How to use Vendor Payment Checkbook

Vendor Payment Checkbook is a website that provides access to information regarding the City of Portland's vendor payments. The information is searchable based on several criteria. Here are instructions for using the Vendor Payment Checkbook:

Currently, vendor payments made during Fiscal Year 2015 are available. The information available will increase as new payments are added monthly. To access the Vendor Payment Checkbook, go to http://www.portlandoregon.gov/checkbook and select *Vendor Payment Checkbook.*

From the homepage, start by selecting a fiscal year to search vendor payments.

- Fiscal Year 2015 includes vendor payments made between July 1, 2014 and June 30, 2015.

Determine how you want to search for payments.

- Vendor
- Bureau
- Fund
- General Ledger Account / Payment Description
- All Citywide payments in a fiscal year

To search by <u>Vendor</u>
Click *Vendor Search*. Two options for conducting a search will appear.

- **Option #1**
  The *Vendor is equal to* option prompts selection from all vendors.
    - Click the dropdown to display a list of all vendors.
    - Select a vendor – or select *<anything>* (at the bottom of the list) to view all vendors.
    - Click *Display Report* to view a list of all payments made to the selected vendor during the fiscal year.
    - Click *Graph* to display a bar graph of number of payments, or payment amount.
    - Click *Details* to display a list of payments for that vendor.

- **Option #2**
  The *Vendor contains* option serves as a keyword search. If you are not sure of a vendor's name type in a partial name – (e.g., gas).
    - Type partial name and click *Display Report* to view a list of all vendors whose name includes the keyword – each vendor will display with total payments.
    - Click *Graph* to display a bar graph for number of payments, or payment amount.
    - Click *Details* to display a list of payments for that vendor.

	Vendors	Number of Payments	Payment Amount
		Graph	Graph
DETAILS	AIRGAS USA LLC	550	$52464.99
DETAILS	AMERIGAS - PORTLAND	18	$8338.28
DETAILS	AMERIGAS PROPANE LP	2	$642.45
DETAILS	AMERIGAS-PORTLAND	5	$1794.55
DETAILS	ERNESTO VEGAS	1	$100.00
DETAILS	FERRELLGAS	1	$2500.00
DETAILS	FERRELLGAS LP	10	$3951.10
DETAILS	GASKET SPECIALTIES INC	1	$65.30
DETAILS	JUAN VENEGAS	1	$1000.00
DETAILS	MATHESON TRI-GAS INC	74	$5724.90
DETAILS	NORTHWEST NATURAL GAS	1642	$1018975.60
	Totals (11 groups)	2305	$1095557.17

To search by <u>Bureau</u>

Click *Bureau Search.*

Bureau is equal to dropdown prompts selection from all bureaus and divisions listed.

- Click the dropdown menu to display a list of all City bureaus and divisions.
- Select a bureau – or select *<anything>* (at the bottom of the list) to view all bureaus.
- Click *Display Report* to view a table of monthly totals for vendor payments made by the bureau selected.
- Click *Graph* to display a bar graph for number of payments, or payment amount.
- Click *Details* to display a list of payments made by the bureau for a particular month

To search by <u>Fund</u>

Click *Fund Search*.

Fund is equal to dropdown prompts selection from all funds listed.

- Click the dropdown menu to display a list of all City funds.
- Select a fund – or select *<anything>* (at the bottom of the list) to view all funds.
- Click *Display Report* to view a table of monthly totals for vendor payments distributed from the selected fund.
- Click *Graph* to display a bar graph for number of payments, or payment amount.
- Click *Details* to display a list of payments distributed from the selected fund for a particular month.

To search by <u>GL Account</u>

Click *GL Account Search*. Two options for conducting a search will appear.

- **Option #1**
  The *GL Account contains* option is used if the general ledger account number is known. Type the number into the GL Account contains text box.
  - Click Display Report to view a table of monthly totals for vendor payments related to the selected general ledger account.
  - Click *Graph* to display a bar graph for number of payments, or payment amount from the account selected.
  - Click *Details* to display a list of payments made to the selected general ledger account in a particular month.
- **Option #2**
  The *Payment Description is equal to* option prompts selection from all payment descriptions (GL account descriptions) listed.
  - Click the dropdown to display a list of all payment descriptions.
  - Select a payment description or select *<anything>* (at the bottom of the list) to view all payment descriptions
  - Click *Display Report* to view a table of monthly totals for payments made to the selected payment description.
  - Click *Graph* to display a bar graph for number of payments, or payment amount for the description selected.
  - Click *Details* to display a list of payments made to the selected payment description in a particular month.

To search by <u>Fiscal Year</u>

Click List All

Search By Fiscal Year 2015 (July 1, 2014 to June 30, 2015)

FY15 Vendor Search | FY15 Bureau Search | FY15 Fund Search | FY15 GL Account Search | FY15 List All

- This search option will yield all vendor payments made during the year.

Navigating the Payment Grid in the "Details" Page

Information Bar

- The table's first row explains criteria for the table.
- The number of vendor payments returned for the specified search criteria appears in the upper left section of the table.
- The table's second row contains column headers. The column headers are Vendors, Payment Date, Invoice Number, GL Account, Payment Description, Payment Amount, Bureau, and Fund.
- Clicking on a payment will prompt a payment specific page, which also includes payment number.
- The payment number is **specific** to the **Vendor Payment Checkbook online report.**
- The **invoice number** should be referenced for any **information requests.**

Filters

A filter option is located along the left side of the payment webpage. Items can be filtered by Vendor, Payment Date, Fund, or Bureau.

Filter by Vendor, Fund, or Bureau:

- Select a category to filter payments by.
- Click the category to drop down a list of choices.
- Click a vendor, fund, or bureau to display payments for the respective vendor, fund or bureau. The filters will be listed at the top of the screen.
- Larger categories have an *All Choices* option at the bottom of the list. Click this *All Choices* to view all options.

Filter by Payment Date:

- Click on the arrow next to the Payment Date category, a text box will appear.
- Click the calendar button in the text box.
- Two calendars will appear.
- Select a start date and an end date for payment date range.
- Click *Done*.
- The payment table will automatically re-populate payments based on the selected date range.

Deleting Filters

There are filter field boxes located above the payment grid. On the right side of the field box, there's a small *X*. Click the small *X* to erase a filter's criteria from the grid.

Search Payments by Keyword

A search box is located above the payment table header entitled *Search these payments*. Use the search box to pinpoint additional items *(Invoice Number, GL Account, Payment Description, or Payment Amount).* Type additional information into the search bar. Click the magnify icon, or press enter, to process search.

Printing Spreadsheets

On the payment table spreadsheet, there is a dropdown menu entitled *More*.

- Click *More*.
- Click print.

A dialogue box will appear.

- *Print the report as table* will print the table in spreadsheet form.
- *Print one payment per page* will print each individual payment.

Exporting

Above the search bar, there is a dropdown menu entitled *More*.

Click *Save as a Spreadsheet*. The spreadsheet will begin to download. Options to open, save, or cancel will appear in a separate dialog box once file has finished downloading.

- Click *Open* to view the table in Microsoft Excel*.*
- Click *Save* to save the payment spreadsheet*.*
- Click *Cancel* to cancel the download*.*

Sorting & Grouping Payment Spreadsheet

To sort or group by alphabetical order, click the *More* dropdown menu. Click *Sorting & Grouping* – a dialogue box will appear.

Sorting & Grouping feature will sort in the order of the filters. *Ex: If bureau is the first sort field and GL account is second, table will sort by bureau, then GL account.*

- *Select a field* – select a category to sort by. (Bureau, date created, date modified, etc.)
- *More lines* – use this button to add additional sort & group fields.
- *Move Up, Move down* – enables movement of sorting & grouping fields – for filter ordering.
- *Remove* – use this feature to delete a sorting & grouping line.
- Click *OK* to apply sorting & grouping criteria.
- Click *Cancel* to return to payment table.