

# Using Vendor Transaction History (VTH) to look up Payment Status of a Document

1. Jump to **VTH**
2. You must enter a **Vendor Code**. You may enter information in the additional fields to narrow your search.
3. Click **Browse**.



**Vendor Transaction History**

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

Vendor/Customer Code: VC005104

Address ID:

Vendor Invoice Number:

Bank Account 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:

4. Your results will display below. The **AD Document** indicates a check payment was made, an **EFT Document** indicates an EFT payment was made. The **Referenced Document** column indicates which Document the payment was for. You can also see the corresponding check number of EFT number in the Check Number column.

**Vendor Transaction History**

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

Vendor/Customer Code: VC005104

Address ID:

Vendor Invoice Number:

Bank Account 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:

**AD Document Example**

[Calculate Total](#)

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice Number	Bank Account Code	Check Number	Check Description
6/24/16	GAX_595_16062302395	F	1	1		\$8,450.00		5461	KC01		
6/28/16	AD_191_AD16062701166	F	1	1		\$8,450.00	GAX_595_16062302395	5461	KC01	000000000558158	

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[Matching Status](#)
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[Check Reconciliation](#)
[Paid Checks](#)
[Customer Information](#)
[Lifecycle Inquiry](#)

Procurement   Budgeting   Accounts Receivable   Accounts Payable

### Vendor Transaction History

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Vendor/Customer Code: VC000511   Document Type:

Address ID:    Document Code:

Vendor Invoice Number:    Event Type:

Bank Account Code:    Check Number:

Record Date:    Check Description:

Budget Fiscal Year:    Fiscal Year:


Accounting Period:    Fund:

Department:    Sub Fund:

Unit:    Sub Unit:

Object:    Sub Object:

**EFT Document Example**



[Calculate Total](#)

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice Number	Bank Account Code	Check Number	Check Description
6/7/16	PRC.265.16060700028	F	1	1	1	\$1,398.17		7034711023/870487998	KC01		
6/7/16	PRC.265.16060700028	F	1	1	2	\$295.72		7034711023/870487998	KC01		
6/8/16	EFT.191.EFT16060700006	F	1	1	1	\$1,398.17	PRC.265.16060700028	7034711023/870487998	KC01	201606080000036	
6/8/16	EFT.191.EFT16060700006	F	1	2	2	\$295.72	PRC.265.16060700028	7034711023/870487998	KC01	201606080000036	
6/9/16	PRC.441.16060900098	F	1	1	1	\$50.88		7034711254/874287006	KC01		
6/10/16	EFT.191.EFT16061000032	F	1	1	1	\$50.88	PRC.441.16060900098	7034711254/874287006	KC01	201606100000062	
6/13/16	GAX.751.16061000571	F	1	1	1	\$75.20		9125281775	KC01		
6/13/16	GAX.751.16061000571	F	1	2	2	\$115.44		915281775	KC01		
6/13/16	GAX.751.16061000582	F	1	1	1	\$166.35		9123900152	KC01		
6/14/16	EFT.191.EFT16061300110	F	1	1	1	\$75.20	GAX.751.16061000571	9125281775	KC01	201606140000136	

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- If you put the check number in the **Check Number** field on VTH, you can see the total on the check which may be made up of several AP documents by clicking [Calculate Total](#).

### Vendor Transaction History

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Vendor/Customer Code: VC000511   Document Type:

Address ID:    Document Code:

Vendor Invoice Number:    Event Type:

Bank Account Code:    Check Number: 201606140000136

Record Date:    Check Description:

Budget Fiscal Year:    Fiscal Year:

Accounting Period:    Fund:

Department:    Sub Fund:

Unit:    Sub Unit:

Object:    Sub Object:

[Calculate Total](#)

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice Number	Bank Account Code	Check Number	Check Description
6/14/16	EFT.191.EFT16061300110	F	1	1	1	\$75.20	GAX.751.16061000571	9125281775	KC01	201606140000136	
6/14/16	EFT.191.EFT16061300110	F	1	2	2	\$115.44	GAX.751.16061000571	915281775	KC01	201606140000136	
6/14/16	EFT.191.EFT16061300110	F	1	3	3	\$166.35	GAX.751.16061000582	9123900152	KC01	201606140000136	

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- If you want to see additional detail, you can click on the [AD or EFT link](#). This will open the **Automated Disbursement Document**.

The screenshot shows the 'Automated Disbursement Document' window. The top navigation bar includes 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main header area contains the following information:

- Document Name: [Redacted]
- Record Date: 06/28/2016
- Budget FY: 2016
- Fiscal Year: 2016
- Period: 6
- Bank Account: KC01
- Check/EFT Number: 00000000558158
- Routing ID Number: [Redacted]
- Transit Routing Number: [Redacted]
- Check/EFT Amount: \$8,450.00 (highlighted with a red box)
- Check/EFT Issue Date: 06/28/2016
- Print Status Indicator: Printed
- Disbursement Category: [Redacted]
- Internal Reconciliation: N/A
- Run ID: 9085
- Check Printed Date: [Redacted]

At the bottom, there is a summary table and a toolbar:

Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC005104	Legal Name:
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$8,450.00	
Posting	Total Lines: 2	Posting Line: 1		

Toolbar: Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, Close.