



Vendor History

Property Management Solutions for Over 30 Years

Overview

The vendor profile gives you access to 3 different vendor histories: Vendor History; Vendor Payable History; and Vendor Repair History.

- [Vendor History](#)
- [Vendor Payable History](#)
- [Vendor Repair History](#)

Vendor History

Vendor History can also be found by going to AP, Vendor History and selecting a vendor. This function lets you review all invoices from and payments to a vendor.

The status of unpaid invoices are aged in the boxes on the upper right. The folder tabs let you view various subsets of payments and invoices.

When viewing transactions in any of the folders you can use the action buttons to filter, edit or void the line items.

The screenshot shows the 'Vendor History' interface for 'Victor Garcia'. It includes summary statistics for payments and aged invoices, and a table of transactions.

Posted	Reference	Description	Amount	Paid	Remaining	Due Date	Memo
12/31/2020		Adjustment	\$1,000.00			12/31/2020	
5/15/2021	CK# 1234	Single Check	\$25.00			5/15/2021	
6/15/2021	CK# 1744	Single Check	\$1.00			6/15/2021	
6/29/2021	CK# 4321	Single Check	\$5.00			6/29/2021	
7/26/2021	CK# 1234	Single Check	\$5.00			7/26/2021	check memo

Summary statistics shown in the interface:

- Payments This Year: \$36.00
- Payments Last Year: \$1,000.00
- Current: [Bar]
- 30 Days: [Bar]
- 60 Days: [Bar]
- 90 Days: \$1,405.08
- Not Yet Due: [Bar]
- Total: \$1,405.08

Navigation tabs at the bottom: 1. Payments / 2. Unpaid Invoices / 3. Unapplied Credit Memos / 4. Invoices / 5. Credit Memos / 6. Adjustments

Summary Boxes

- **Payments This Year** - the net of payments year-to-date
- **Payments Last Year** - the net of payments last year

Line Items

- Posted - the posting date of the transaction
- Reference - invoice number field
- Description - source of the transactions, i.e. Invoice, Single Check, Recurring Check
- Amount - the net amount of the transaction
- Paid - amount paid
- Remaining - amount remaining to be paid on the invoice
- Due Date - either the date entered as the due date, or if no date was entered, the posting date
- Memo - can be added at any time

Tabs

- Payments - a list of all payments made
- Unpaid Invoices - invoices waiting to be paid
- Unapplied Credit Memos - any credit memos, entered through AP, Credit Memo, that haven't been used
- Invoices - all invoices, paid and unpaid
- Credit Memos - all credit memos, used and not used
- Adjustments - any adjustment posted in AP, Adjust Vendor Payments. These are generally done to reflect the correct 1099 amounts when starting mid-year.

Vendor Payable History

Post Date	Ledger	Unit	Payee	Bill Code	Amount	Amount Due	Due Date	Me
2/18/2015	Fred Clayton	212 Main Street	Victor Garcia	Furnace	\$37.80	\$37.80	2/18/2015	
2/20/2015	Harrison S. Golden	436 Fairway Drive	Victor Garcia	Glass/Screens	\$67.28	\$67.28	3/9/2015	
4/9/2021	Fred Clayton		Victor Garcia	General Maintenance	\$1,300.00	\$1,300.00	4/9/2021	

Post Date	Bill Code	Amount	Memo

Enable Filter
Filter
Edit
Void
General Ledger

1. Payables / 2. Unpaid Payables / 3. Credit Memos / 4. Unapplied Credit Memos

This function is selected from the Vendor Profile. It shows only those payments that involve an invoice.

When viewing transactions in any of the folders you can use the action buttons to filter, edit or void the line items.

Tabs

- Payables – all invoices are displayed
- Unpaid Payables – shows only unpaid invoices
- Credit Memos – displays all credit memos
- Unapplied Credit Memos – displays only unused credit memos

Vendor Repair History

This function can be found in the Vendor Profile. It displays all work orders for the vendor in question.

When viewing transactions in any of the folders you can use the action buttons to filter, edit or void the line items.

Reported	Status	Priority	Name	Site	Vendor	Maintenance Type
4/14/2021	Vendor Notified	Normal	CEDAR327	327 Cedar Lane	Lawn Doctor	Lawn Maintenance

Site	CEGAR327: 327 Cedar Lane	Estimate	\$0.00
Tenant	ROSEMAN: Rita Roseman	Cost Limit	\$0.00
Ledger	GOLDEN: Harrison S. Golden	Total	\$0.00
Vendor	LAWN: Lawn Doctor		
Asset			

Reported	Vendor Notified	Required By	Work Started	Work Completed	<input type="checkbox"/> Enable Filter
4/14/2021	4/14/2021				Filter
t temfmm					Edit
					New

1. All Work Orders / 2. Not Resolved / 3. On Hold / 4. Resolved / 5. Not Invoiced / 6. Unassigned /

Tabs

- All Work Orders – displays all work orders
- Not Resolved – displays all work orders with a status other than Estimate, Invoiced or Resolved.
- On Hold – displays all work orders with a status of Hold.
- Resolved – displays all work orders with a status of Resolved
- Not Invoiced - displays all work orders with a status other than Invoiced
- Unassigned - displays all work orders with a status of Unassigned