

Navigating within Vendor Detail History (FAIVNDH)

Vendor Detail History Screen

Stockton University | Karen Lynn Lutgen | Sign Out

Vendor Detail History FAIVNDH 9.0 (PROD)

Vendor: ...

Selection: All

Invoice Date From:

Vendor Hold:

Fiscal Year: 18

Invoice Date To:

Go

Get Started: Fill out the fields above and press Go.

Complete all filter fields and press Go. Use “...” to use Vendor Lookup.

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Vendor Detail History FAIVNDH 9.0 (PROD)

Vendor: Z00001764 Atlantic City Electric Company

Selection: All

Invoice Date From:

Vendor Hold:

Fiscal Year: 18

Invoice Date To:

Go

Get Started: Fill out the fields above and press Go.

After choosing a vendor, choose **Go** to populate the screen.

Note: There may be multiple Pages. Display can be changed for number per page to be displayed.

Vendor Detail History FAIVNDH 9.0 (PROD)

Vendor: Z00001764 Atlantic City Electric Company Vendor Hold: Selection: All Fiscal Year : 18 Invoice Date From: Invoice Date To: Start Over

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Nu...
FY18 JUL 318OT	I0312543	Y	N	N	P	N	126.27	08/03/2017	03-AUG-2017	30004314
FY18 JUL 317VIN	I0312544	Y	N	N	P	N	96.22	08/03/2017	03-AUG-2017	30004314
FY18 JUL 300XAN	I0312545	Y	N	N	P	N	248.34	08/03/2017	03-AUG-2017	30004314
FY18 JUL 312OT	I0312547	Y	N	N	P	N	160.64	08/03/2017	03-AUG-2017	30004314
FY18 JUL 311VIN	I0312552	Y	N	N	P	N	259.59	08/03/2017	03-AUG-2017	30004314
FY18 JUL 320OT	I0312553	Y	N	N	P	N	282.88	08/03/2017	03-AUG-2017	30004314
FY18 JUL 309VIN	I0312557	Y	N	N	P	N	227.61	08/03/2017	03-AUG-2017	30004314
55006366953M8	I0312707	Y	N	N	P	N	218.13	08/03/2017	03-AUG-2017	00817070
55006367621M8	I0312709	Y	N	N	P	N	1,887.94	08/03/2017	03-AUG-2017	00817070
55006683191M8	I0312711	Y	N	N	P	N	712.11	08/03/2017	03-AUG-2017	00817070
Total							519,662.18			

1 of 21 | 10 Per Page | Record 1 of 210

As an alternate to “Go” you can use the Next Section (like Next Block) icon at the lower-left hand side of the screen:



Columns can be dragged to be re-arranged (Click and Drag with mouse)

▼ VENDOR DETAIL HISTORY											Insert	Delete	Copy	Filter
Vendor Invoice	Invoice	Check Nu...	Check Date	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date				
FY18 JUL 318OT	I0312543	30004314	03-AUG-2017	Y	N	N	P	N	126.27	08/03/2017				
FY18 JUL 317VIN	I0312544	30004314	03-AUG-2017	Y	N	N	P	N	96.22	08/03/2017				
FY18 JUL 300XAN	I0312545	30004314	03-AUG-2017	Y	N	N	P	N	248.34	08/03/2017				
FY18 JUL 312OT	I0312547	30004314	03-AUG-2017	Y	N	N	P	N	160.64	08/03/2017				
FY18 JUL 311VIN	I0312552	30004314	03-AUG-2017	Y	N	N	P	N	259.59	08/03/2017				
FY18 JUL 320OT	I0312553	30004314	03-AUG-2017	Y	N	N	P	N	282.88	08/03/2017				
FY18 JUL 309VIN	I0312557	30004314	03-AUG-2017	Y	N	N	P	N	227.61	08/03/2017				
55006366953M8	I0312707	00817070	03-AUG-2017	Y	N	N	P	N	218.13	08/03/2017				
55006367621M8	I0312709	00817070	03-AUG-2017	Y	N	N	P	N	1,887.94	08/03/2017				
55006683191M8	I0312711	00817070	03-AUG-2017	Y	N	N	P	N	712.11	08/03/2017				
Total									519,662.18					

Navigation: 1 of 21 | 10 Per Page | Record 1 of 210

Click on a column Header to sort in Ascending/Descending order

<i>Vendor Invoice Amt</i>	▲
0.73	
7.04	
7.05	
7.52	
8.72	
9.72	
13.43	
13.74	
14.35	
15.15	
519,662.18	

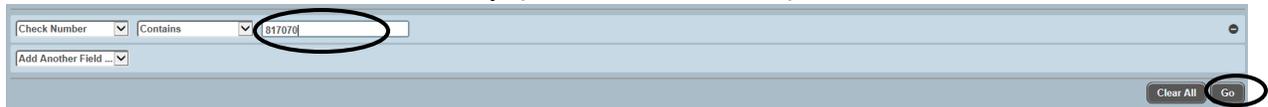
Use **Related** to access *Options*



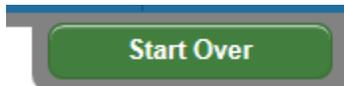
Explore the **Tools** menu for other options. For example, use **Query Total for all Records** to view the vendor total for all payments listed.

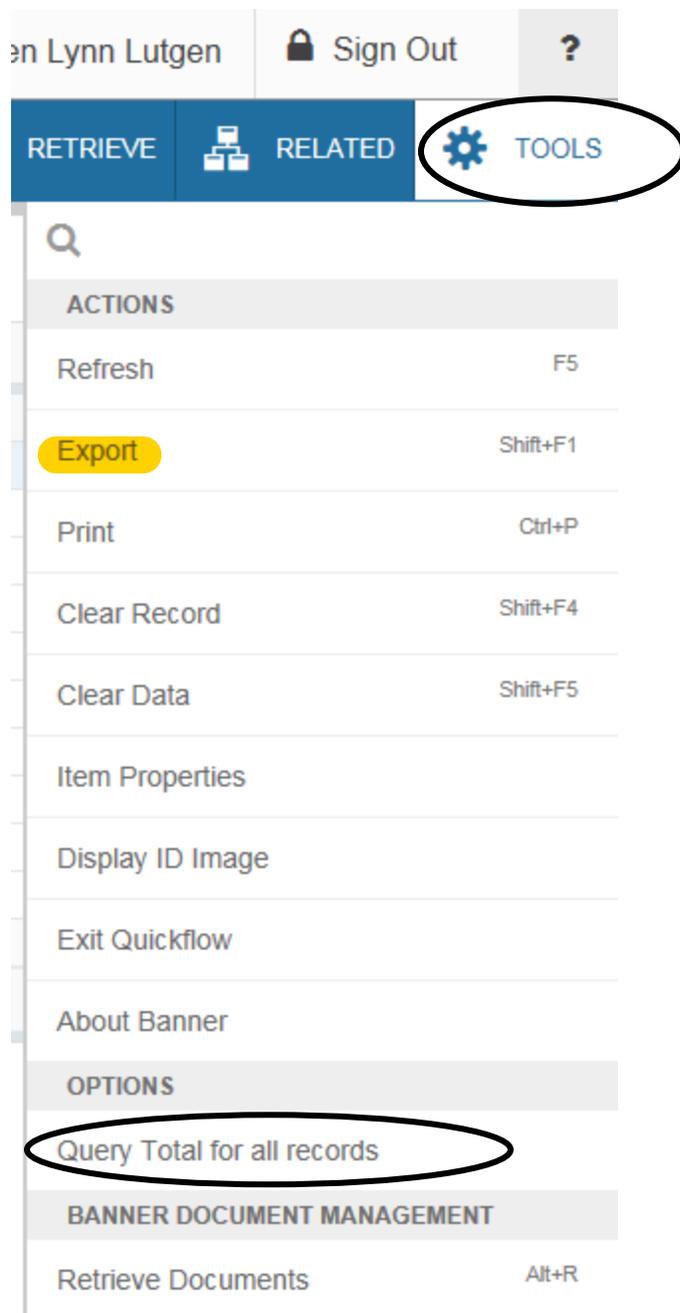
Use **Filter**  Filter to enter a Query (F7 is still active)

Use **Go** to Execute the Query (F8 is still active)



Use **Start Over** to change filter criteria or select a different vendor





Under Tools, click on **Export** (highlighted above) to download the data onto an Excel file

Add and **Retrieve** will allow access to BDMS/scanned documents

