

## 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
		<a href="#">Graph</a>	<a href="#">Graph</a>
<a href="#">DETAILS</a>	AIRGAS USA LLC	550	\$52464.99
<a href="#">DETAILS</a>	AMERIGAS - PORTLAND	18	\$8338.28
<a href="#">DETAILS</a>	AMERIGAS PROPANE LP	2	\$642.45
<a href="#">DETAILS</a>	AMERIGAS-PORTLAND	5	\$1794.55
<a href="#">DETAILS</a>	ERNESTO VEGAS	1	\$100.00
<a href="#">DETAILS</a>	FERRELLGAS	1	\$2500.00
<a href="#">DETAILS</a>	FERRELLGAS LP	10	\$3951.10
<a href="#">DETAILS</a>	GASKET SPECIALTIES INC	1	\$65.30
<a href="#">DETAILS</a>	JUAN VENEGAS	1	\$1000.00
<a href="#">DETAILS</a>	MATHESON TRI-GAS INC	74	\$5724.90
<a href="#">DETAILS</a>	NORTHWEST NATURAL GAS	1642	\$1018975.60
	<b>Totals (11 groups)</b>	<b>2305</b>	<b>\$1095557.17</b>

### 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

<b>DETAILS</b>	AUG 2014	1	\$1425.00
<b>DETAILS</b>	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



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.