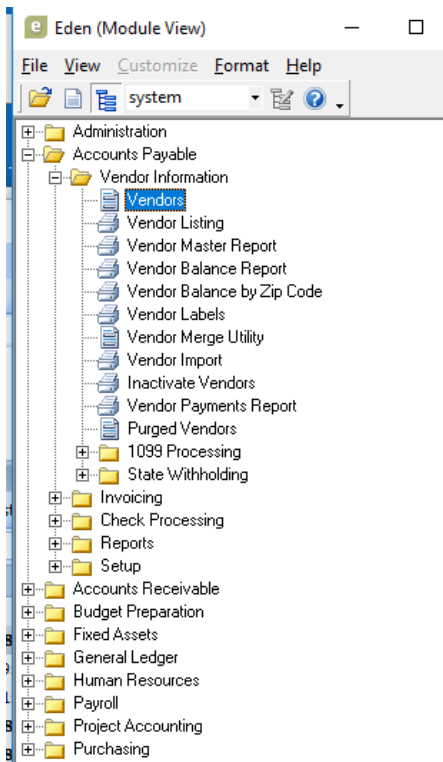


Eden How-To

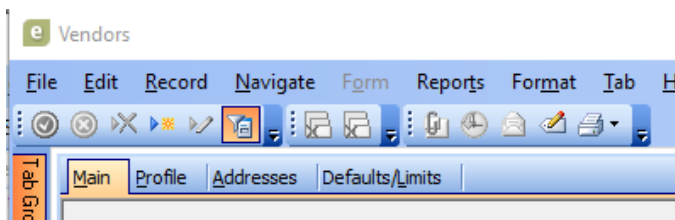
PO Transactions by Vendor

October 2020 - TS

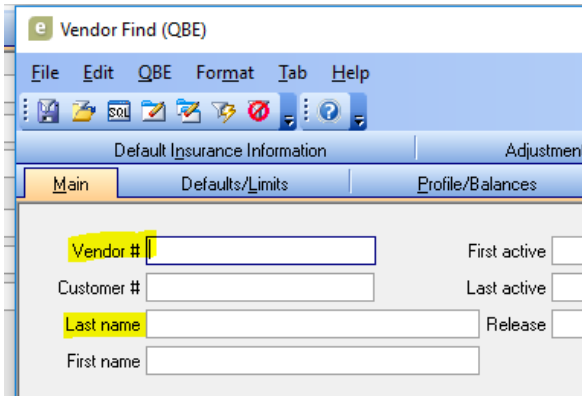
1. Search for the Vendor that the PO is under
2. Open Eden Menu. Accounts Payable → Vendor Information → Vendors



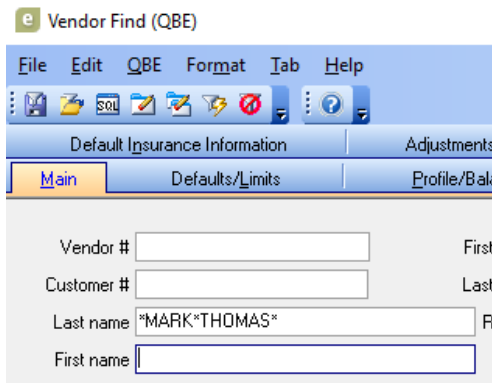
3. Select funnel button



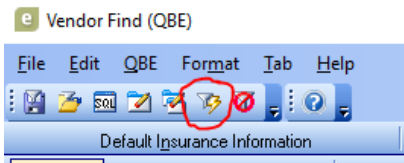
4. A new "Vendor Find" (QBE) window will pop up
5. Search by vendor # (if you know it) **OR** last name



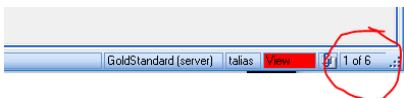
- a. Vendor number: enter vendor number in box
- b. Last name: enter the core words of the vendor name only. Note: this search is very sensitive. Sometimes you may know the contractor by a name, but their W-9 name (aka name in the financial system) is a little different. It's best to keep the search simple to the core words of the vendor name. Each word should be surrounded by asterisks (don't use spaces), that allows the system to search all vendors with any parts of those words. Can't find the vendor? Try dropping an "s" at the end, check your spelling, etc. For example, instead of searching "MARK THOMAS & COMPANY, INC." you should search "***MARK*THOMAS***"



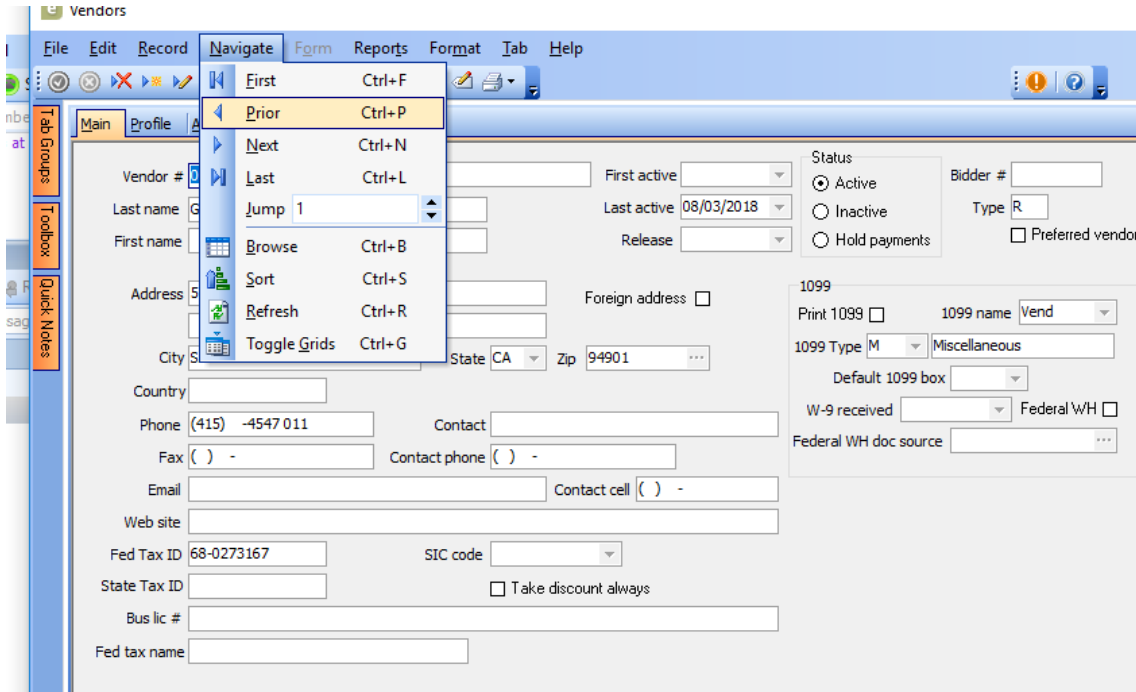
- 6. Hit the lightning bolt funnel at the top. The pop-up window will disappear



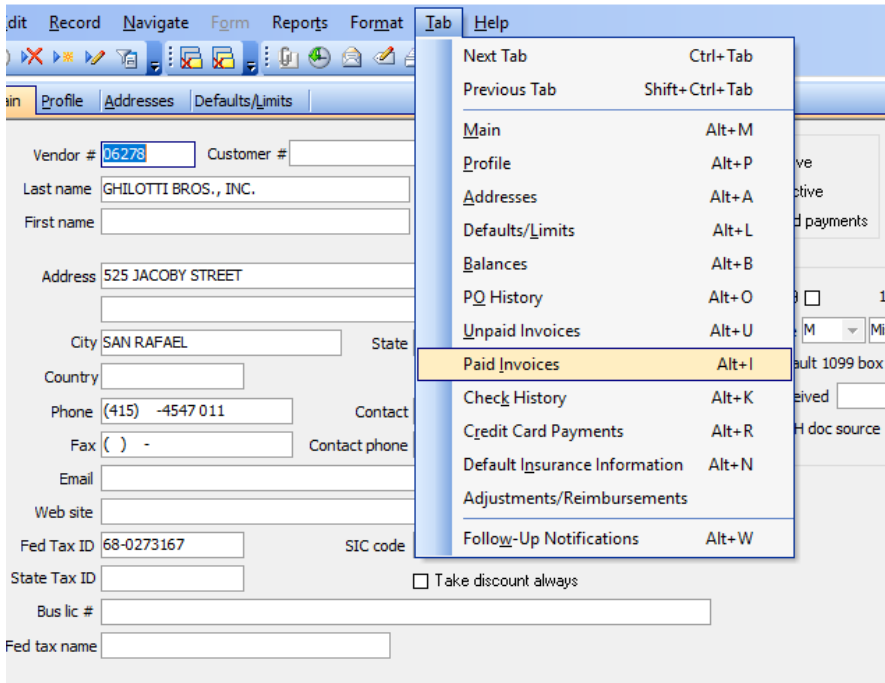
- 7. If there are multiple vendors with the name you searched, multiple vendor profiles will return in your search. For instance, the bottom right corner of the screen says "1 of X"



- 8. Navigate to the vendor profile you are looking for by selecting Navigate from the top bar then → Next or Prior. Sometimes we have multiple vendor profiles set up. Usually it's because somebody set up an old one a long time ago and it hasn't been deleted. You will find out shortly though if it's an old vendor profile because when you look up the paid invoices you will see no activity on them. In that case you'll want to go to the other profile.

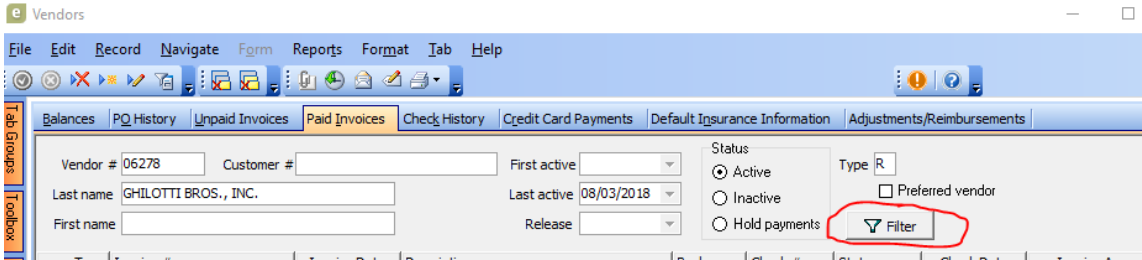


9. Once you are on the vendor profile you need, to check invoices, go to Tab → Paid Invoices.



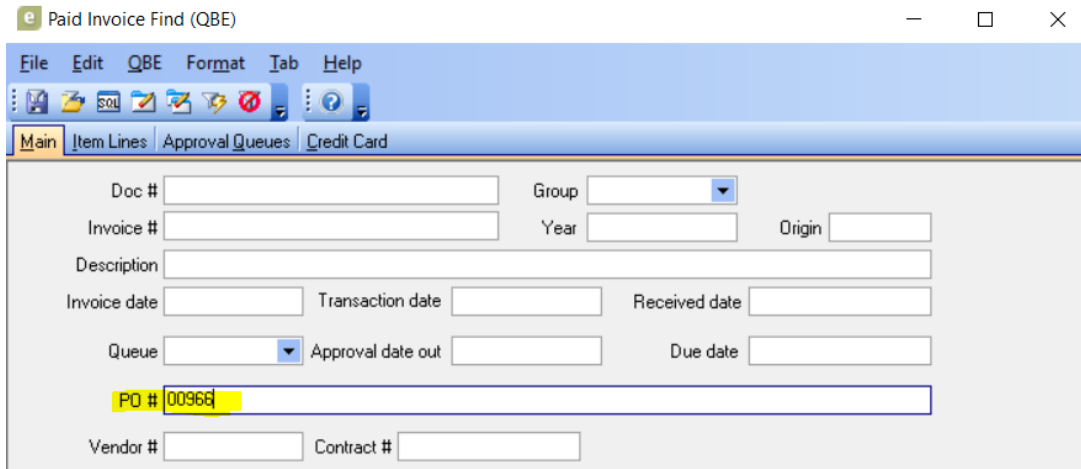


10. You need to set the filters to filter for the specific PO you are looking for. Click the Filter button in the top right

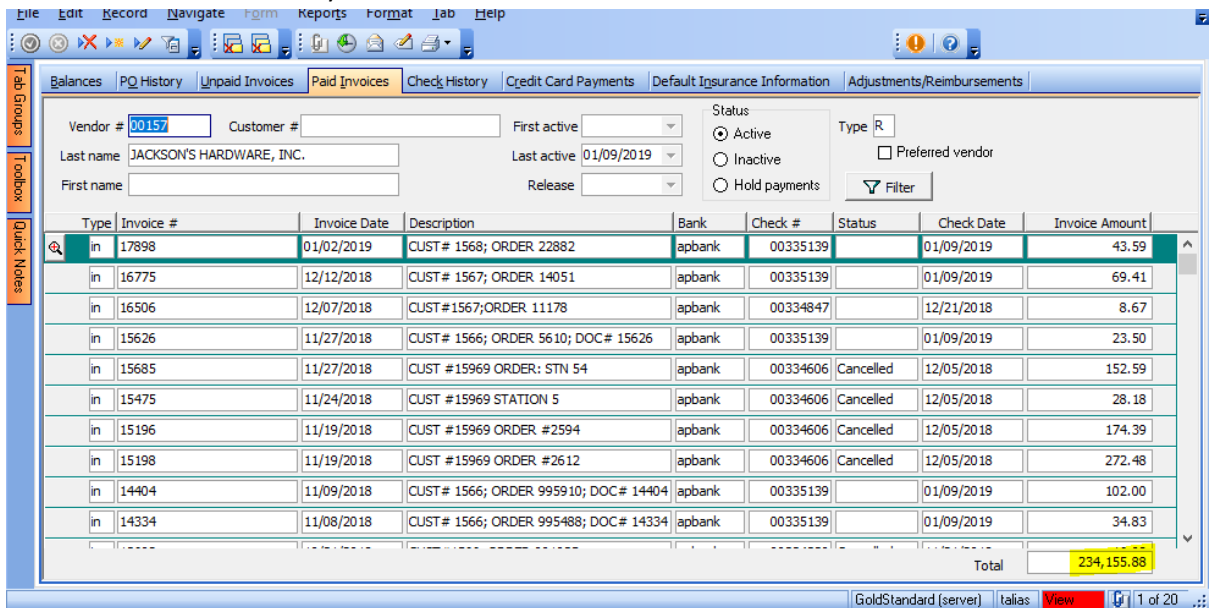


11. To filter by transaction date

- a. A new window will pop up. Here is where you will narrow your search based on the PO you want all invoices from. Use the "PO #" search box. Here I wanted to see all payments made for PO 00966 so I searched "00966"



- b. Hit the lightning bolt funnel. The pop-up window will go away. The Vendor screen will now show all of invoices which are coded to PO #00966. The newest ones are on top (sorted by check date – note **not** by vendor invoice date). The "Total" amount in the bottom right summarizes the total dollar value of invoices based on your filter.



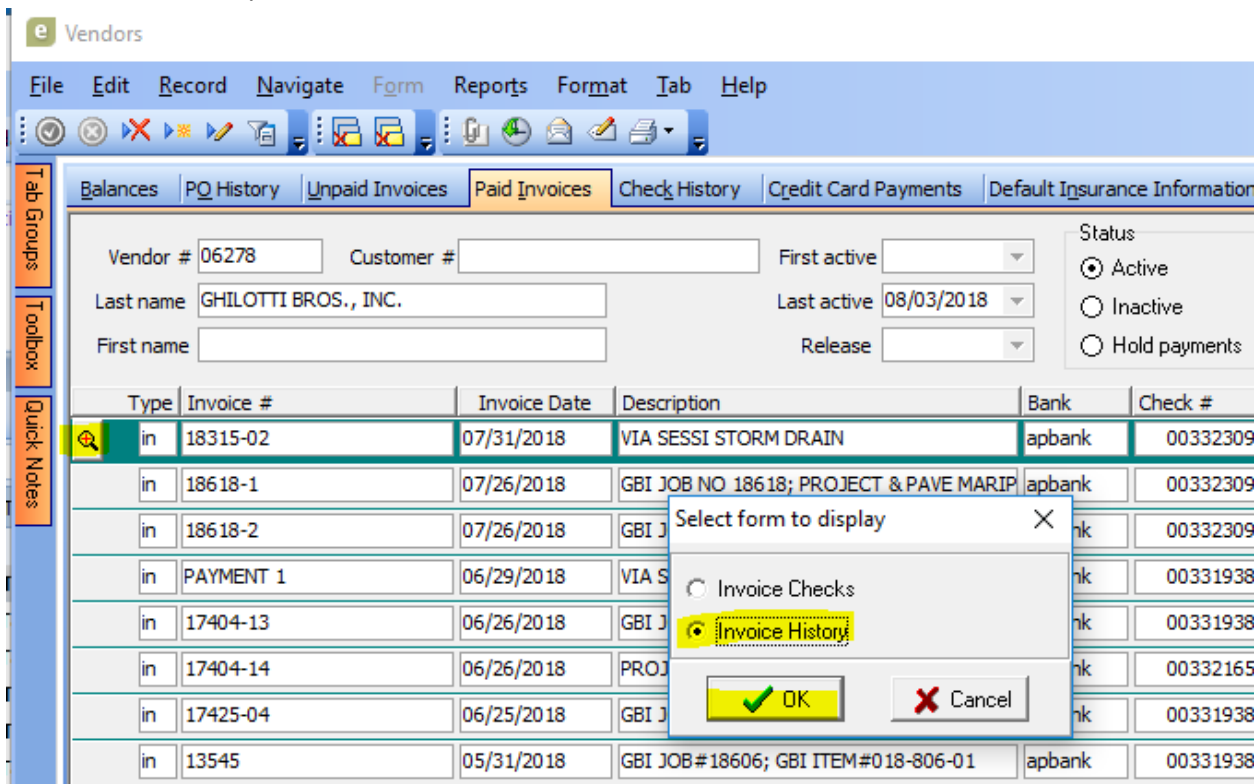
i. Definitions of the columns:

1. **Type:** ignore this
2. **Invoice #:** the number on the invoice issued by the vendor. These are not City of San Rafael invoice numbers, and will vary vendor by vendor
3. **Invoice date:** this is the date listed on the invoice, again by the vendor
4. **Description:** text entered by DPW admin staff when invoice was processed
5. **Bank:** ignore
6. **Check #:** this is the check number . Note. If there were multiple invoices in one period for one contractor, you could have multiple payments made to them on the same lump sum check. Here we issued one check (check #00332309) to Ghilotti Bros for three different invoices they sent us:

Invoice Date	Description	Bank	Check #	Status	Check Date	Invoice Amount
07/31/2018	VIA SESSI STORM DRAIN	apbank	00332309		08/06/2018	78,249.13
07/26/2018	GBI JOB NO 18618; PROJECT & PAVE MARIP	apbank	00332309		08/06/2018	39,600.00
07/26/2018	GBI JOB NO 18618; PROJECT GRIND & PAVE	apbank	00332309		08/06/2018	22,500.00
06/29/2018	VIA SESSI STORM DRAIN PROGRESS PYMNT	apbank	00331938	Cancelled	07/23/2018	82,999.13
06/26/2018	GBI JOB NO 17404	apbank	00331938	Cancelled	07/23/2018	164,641.37

7. **Status:** ignore
8. **Check date:** this was the date of the City check that was sent out
9. **Invoice amount:** this is the amount of the invoice

12. If you want to get more of a description for an invoice or figure out exactly where it was coded to, click anywhere on the row so that it's highlighted in green, select the magnifying glass, and in the pop up window select Invoice History → OK



The screenshot shows a software window titled 'Vendors' with a menu bar (File, Edit, Record, Navigate, Form, Reports, Format, Tab, Help) and a toolbar. The 'Paid Invoices' tab is active, displaying a table of invoices for Vendor # 06278 (GHILOTTI BROS., INC.). The first row of the table is highlighted in green. A magnifying glass icon is clicked on this row, opening a 'Select form to display' dialog box. In the dialog box, 'Invoice History' is selected with a radio button, and the 'OK' button is highlighted.

Type	Invoice #	Invoice Date	Description	Bank	Check #
in	18315-02	07/31/2018	VIA SESSI STORM DRAIN	apbank	00332309
in	18618-1	07/26/2018	GBI JOB NO 18618; PROJECT & PAVE MARIP	apbank	00332309
in	18618-2	07/26/2018	GBI J	nk	00332309
in	PAYMENT 1	06/29/2018	VIA S	nk	00331938
in	17404-13	06/26/2018	GBI J	nk	00331938
in	17404-14	06/26/2018	PROJ	nk	00332165
in	17425-04	06/25/2018	GBI J	nk	00331938
in	13545	05/31/2018	GBI JOB#18606; GBI ITEM#018-806-01	apbank	00331938



- An Invoice History window will pop up. Go to the Items Tab and select the payment row (it will all be highlighted in green) and then select the plus sign on the left so that a new row pops down below it. There will be a number entered under "PO #". This invoice was coded to PO #00917:

The screenshot shows the 'Invoice History' window for invoice #9294. The 'Items' tab is active, showing a table with one item highlighted in green. The item details include:

Type	Item Code	Quantity	Unit	Unit Cost
1 s	...			

Item details: Line 6 Silverado \$20,681.00, Options \$125.00, Tommy Gate Lift Gate 1000# \$3500.00. PO # 00917 is highlighted in yellow. Vendor: 31142 WINNER CHEVROLET. Transaction date: 07/24/2018, Year: 2019, Invoice date: 07/18/2018. Queue: pw, Public Work.

- You will also notice that there will be more descriptions here about what the invoice was for. There are two places where descriptions are inserted:

The screenshot shows the 'Invoice History' window for invoice #18618-1. The 'Items' tab is active, showing a table with one item highlighted in green. The item details include:

Type	Item Code	Quantity	Unit	Unit Cost	Extension
1 s	...				39,600.00

Item details: Project: Grind & Pave Mariposa Rd. (highlighted in yellow). Tax code: 1099 box, Asset #: ... Fixed asset: Multiple assets: . Vendor: 06278 GHILOTTI BROS., INC. Transaction date: 07/24/2018, Year: 2019, Invoice date: 07/26/2018. Queue: pw, Public Works Departm.