

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 Vendor

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.

Show payments where

1 Vendors is equal to

2 Vendors contains

[Display Report](#) [Cancel](#)

| TOTALS | | | |
|-------------------------|---------------------------|-----------------------|-----------------------|
| | 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 **Bureau**

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

Show payments where

Bureau is equal to

Display Report

Cancel

To search by **Fund**

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.

Show payments where

Fund is equal to

Display Report

Cancel

To search by **GL Account**

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.

Show payments where

1 GL Account contains

2 Payment Description is equal to

Display Report

Cancel

To search by Fiscal Year

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

Payments | FY15 List All

| 1-200 of 84751 Payments | | | | | | | Payment Date is on or after '07-01-2014' AND ... | |
|-------------------------|--------------|----------------|------------|-------------------------------|----------------|--------------------------------|--|--|
| Vendors | Payment Date | Invoice Number | GL Account | Payment Description | Payment Amount | Bureau | Fund | |
| 112TH STREET LLC | 03-20-2015 | 1900132138 | 546000 | Miscellaneous | \$750.00 | Portland Bureau Transportation | Transportation Operating | |
| 12500 COMMERCIAL WINDOW | 03-31-2015 | 5100448465 | 546000 | Miscellaneous | \$10867.00 | Portland Fire & Rescue | General Fund | |
| 12500 COMMERCIAL WINDOW | 04-21-2015 | 5100453864 | 524000 | Repair & maintenance services | \$3429.00 | Portland Fire & Rescue | General Fund | |
| 1BPACIFICORP | 05-27-2015 | 5100465584 | 541300 | Dues | \$201.00 | Bureau Plan & Sustainability | Solid Waste Management | |

- 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.

FILTERS

- Vendors
 - CORPORATE PAYMENT SYSTEMS
 - DELL MARKETING LP
 - HARRIS WORKSYSTEMS INC
 - MULTNOMAH COUNTY
- Payment Date
 - 07-25-2014 - 01-29-2015
- Fund
 - General Fund
- Bureau
 - Commissioner Public Works

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.

Payment Date 07-25-2014 - 01-29-2015

| DETAILS | AUG 2014 | 1 | \$1425.00 |
|---------|----------|---|-----------|
| DETAILS | OCT 2014 | 1 | \$6.99 |

Start Date

Jul 2014

| | | | | | | |
|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 28 |
| 27 | 28 | 29 | 30 | 31 | | |

End Date

Jan 2015

| | | | | | | |
|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Done

Deleting Filters

Search these payments

Fund **General Fund**


Vendors **PORTLAND STATE UNIVERSITY**

1 Payment

| Vendors | Payment Date | Invoice Number | GL Account |
|---------------------------|--------------|----------------|------------|
| PORTLAND STATE UNIVERSITY | 08-01-2014 | 5100401401 | 542000 |

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

Search these payments 



| Vendors | Payment Date | Invoice Number | GL Account | Payment Description |
|-------------------------------------|--------------|----------------|------------|------------------------|
| ACCOUNTING PRINCIPALS | 08-01-2014 | 5100402314 | 521000 | Professional services |
| ACCOUNTING PRINCIPALS | 08-01-2014 | 5100402317 | 521000 | Professional services |
| ADVANCED DATATOOLS CORP | 08-18-2014 | 5100402927 | 541000 | Education |
| AICPA | 08-01-2014 | 1900116082 | 541200 | Subscriptions & public |
| ARBITRAGE COMPLIANCE SPECIALISTS IN | 08-22-2014 | 5100409599 | 521000 | Professional services |
| ASSET CONTROL INC | 08-14-2014 | 5100407447 | 529000 | Miscellaneous services |
| ASSET CONTROL INC | 08-28-2014 | 5100409683 | 529000 | Miscellaneous services |

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.