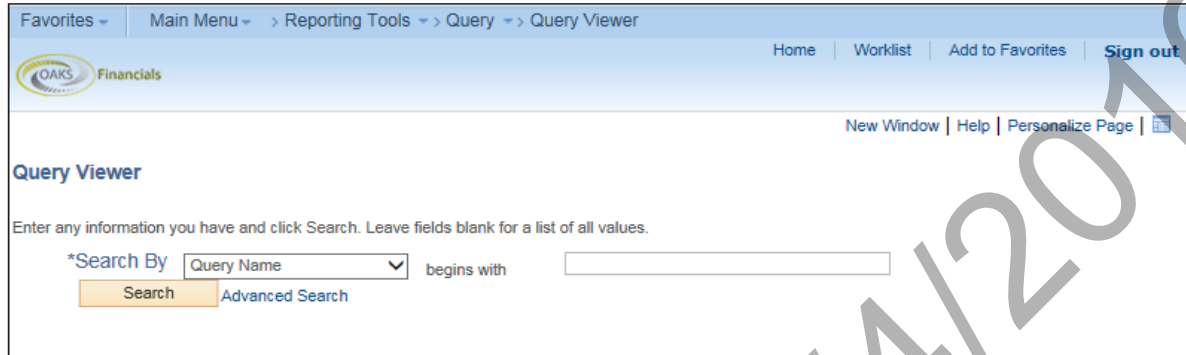


Check Open Supplier Transactions

The OH_AP_CHECK_VENDOR_TRANS query is used to review Accounts Payable open transactions for a specific supplier.

Running the Query

 OAKS FIN> Reporting Tools > Query > Query Viewer



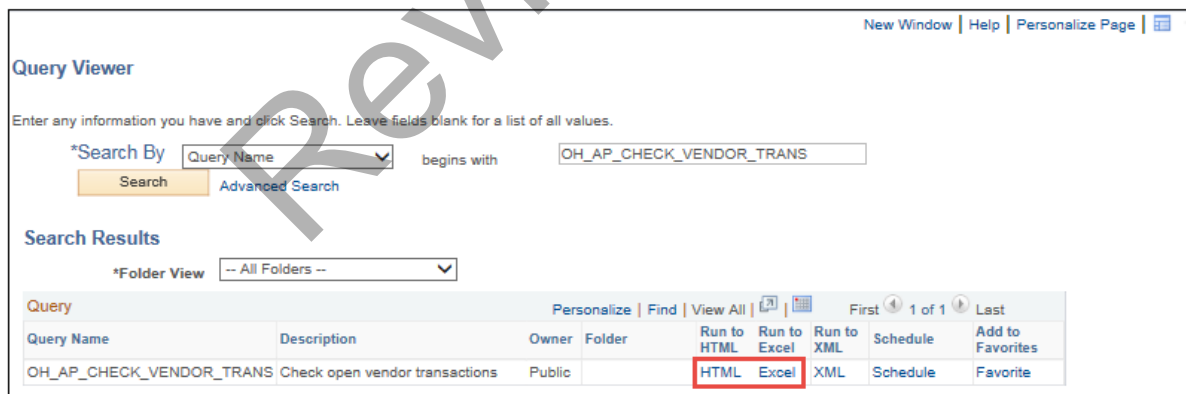
1. Select [Search By](#) "Query Name."
2. Enter [begins with](#) "OH_AP_CHECK_VENDOR_TRANS."
3. Click [Search](#).

 The Query **Search Results** display.

4. Select **HTML** or **Excel** to run the report in preferred format.

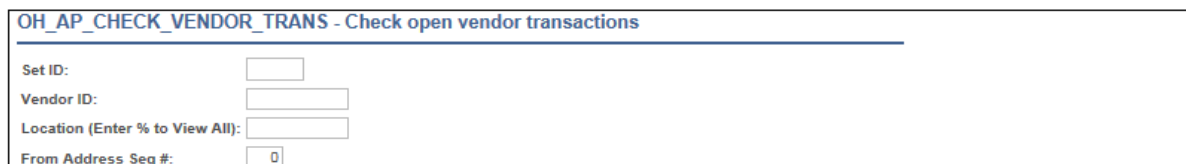
 The **HTML** report contains all required columns and cannot be edited.

 The **Excel** report contains all required columns, but allows for editing to arrange columns in preferred sequence.



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
OH_AP_CHECK_VENDOR_TRANS	Check open vendor transactions	Public		HTML	Excel	XML	Schedule	Favorite

 The **OH_AP_CHECK_VENDOR_TRANS - Check open vendor transactions** page displays.



To Address Seq #:

[View Results](#)

SetID / BU	Contract / Req / PO / Voucher	Status	Vendor SetID	Vendor ID	Vendor Location	Address Seq #
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- Enter [Set ID](#) "STATE."
- Enter the OAKS FIN Supplier ID in the [Vendor ID](#) field.
- Enter [Location](#).

 Enter "%" to view all locations for the supplier.

- Enter [From Address Seq # and To Address Seq #](#).

 Enter "1" to "999" or higher.

- Click [View Results](#).

 Some suppliers have very long results:

HTML Example:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (10 kb)

View All First 1-81 of 81 Last

	SetID / BU	Contract / Req / PO / Voucher	Status	Vendor SetID	Vendor ID	Vendor Location	Address Seq #
1	BWCD1	0000015580	P	STATE			0
2	DAS01	0000016774	P	STATE			0
3	DAS01	0000016792	P	STATE			0

Excel Example:

	A	B	C	D	E	F	G
1	Check open	81					
2	SetID / BU	Contract / Req / PO / Voucher	Status	Vendor SetID	Vendor ID	Vendor Location	Address Seq #
3	BWCD1	0000015580	P	STATE			0
4	DAS01	0000016774	P	STATE			0
5	DAS01	0000016792	P	STATE			0