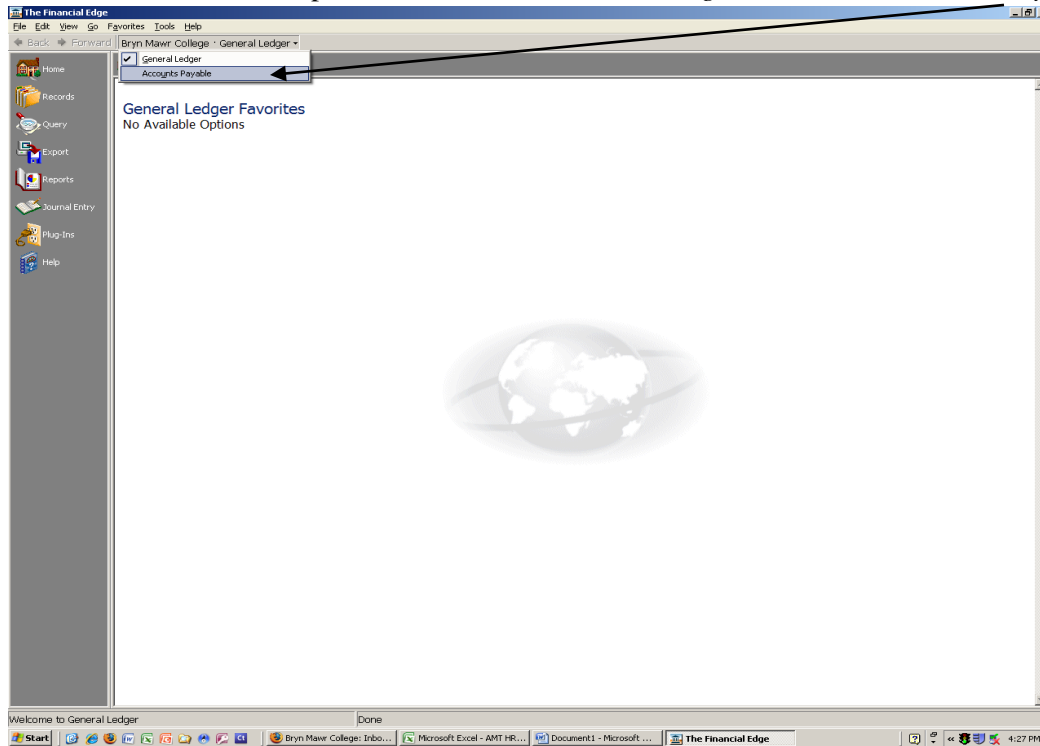


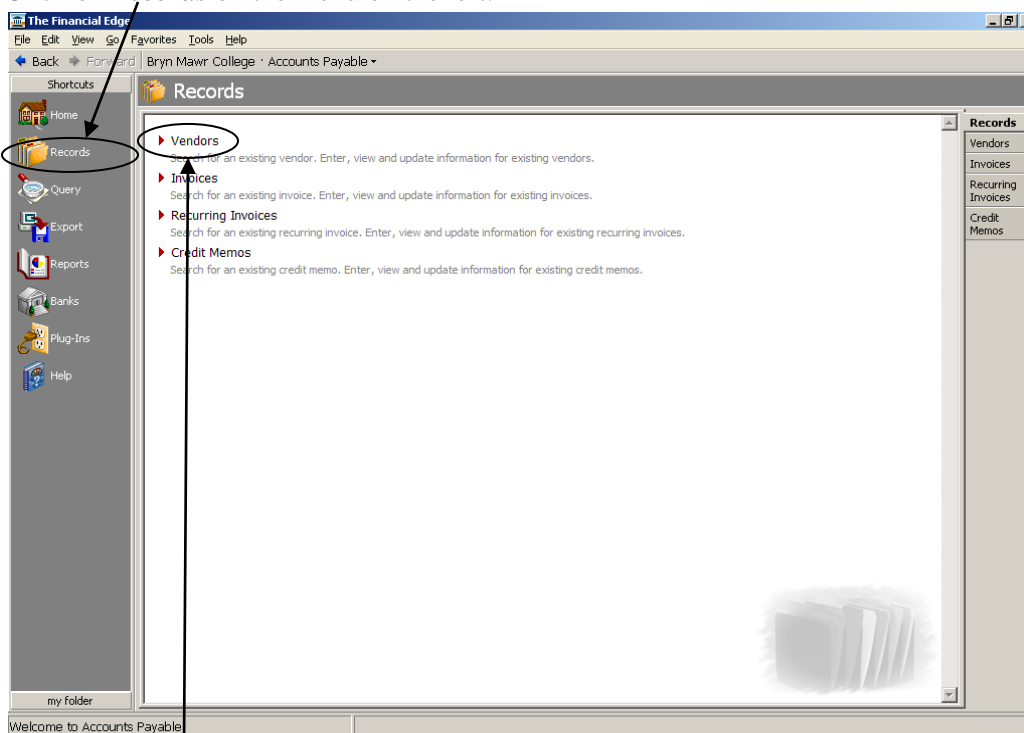
## How to view Vendor Activity in Financial Edge (FE) Accounts Payable Records

*Use this procedure to look up any Accounts Payable invoices submitted to Accounts Payable or Credit Card transactions submitted through the online Credit Card system called VIM.*

1. Log into FE.
2. Click on down arrow at top of window next to *General Ledger* and choose *Accounts Payable*.

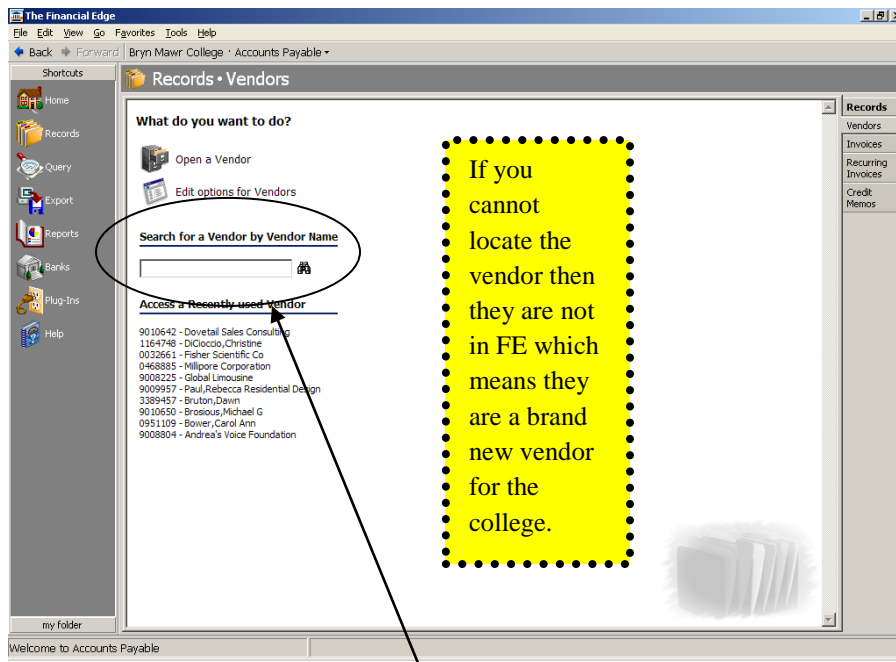


3. Click on *Records* on the menu on the left.



4. Click on *Vendors*.

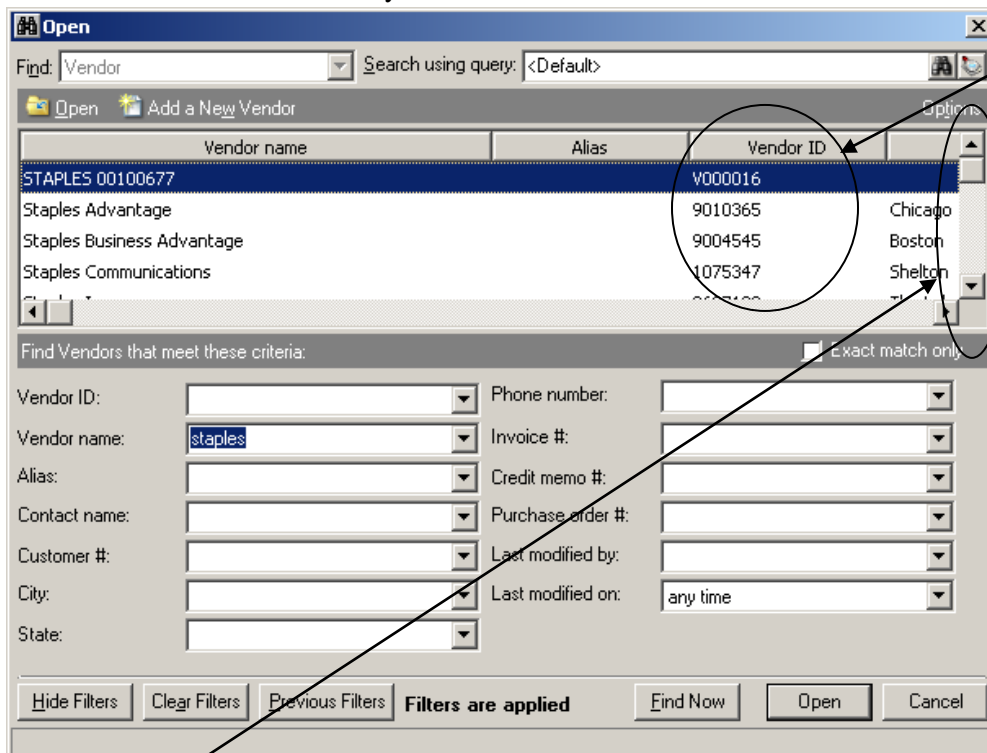
## How to view Vendor Activity in Financial Edge (FE) Accounts Payable Records



5. Under *Search for a Vendor by Vendor Name* type the first word of the vendor name. Depending on how common the first word is you may want to type more or less or type more than the first word or use the wildcard (\*).

**Please note:** If the vendor name is a person's name, for example an employee or guest, their name is entered last name,first name. So if you wanted to look up John Smith then you would want to type smith,j since Smith is such a common name.

- a. After you type the name, hit Enter or click on the binoculars. The following window will appear that shows a list of the results of your search.



- b. Use the scroll bar on the right to browse through the list. When you locate the vendor you are looking for double click on the *Vendor name*.

## How to view Vendor Activity in Financial Edge (FE) Accounts Payable Records

c. The following screen will appear, this is the Vendor Record.

Vendor name: Staples Inc  
Vendor ID: 0697183  
Status: Active  
Customer number:  
Tax ID number:  
Terms:  
 Credit limit: \$0.00  
Payment method: Check  
Payment options: One payment for all invoices  
Bank account:  
 1099 Vendor?  1099 Distribution...  1099 Adjustments...  
Address: Dept 00-02262277  
PO Box 6721  
The Lakes, NV 88901-6721  
Contact:  
Position:  
 Print?  
Contact Type Contact Number  
User ID: 0697183  
PIN:  
Active 12/7/2009

To verify there is a Form W-9 on file, click the **Attributes** tab. If there is an attribute listed called *W-9 Filed* then we have a W-9 on file already, if there is no attribute called *W-9 Filed* then we **DO NOT** have a W-9 on file.

d. Each Vendor Record contains 9 tabs. If a tab name is grayed that means you are not allowed to view that tab, if it is black you can view the tab by clicking on the tab name.

e. To view the vendor activity, click on the tab called *Activity*. The following screen will appear, this is a list of the vendor's invoices in invoice date order from newest to oldest.

Date	Transaction #	Type	Status	Description	Amount	
10/20/2009	1781537001	Invoice	Paid		\$211.23	
9/4/2009	1696092001	Invoice	Paid		\$215.42	
9/4/2009	1696092002	Invoice	Paid		\$59.99	
4/28/2009	58495	Invoice	Paid		\$9.78	
3/19/2009	1572005001	Invoice	Paid		\$21.94	
3/12/2009	56908	Invoice	Paid		\$264.82	
2/9/2009	1504954001	Invoice	Paid		\$161.44	
1/16/2009	1548748001	Invoice	Paid		\$39.99	
1/16/2009	1548748002	Invoice	Paid		\$95.49	
12/17/2008	1562078002	Invoice	Paid		\$69.99	
12/17/2008	1562078001	Invoice	Paid		\$85.00	
12/8/2008	1586078001	Invoice	Paid		\$13.44	
11/14/2008	1455296001	Invoice	Paid	Account 601110002262277	\$197.61	

Active 12/7/2009

f. Use the scroll bar on the right to browse through the list. When you locate the invoice or credit memo you are looking for double click on the Invoice *Date*.

## How to view Vendor Activity in Financial Edge (FE) Accounts Payable Records

g. If it is an invoice, the following screen will appear on top of the vendor screen, this is the Invoice Record.

The screenshot shows the 'Invoice Record' window for 'Staples Inc'. The window title is 'Invoice 1696092002 for Staples Inc'. The menu bar includes 'File', 'Edit', 'View', 'Invoice', 'Favorites', 'Tools', and 'Help'. The toolbar has icons for 'Save and Close', 'Print', and other functions. The main area has tabs for 'Invoice', 'GL Distribution', 'Payments/Credits', 'Attributes', and 'Notes'. The 'Invoice' tab is selected and highlighted with a red oval. An arrow points from the 'Invoice' tab to the 'Vendor name' field. The form contains fields for Vendor name (Staples Inc), Invoice number (1696092002), Status (Paid), Invoice date (9/4/2009), Due date (10/1/2009), Description, Remit to (Box 6721), Amount (\$59.99), Discount percent, Discount amount, Payment method (Check), and Post status (Posted). The bottom status bar shows Balance: \$0.00, Paid, and 12/7/2009.

- h. Each Invoice Record contains 5 tabs and each Credit Memo Record contains 4 tabs. If a tab name is grayed that means you are not allowed to view that tab, if it is black you can view the tab by clicking on the tab name.
- Invoice* Tab (or *Credit Memo* tab if a credit memo) – Contains general information about the invoice or credit memo like *Vendor Name*, *Vendor 7-digit ID* number, *Invoice number*, *Invoice date*, *Remit to* address, *Post date*, *Payment method*, etc.
  - GL Distribution* Tab – Lists 16-digit account number(s) under the *DR Account Number* and *Project* columns used to pay invoice or in the case of a Credit Memo Record under the *CR Account Number* and *Project* fields.
  - Payments/Credits* Tab – Lists general information about the invoice payment like *Payment Date*, *Payment Type*, *Transaction Number* (ie. check number), *Payment Status*, etc. This tab does not exist on a Credit Memo Record.
  - Attributes* Tab – Lists any attributes associated with the invoice or credit memo. These are most commonly used for fellowship payments and employee cash advances.
  - Notes* Tab – Any manual notes associated with this invoice or credit memo. Manual notes are not commonly used.
- i. To close this screen click on the **X** located in the top right of the Invoice or Credit Memo Record screen.
- j. You will be brought back the previous screen which is the list of that vendor's invoices. To close that screen click on the **X** located in the top right of the Vendor Record screen.

## How to view Vendor Activity in Financial Edge (FE) Accounts Payable Records

6. If the *Payment method* field on the *Invoice* tab in an Invoice Record says *Check*, you can see if the paper check has cleared BMC's bank account by doing the following.

**Please Note:** If the *Payment method* says *EFT Check* or *Bank Draft* (wires or credit card transactions) there is no need to check that it has cleared because the funds are deposited in the vendor's bank account on the check date which means it automatically clears.

- a. Click on the *Payments/Credits* Tab. An example of the tab is below.

Date	Payment Type	Transaction Number	Status	Amount
10/5/2009	Computer Check	104469	Paid	\$59.99

- b. The Payments/Credits tab contains 5 columns.

- i. *Date* = Payment date.
- ii. *Payment Type* = *Computer Check* (paper check), *EFT Check* (Direct Deposit) or *Bank Draft* (wires or credit card transactions).
- iii. *Transactions Number* = The payment number, ie. check number.
- iv. *Status* = *Paid* means the payment has been made, *Scheduled* that means the check will be processed in the current week's Accounts Payable check run and *Voided* means the check was voided.

- c. Double click on the row that contains the payment information.

## How to view Vendor Activity in Financial Edge (FE) Accounts Payable Records

- d. The following screen will appear on top of the Invoice Record, this shows all the payment information for that payment.

**Computer Check - 104469 for Staples Credit Plan**

File Edit View Payment Help

Record Now Print Later Print Now ?

General Distribution Transaction Details Format History of Changes

**Check Information**

Bank account: CB TD Bank

Check date: 10/5/2009 Computer check number: 104469

Amount: \$275.41 Check format: CHKAPUS1LBP002

**Payee Information**

Payee name: Staples Credit Plan

Address: Dept 00-02262277  
PO Box 6721  
The Lakes, NV 88901-6721

Contact:

Contact Type	Contact Number

Tax ID number:

Post status/date: Posted Specific Date 10/5/2009  Cleared on 10/31/2009

Reversal status/date: Not yet posted

Reconciled 10/31/2009

- e. Each Payment Record contains 5 tabs. If a tab name is grayed that means you are not allowed to view that tab, if it is black you can view the tab by clicking on the tab name.

**Please Note:** You may notice that the check amount in the *Amount* field is different than the amount of your invoice. This is because we create one check each week for all invoices for the same vendor.

- f. Look at the bottom right of the screen.
- If the paper check has cleared there will be a checkmark to the left and a date to the right of the words *Cleared on*. The date represents the date the paper check cleared our bank account. In the example above the check cleared on 10/31/2009.
  - If the check has not cleared these 2 fields will be blank.
- g. To close this screen, click on the **X** located in the top right corner of the screen. You will be brought back the previous screen.