

## Vendor Inquiry & Payment History

### Introduction

Online Reporting Plus helps you get vendor payment and invoice information quickly and easily. The following three reports will allow you to quickly research current vendor balances, payment status on individual invoices, and vendor payment history.

To access these reports select **Accounts Payable** → **Reports** and then the individual report.



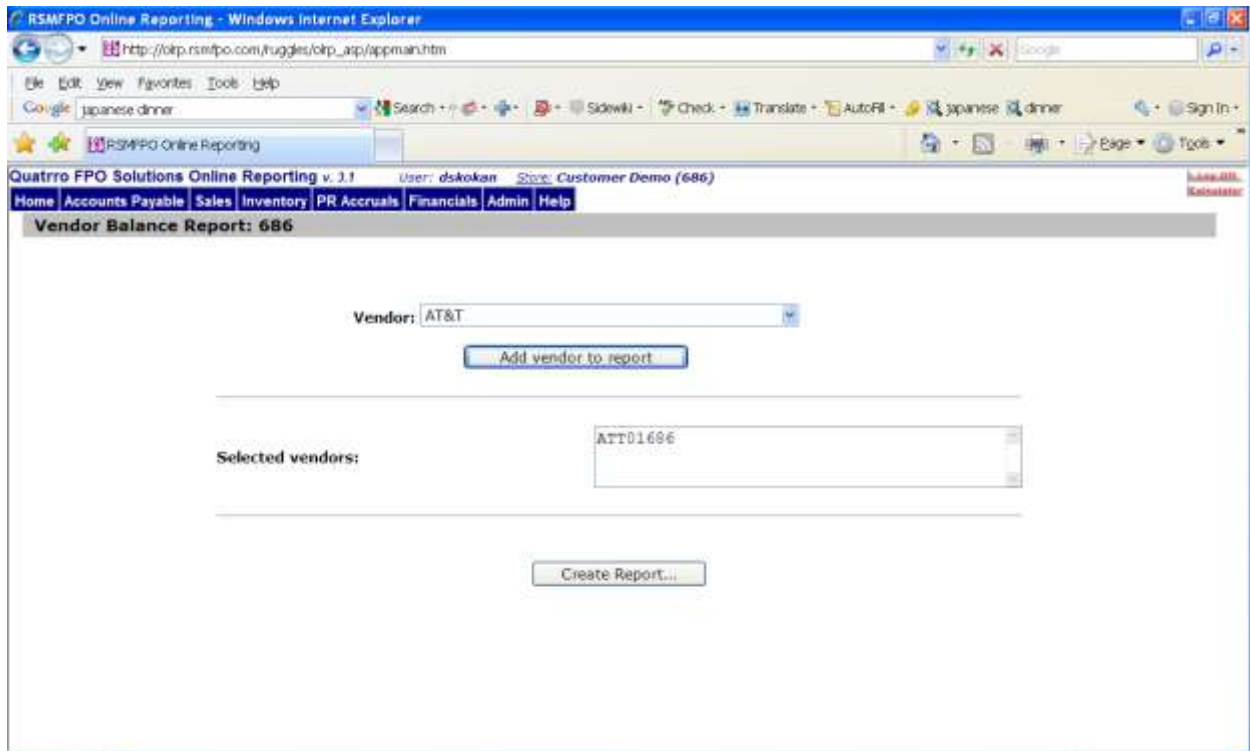
### Vendor Balance Report

The Vendor Balance report will give you the current amount due to one or more vendors.

Begin by typing the name of the vendor until the correct vendor's name appears.

Click on **Add to Vendor Report**.

If this is the only vendor you want to view click on **Create Report**.



To add additional vendors to the report after adding the first vendor, go back to the vendor field and type in the next vendor's name until it appears and click on **Add to Vendor Report**.

When you are finished adding vendors, click on **Create Report**.

Entering the information above would generate the following report:

Vendor Balance Report										3/11/2009 2:45 PM	
LOCATION 686 Madison store											
ATT01686 AT&T											
Type	Invoice No.	Inv Dt.	Due Date	Orig. Amt	Open Amt.	Current	31 - 60	61 - 90	91 & Over		
INV	031506	2/15/2009	3/22/2009	47.03	47.03				47.03		
INV	987654	3/10/2009	3/31/2009	138.00	138.00				138.00		
INV	7135266210/04	3/10/2009	3/31/2009	46.59	46.59				46.59		
INV	888806	4/1/2009	3/31/2009	47.16	47.16		47.16				
INV	1122334455	5/1/2009	5/8/2009	171.56	171.56	171.56					
				<b>-450.34</b>	<b>-450.34</b>	<b>171.56</b>	<b>47.16</b>	<b>231.62</b>	<b>0.00</b>		

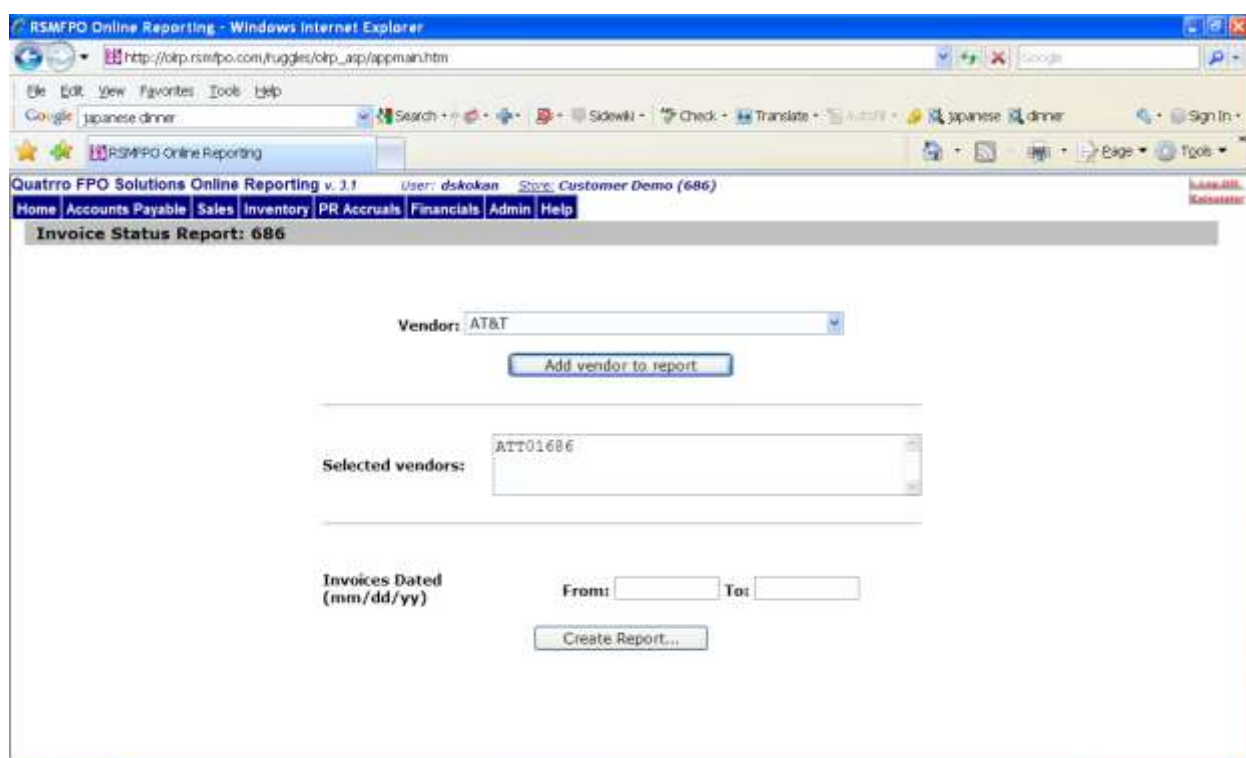
## Invoice Status Report

Use the Invoice Status report to find out quickly if an invoice is paid or unpaid.

Begin by typing the name of the vendor until the correct vendor's name appears.

Click on **Add to Vendor Report**.

If this is the only vendor you want to view click on **Create Report**.



The screenshot shows a web browser window titled "RSMFPO Online Reporting - Windows Internet Explorer". The address bar shows the URL "http://olrp.rsmfpo.com/fuggles/olrp\_asp/appman.htm". The browser's search bar contains "japanese dinner". The page content includes a navigation menu with "Home", "Accounts Payable", "Sales", "Inventory", "PR Accruals", "Financials", "Admin", and "Help". The main heading is "Invoice Status Report: 686". Below this, there is a "Vendor:" dropdown menu with "AT&T" selected. A button labeled "Add vendor to report" is positioned below the dropdown. Underneath, a "Selected vendors:" list contains "ATT01686". At the bottom, there are "Invoices Dated (mm/dd/yy)" fields with "From:" and "To:" input boxes, and a "Create Report..." button.

To add additional vendors to the report after adding the first vendor, go back to the vendor field and type in the next vendor's name until it appears and click on **Add to vendor report**.

Indicate the invoice date or range of dates you wish to view.

When you are finished adding vendors, click on **Create Report**.

In the example below, we want to know the status of all C R S Texas-MOP invoices.

The Vendor Invoice Status report would look like this:

AP Web Payables Report ruggles - Windows Internet Explorer  
 http://olrp.rsmfpo.com/ruggles/olrp\_asp/SimpleSetLoginInfo.asp?lnq=invstat

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Preview

### Vendor Invoice Status

Page 1

LOCATION: 686 Madison store  
 ORB01686 CR 8 TEXAS-MOP

Type	Invoice #	Invoice Dt.	Original Amt	Paid/Unpaid	Open Amt	Check #	Check Date	Check Amt
INV	125269	08/22/2005	54.13	VOID	54.13			
INV	125373	03/10/2009	276.03	UNPAID	276.03			
INV	127149	11/04/2005	205.67	VOID	205.67			
INV	128009	03/10/2009	100.25	UNPAID	100.25			
INV	129107	01/30/2006	41.13	PAID	0.00	4109	01/31/2006	41.13
INV	129199	04/20/2006	102.83	PAID	0.00	4479	04/20/2006	102.83
INV	129872	04/24/2006	316.63	PAID	0.00	4488	04/24/2006	316.63
INV	129909	03/10/2009	102.84	UNPAID	102.84			
INV	129961	03/21/2006	156.96	PAID	0.00	4372	03/21/2006	156.96
INV	130228	04/17/2006	159.67	PAID	0.00	4465	04/17/2006	159.67
INV	130250	04/28/2006	707.96	PAID	0.00	4502	05/02/2006	707.96
INV	130251	04/11/2006	102.83	PAID	0.00	4435	04/11/2006	102.83
INV	133620	03/10/2009	213.80	PARTIAL	0.50	4569	05/02/2006	213.30
INV	133601	05/03/2006	322.04	PAID	0.00	4506	05/03/2006	322.04

## Check Register

The Check Register report can give you a list of all the checks and paid invoices by vendor for a requested time frame.

Begin by typing the name of the vendor until the correct vendor's name appears.

Click on **Add to Vendor Report**.

If this is the only vendor you want to view click on **Create Report**.

RSMFPO Online Reporting - Windows Internet Explorer  
 http://olrp.rsmfpo.com/ruggles/olrp\_asp/appmain.htm

File Edit View Favorites Tools Help  
 Google: japanese dinner Search Sidewiki Check Translate Japanese dinner

RSMFPO Online Reporting

Quattro FPO Solutions Online Reporting v. 3.1 User: dskokan Stop: Customer Demo (686)

Home Accounts Payable Sales Inventory PR Accruals Financials Admin Help

**Check Register Report: 686**

Vendor:

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Selected vendors:

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Checks Dated (mm/dd/yy) From:  To:

To add additional vendors to the report after adding the first vendor, go back to the vendor field and type in the next vendor's name until it appears and click on **Add to Vendor Report**.

Indicate the invoice date or range of dates you wish to view.

When you are finished adding vendors, click on **Create Report**.

For example, we've indicated we want to see the checks and invoices paid to 3 vendors from January 1, 2006 to June 30, 2006.

**Vendor Check Register** Page

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LOCATION: 686 Madison store

CRSD1686 C R B TEXAS-MOP						
Doc #	Type	Check Date	Check Amount	Invoice #	Invoice Amount	Paid Amount
4109	PMT	01/31/2006	41.13	128107	41.13	41.13
4372	PMT	03/21/2006	150.96	129961	150.96	150.96
4435	PMT	04/11/2006	102.83	130251	102.83	102.83
4465	PMT	04/17/2006	159.67	130228	159.67	159.67
4479	PMT	04/20/2006	102.83	129199	102.83	102.83
4488	PMT	04/24/2006	316.63	129072	316.63	316.63
4502	PMT	05/02/2006	707.96	130250	707.96	707.96
4506	PMT	05/03/2006	322.04	133601	322.04	322.04
4569	PMT	06/02/2006	213.30	133520	213.80	213.30
DET01686 DETERGENT SERVICES, INC.-MOP						
Doc #	Type	Check Date	Check Amount	Invoice #	Invoice Amount	Paid Amount
1147	PMT	03/31/2006	371.00	32446	151.84	151.84
				32407	220.08	219.16
1147A	PMT	03/31/2006	0.92	32407	220.08	0.92
31898	PMT	02/17/2006	300.78	26349	123.86	123.86
				26378	174.25	174.25
				26809	183.40	2.67
32087	PMT	04/24/2006	406.94	33834	89.30	89.30
				33034	89.30	89.30
				33005	317.64	317.64
				33005	317.64	317.64
32214	PMT	05/02/2006	258.24	33061	258.24	258.24
				33061	258.24	258.24
32229	PMT	05/09/2006	237.22	33095	237.22	237.22
				33095	237.22	237.22
32280	PMT	05/19/2006	493.43	33645	338.87	338.87
				33645	338.87	338.87
				33005 3RD	154.56	154.56
				33005 3RD	154.56	154.56