

# Payables By Vendor Search Instructions

- Login to One Solution/Finance Enterprise and Go to the End User Workspace
- **Click on the link under Reports AP8006: DD Payables By Vendor**

REPORTS

<b>\$ WASH_GL8010...</b> WASH_GL8010:Statement of Operations (Expenses) Budget Version	<b>\$ WASH_AP800...</b> <b>AP8006: DD Payables By Vendor</b>	<b>\$ WASH_PO800...</b> WASH_PO8002: Vendor Purchase Order COPY
<b>\$ WASH_AP8009</b> WASH_AP8009: Accounts Payable Warrant by Vendor		

- **A screen will popup; Beginning & Ending Dates Box: Enter the correct dates/year you are wanting to search the invoice you're needing**
- **Vendor Name Box: \*Vendor Name or Partial Name\* example: \*Voice\* needing Voice Products (ALWAYS leave asterisks before & after name when searching)**
- **Org Key Box: \*0501 (ALWAYS leave asterisk in front of department number you are searching)**
- **Click *Enter* to submit**  
**Your search result should appear.**

**CENTRAL SQUARE TECHNOLOGIES** AP8006: DD Payables By Vendor Help TM

AP8006: DD Payables By Vendor / Default

**Selection Criteria Options**

- No Criteria
- Default**
- PurchaseOrderNumber

<b>Beginning Date:</b>	1/1/2020
<b>Ending Date:</b>	11/5/2020
<b>Vendor ID:</b>	*
<b>Vendor Name:</b>	*
<b>Status (DS, WP, PD, RV, H0-H9):</b>	*
<b>Invoice Number:</b>	*
<b>Invoice Amount:</b>	*
<b>PO Number:</b>	*
<b>Warrant Number:</b>	*
<b>Product ID:</b>	* ...
<b>Item Description:</b>	*
<b>Ledger Code:</b>	GL
<b>Check #:</b>	*
<b>Division:</b>	*
<b>Enter the value for 'Check ID':</b>	*
<b>Org Key:</b>	*
<b>Object:</b>	*

**Submit**