

VENDOR SEARCH

Applications/ Fund Accounting/ Payable Entry/ Batch Accounts Payable

1. Click on “blank page symbol”,
2. Click in Vendor field
3. Click in “Search name” field Enter part of the vendor’s name with an * before and an * at the end
4. Click the find button
5. Your results will show in the window, highlight the vendor you want and double click.

PLUS Series - Batch Accounts Payable - NEVADA CO

Home

New, Open, Delete, OK, Back, Set Period, Import, Release/Post, Load Revenue Interface, Print Range, Asset Information, Change Orders, Activities, Documents, Favorites

Date: 04/03/2019

Control Number	Entered By	Amount	Status	Year	Period
AD12056	praymond	99.68	Entry	19	10
AP2582	grossitt	51.60	Entry	19	10

PLUS Series - Batch Accounts Payable - NEVADA COUNTY *** L

Home

New, Open, Delete, OK, Back, Alternate Vendor, Notes, Attachments, Asset Information, Change Orders, Activities, Documents, Favorites

Date: 04/03/2019 Period: 10/19

Payment Type
 Purchase Order Payment Non-Purchase Order Payment

General Payable Data

Entered By: sjewett Control Number * [] Total Entry: 0.00 Continuous
 Period/Yr: 10 2019 Hold: -
 Cash Acct * 190010 Payment Amount: 0.00
 Vendor * [] **2**
 Invoice: [] Discount: 0.00
 Invoice Date: [] Single Check: Sales Tax: 0.00
 Due Date * [] Net Payable: 0.00
 Fixed Asset:

ORG CODE *	Account *	PCN/TASK	Account	Amount *	1099 *	Description
					0.00	

Home

File Options: New, Open, Delete
 Actions: OK, Back

Search Criteria

Vendor Code: Employee

Vendor Name:

Search Name:

Address Line 1:

Address Line 2:

City: State:

Zip Code:

Phone: Fax:

Contact:

Find Advanced

Code	Vendor Name	Vendor Address	City	State	Zip	Phone Number
00006057	WALKERS OFFICE SUPPLIES	791 MALTMAN DR	GRASS VALLEY	CA	95945	530-273-2283
00006260	WALKERS OFFICE SUPPLY	1127 GRASS VALLEY HWY	AUBURN	CA	95603	

The vendor number will automatically be filled in on your entry screen. Press tab and you will see at the bottom of the screen the order address and remit to address