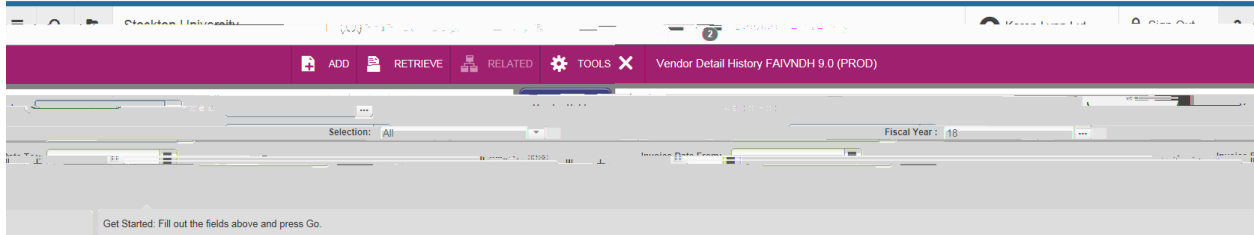


# Navigating within

## Vendor Detail History Screen



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



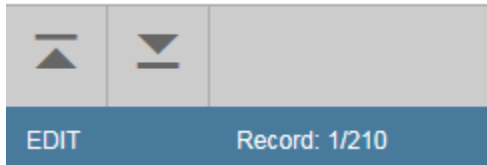
After choosing a vendor, choose  to populate the screen.

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

The screenshot displays a table of vendor invoice data. The table has columns for Date, Check Date, Check No., Vendor Invoice, Invoice, Approval, MIC, Credit Memo, Open/Paid, Cancel, and Vendor Invoice Amt. The data is organized into several rows, with some rows highlighted in blue and others in red. The table is part of a larger screen that includes a navigation bar and a 'Start' button.

Date	Check Date	Check No.	Vendor Invoice	Invoice	Approval	MIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt
03-AUG-2017	08/03/2017	30004314	FY18 JUL 300XAN	I0312545	Y	N	N	P	N	248.34
N		259.59	08/03/2017	03-AUG-2017	30004314	FY18 JUL 311VIN	I0312552	Y	N	N
N		282.88	08/03/2017	03-AUG-2017	30004314	FY18 JUL 320TOT	I0312553	Y	N	N
N	P	N		227.61	08/03/2017	03-AUG-2017	30004314	FY18 JUL 309VIN	I0312557	Y

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

Vendor Invoice	Invoice	Check Nu...	Check Date	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date
EV18 JUL 249OT	I0312542	30004314	03-AUG-2017	Y	N	N	N	N	120.27	08/03/2017
FY18 JUL 300XAN	I0312545	30004314	03-AUG-2017	Y	N	N	N	N	248.3	
Total										
									519,662.18	

Record 1 of 210

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

Vendor Invoice Amt	
	0.73
	7.04
	7.05
	7.52
	8.72
	9.72
	13.43
	13.74
	14.35
	14.45

Use            to access *Options*

Explore the



and will allow access to BDMS/scanned documents

