The system-generated Periods include:			
1	September	**8**	April
2	October	**9**	May
3	November	**10**	June
4	December	**11**	July
5	January	**12**	August
6	February	**13**	September
7	March		

K – **Transaction Code:** How, Where, and When the transactions was generated.

The system-generated Transaction Codes include:			
11	Post Expenditure Budgets		
13	Adjust Expenditure Budgets	**21**	Accounts Payable
17	Add Encumbrances (PO)	**22**	Payroll Interface and Manual Payroll
18	Change Encumbrances (Change Order)	**24**	Receipts
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L – **Transaction Date:** Date of the transaction

M – **Check Number:** Check number issued when payment was made

N – **Check Date:** Date check was issued

O – **Cleared:** Check has or has not cleared the bank

If check has been voided this will also show "Y – Cleared Checks Only"

Y	Cleared Checks Only
"blank"	Has Not Cleared Bank

P – **Void:** This box should only contain "Y – Void Checks Only" if check was voided. (Transaction Code should also read 20)

A	FUND	6909	2009 CONSTRUCTION	I	Year	2014
B	BUDGET CODE	690981Z274899090	2009 CONST-CSHS-CATE	J	Period	10
C	Account	6399	GENERAL SUPPLIES	K	Transaction Code	21 - Accounts Payable Check
	PROJECT			L	Transaction Date	06/30/2014
	PROJECT ACCT				Date Entered	06/30/2014
	Cash Account	1111	CASH IN BANK		Due Date	06/30/2014
D	Vendor	7014	LOWES HOME CENTERS INC		Invoice Date	05/30/2014
	Receivable Account				Discount Amount	0.00
	Disbursement Fund	8834	ACCOUNTS PAYABLE CLEARING	M	Check Number	296149
E	PO	14008241-01		N	Check Date	07/02/2014
	J E Number				Partial/Final	P - Partial
F	Invoice/Receipt	902054			1099	N - No-1099
G	Amount	37.93	Liquidated 37.93	O	Cleared	Y - Cleared Checks Only
	Sales Tax	0.00	Use Tax 0.00	P	Void	
H	Description	SUPPLIES FOR ERIC PESAK-			Control Number	AP-DK
	Entered By	bakelly			Bank Code	
	Warrant Number					