

Advantage 3.11- On Demand Training

Class Title: How to Search for Pending and Previously Paid Vendor Payments in Advantage Financial 3.11

Creation Date: 07/17/2018

Revised Date: 07/17/2018

Goal & Objectives

Goal: After taking this class, students will know how to search for Vendor Payments in Advantage 3.11.

Objectives:

- Show students how to search for vendor payments in Advantage 3.11
- Provide students with the page codes to search for both pending and previously paid vendor payments in Advantage 3.11
- Show students how to search for a vendor payment by Payment Category in Advantage 3.11

How to search for past Vendor payments in Advantage 3.11

You can search for vendor payments that have already been made by using the Vendor Transaction History page code which is VTH and results in:

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CMS-Budget

Vendor Transaction History

[Menu](#) [Back](#)

[Browse](#) [Clear](#)

Vendor/Customer Code : 

Address ID : 

Vendor Invoice No :

Bank Code : 

Record Date : 

Budget Fiscal Year : 

Accounting Period : 

Department : 

Unit : 

Object : 

Document Type : 

Document Code : 

Event Type : 

Check Number :

Check Description :

Fiscal Year : 

Fund : 

Sub Fund : 

Sub Unit : 

Sub Object : 

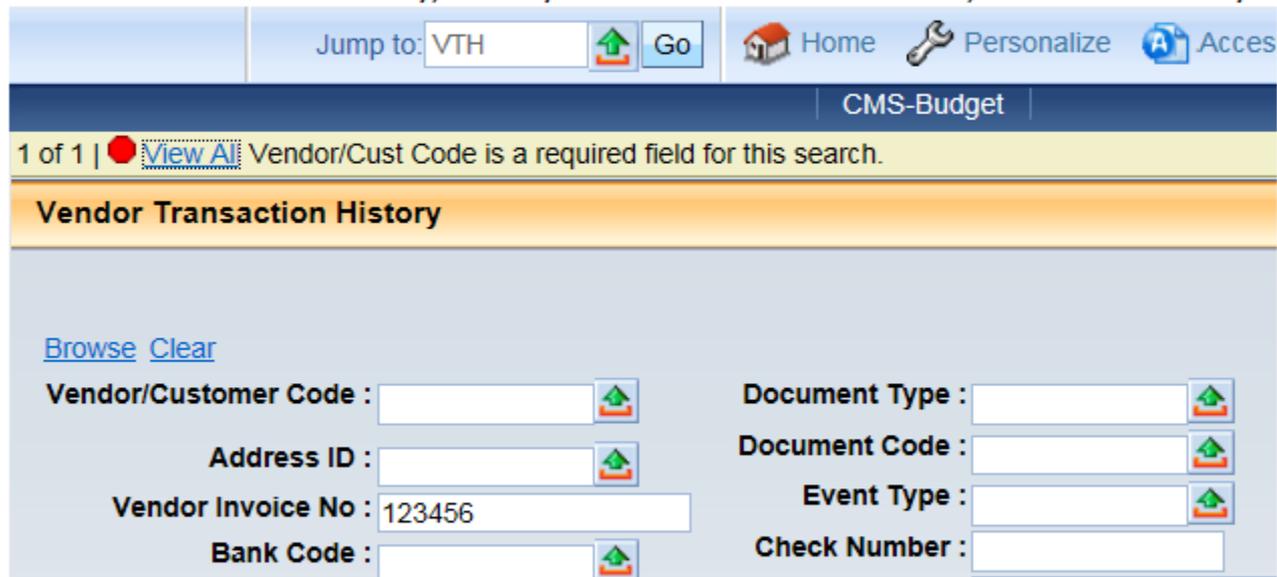
[Calculate Total](#)

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice No	Bank Code	Check Number	Check Status	Check Description
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[Vendor Invoice Registry](#) [Matching Status](#) [Disbursement Query](#) [Check Reconciliation](#) [Paid Checks](#)
[Customer Information](#) [Lifecycle Inquiry](#) [Vendor Payment History](#)

Some pages have minimum field requirements. The VTH page requires the Vendor Number in order to perform a search.

If you do not enter a value in a required field, you will get an error. For example, if you only enter a vendor number to search by, when you click the [Browse](#) button, this is the result you will get:



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CMS-Budget

1 of 1 |  **View All** Vendor/Cust Code is a required field for this search.

Vendor Transaction History

[Browse](#) [Clear](#)

Vendor/Customer Code : 

Address ID : 

Vendor Invoice No :

Bank Code : 

Document Type : 

Document Code : 

Event Type : 

Check Number :

If you do not know the vendor number, use page code VCUST to search for the vendor number.

Remember: You can select the  in the error message to get any additional information that may be available to help you resolve the error message(s).

Once you enter a vendor number and click on [Browse](#), all payments associated with that vendor will come up.

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Vendor/Customer Code : 0000001 	Document Type : 
TANJA'S TINKER TOYS	Document Code : 
Address ID : 	Event Type : 
Vendor Invoice No : <input type="text"/>	Check Number : <input type="text"/>
Bank Code : 	Check Description : <input type="text"/>
Record Date : <input type="text"/> 	Fiscal Year : 
Budget Fiscal Year : 	Fund : 
Accounting Period : 	Sub Fund : 
Department : 	Sub Unit : 
Unit : 	Sub Object : 
Object : 	

[Calculate Total](#)

	Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice No	Bank Code	Check Number	Check Status	Check Description
✓	5/14/08	PO_135.31885	F	1	8	1	\$0.00	RQS_135.0819792					
	12/22/16	PO_135.40003	F	1	1	1	\$0.00						
	7/13/18	GAX_120_TF190000001	F	1		1	\$12,345,678.90			1			

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You can “drill down” on these for more information such as accounting lines, additional vendor information, etc.

Welcome, Penny Watts CMS-Budget

[View All](#) 1 of 4 | ⚠ This transaction exceeds the unobligated funds for this budget. (A615)

General Accounting Expense(GAX) Dept: 120 ID: TF190000001 Ver.: 1 Function: New Phase: Final Modified by 053367 , 07/13/2018

Header List View

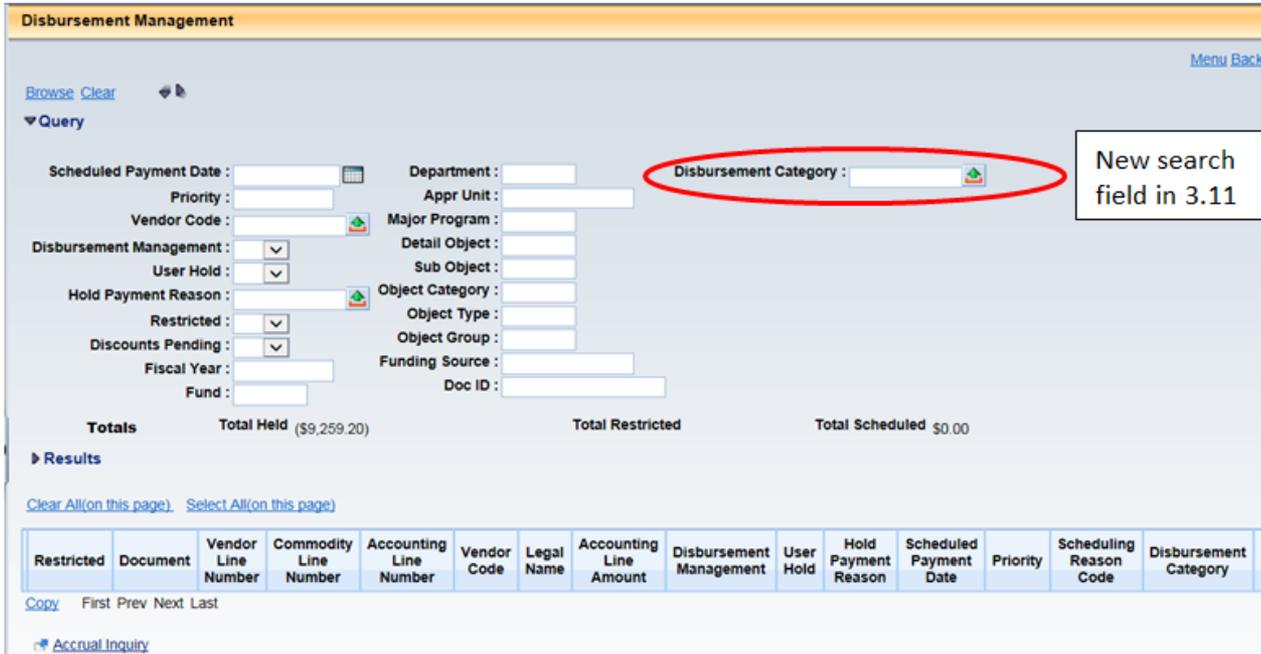
General Information | Payee | Additional Amounts | Extended Description | Contact | Document Information

<p>Document Name: <input type="text"/></p> <p>Record Date: 07/13/2018 <input type="text"/></p> <p>Budget FY: 2019 <input type="text"/></p> <p>Fiscal Year: 2019 <input type="text"/></p> <p>Period: 1 <input type="text"/></p> <p>Document Description: <input type="text"/></p> <p>Accounting Profile: <input type="text"/></p> <p>Expected Amount: \$0.00 <input type="text"/></p> <p>Actual Amount: \$12,345,678.90</p> <p>Closed Amount: \$0.00</p> <p>Closed Date: <input type="text"/></p> <p>Open Amount: \$12,345,678.90</p> <p>Referenced Amount: \$0.00</p>	<p>Pre-Processing Allowed: <input type="checkbox"/></p> <p>Bank Account: 1 <input type="text"/></p> <p>Replacement: <input type="checkbox"/></p> <p>Contract Withholding Exempt: <input type="checkbox"/></p> <p>Cited Authority: <input type="text"/></p> <p>Escrow ID: <input type="text"/></p> <p>Vendor Invoice Number: <input type="text"/></p> <p>Vendor Invoice Line: <input type="text"/></p> <p>Vendor Invoice Date: <input type="text"/></p> <p>Tracking Date: <input type="text"/></p> <p>Check Description: <input type="text"/></p>
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Vendor	Vendor Line: 1	Vendor Customer: 0000001	Legal Name: TANJA'S TINKER TOYS
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$12,345,678.90 Line Open Amount: \$12,345,678.90
Posting	Total Lines: 1	Posting Line: 1	

How to search for pending Vendor payments in Advantage 3.11

You can search for pending vendor payments (payments that have been entered for payment and will be paid in a future check run) by using the Disbursement Management page code which is DISBM and results in:



Disbursement Management [Menu](#) [Back](#)

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Query

Scheduled Payment Date :  Department : **Disbursement Category :**  New search field in 3.11

Priority : Appr Unit :

Vendor Code :  Major Program :

Disbursement Management :  Detail Object :

User Hold :  Sub Object :

Hold Payment Reason :  Object Category :

Restricted :  Object Type :

Discounts Pending :  Object Group :

Fiscal Year : Funding Source :

Fund : Doc ID :

Totals **Total Held** (\$9,259.20) **Total Restricted** **Total Scheduled** \$0.00

Results

[Clear All](#)(on this page) [Select All](#)(on this page)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
------------	----------	--------------------	-----------------------	------------------------	-------------	------------	------------------------	-------------------------	-----------	---------------------	------------------------	----------	------------------------	-----------------------

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You can search for pending payments by filling in any number of combinations of fields however the DISBM page requires a Scheduled Payment Date.

Scheduled Payment Date :

Once you enter a , **remember to use > (greater than sign) before the date, i.e. >06/01/2018**, your search will result in all payments scheduled to be paid after the date you entered.

Disbursement Management

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▼ Query

Scheduled Payment Date :

Priority :

Vendor Code :

Disbursement Management :

User Hold :

Hold Payment Reason :

Restricted :

Discounts Pending :

Fiscal Year :

Fund :

Department :

Appr Unit :

Major Program :

Detail Object :

Sub Object :

Object Category :

Object Type :

Object Group :

Funding Source :

Doc ID :

Disbursement Category :

Totals	Total Held \$310.21	Total Restricted	Total Scheduled \$310.21
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► Results

[Clear All \(on this page\)](#) [Select All \(on this page\)](#)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<input type="checkbox"/> No	PRLVP.121.198000000035	1	0	1	A0002342		\$309.68	No	Yes	1	06/13/2018	1		
<input type="checkbox"/> No	PRLVP.121.198000000035	1	0	2	A0002342		\$0.53	No	Yes	1	06/13/2018	1		

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Thank You!

This concludes the Navigational
Training for Advantage Financial 3.11