



**REGIONAL
TRANSIT
SERVICE**



Supplier Portal User Guide: Contract Management Instructions

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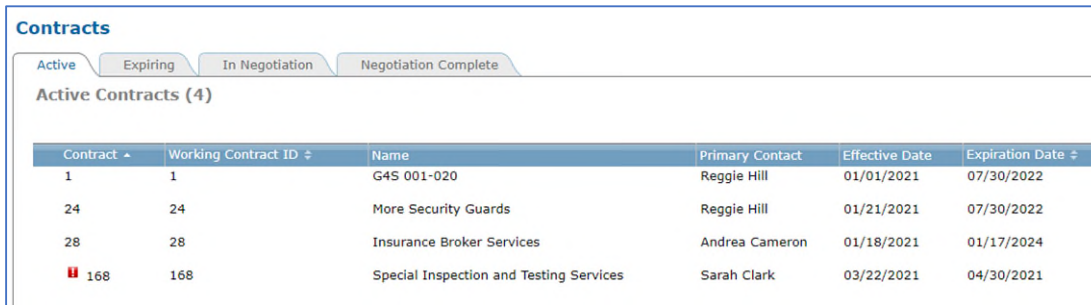
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Section 1: Locating Active Contracts

Active Contracts can be found by clicking “Active” from the User Home Page or by clicking “Contracts” from the Navigation bar.

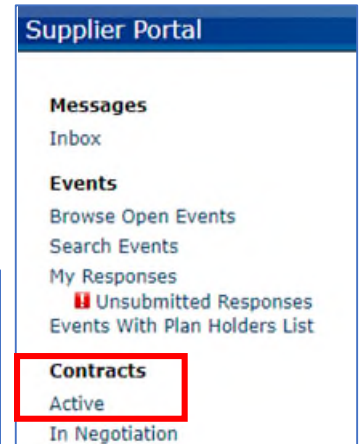
A. Active Contract Screen

- i. This screen displays all active contracts and their effective dates. Click on a contract to view it in full.



The screenshot shows the 'Contracts' screen with tabs for 'Active', 'Expiring', 'In Negotiation', and 'Negotiation Complete'. The 'Active' tab is selected, showing 'Active Contracts (4)'. The table below lists the active contracts:

Contract #	Working Contract ID	Name	Primary Contact	Effective Date	Expiration Date
1	1	G45 001-020	Reggie Hill	01/01/2021	07/30/2022
24	24	More Security Guards	Reggie Hill	01/21/2021	07/30/2022
28	28	Insurance Broker Services	Andrea Cameron	01/18/2021	01/17/2024
168	168	Special Inspection and Testing Services	Sarah Clark	03/22/2021	04/30/2021



The 'Supplier Portal' navigation menu includes the following items:

- Messages
 - Inbox
- Events
 - Browse Open Events
 - Search Events
 - My Responses
 - Unsubmitted Responses
 - Events With Plan Holders List
- Contracts** (highlighted with a red box)
 - Active
 - In Negotiation

B. Expiring Contracts

- i. This tab will display contracts that are due to expire in the next 90 days.

1.1 Active Contracts that aren't Displayed

An active contract that has disappeared from the active contract list indicates that it is in a status other than active or closed:

- A. Renewals, Change Orders, Re-Assignments, or Master Agreements being issued a Task or Purchase Order:
 - i. Contracts going through any of the above changes will temporarily make the contract unavailable on the supplier portal.
 - ii. Once the above change has been completed and executed, the contract will become available again in the supplier portal with the updated changes.
- B. Contracts with Subcontractors
 - i. Contracts that have subcontractors can be viewed when it is in a status other than active or closed.
 - ii. To do so, click on the “Using Subcontractors” from the Home Screen navigation list under “Contracts”.

Section 2: Viewing a Contract

Once you have located your contract, click on the contract name or number to open it.

- A. The top half of the contract screen will display basic details such as the expiration date.

B. Below the details will be several tabs with different information.

Contract #28

[Back](#)

Name: Insurance Broker Services
 Description: RGRTA Insurance Broker Services
 Working Contract ID: 28
 Supplier Contact: Jane Doe
 Currency Code: USD Diversity Code:
 Effective Date: 01/18/2021 Effective Time:
 Expiration Date: 01/17/2024 Expiration Time:
 Primary Internal Contact: Andrea Cameron acameron@myrts.com

Articles And Terms | Lines | Contacts | Comments | Milestones | Deliverables

2.1 Articles and Terms

From this tab you can search through all the terms and conditions that are applicable to the contract. These are the terms that were referenced in the base contract that received the Suppliers signature for execution.

2.2 Lines

This tab displays the lines on the contract’s associated Purchase Order (PO). A PO number will be assigned to Supplier contracts after being signed by RTS. A message containing the PO number will be sent via the Supplier Portal. (See Section 6: Messages). The PO number must appear on all invoices associated to your contract to assure prompt and accurate payment.

Contract Lines							Options...
Line Number	Item Number	Vendor Item	UOM	Description	Unit Cost		
<input checked="" type="checkbox"/>	1		TO	RGRTA Broker Fees	1,240.00000		
<input type="checkbox"/>	2		TO	RTS Monroe Broker Fees	54,700.00000		
<input type="checkbox"/>	3		TO	RTS Access Broker Fees	5,848.00000		
<input type="checkbox"/>	4		TO	RTS Genesee Broker Fees	786.00000		
<input type="checkbox"/>	5		TO	RTS Livingston Broker Fees	1,165.00000		
<input type="checkbox"/>	6		TO	RTS Orleans Broker Fees	519.00000		
<input type="checkbox"/>	7		TO	RTS Seneca Broker Fees	658.00000		
<input type="checkbox"/>	8		TO	RTS Wayne Broker Fees	1,670.00000		
<input type="checkbox"/>	9		TO	RTS Wyoming Broker Fees	829.00000		

A. Clicking on a line will display more detail for that line item/service.

Lines

Item Description: RGRTA Broker Fees
 Service Code: Amount
 Base Cost: 1,240.00000 UOM: TO
 Current Effective Date: 01/18/2021 Current Expiration Date: 01/17/2024
 Commodity Code: 110
 Agreement Maximum Amount: 1,240.00 Agreement maximum amount is equal to base cost for amount type service
 Distribution Code Company: Distribution Code: Percent Of Line Yet To Be Distributed
 Agreement Type: Service Agreement Line Number: 1
 Originating Sourcing Event Number: 24

2.3 Contacts

This tab will display a list of contacts at RTS that can be reached for questions related to your contract.

Articles And Terms Lines Contacts Comments Milestones Deliverables							
Contacts							
Actions							Options
<input checked="" type="checkbox"/>	Contact	Name	Title	Contact Type	Phone Number	Email Address	Primary Internal Contact
<input type="checkbox"/>	1	Andrea Cameron	CAS	CONTRACT SPECIALIST		acameron@myrts.com	Yes
<input type="checkbox"/>	2	Dawn Sywulski	Civil Rights Liaison	CIVIL RIGHTS LIAISON		dsywulski@myrts.com	No

2.4 Comments

From this tab, you can view documents associated with your contract. These will include the original Event documents, your response, and any subsequent change orders and renewals as fully executed contract documents.

Articles And Terms Lines Contacts Comments				
Comments				Options...
<input checked="" type="checkbox"/>	Comment Title	Attachment File	Latest Document	Latest Addendum
<input type="checkbox"/>	RFP - Special Inspection and Testing Services Term	Attachment File	No	No
<input type="checkbox"/>	Vendor Information & Affirmations (5).pdf	Attachment File	No	No
<input type="checkbox"/>	Insurance Form (3).pdf	Attachment File	No	No
<input type="checkbox"/>	Disadvantaged Business Enterprise (DBE) Forms.pdf	Attachment File	No	No
<input type="checkbox"/>	Receipt of Addenda Form (2).pdf	Attachment File	No	No
<input type="checkbox"/>	Buy America Certification - Manufactured Goods.pdf	Attachment File	No	No
<input type="checkbox"/>	Government-Wide Debarment and Suspension Certifica	Attachment File	No	No
<input type="checkbox"/>	Federal Certification Regarding Lobbying.pdf	Attachment File	No	No
<input type="checkbox"/>	Contract Document	Attachment File	No	No
<input type="checkbox"/>	Change Order 1	Attachment File	No	No

2.5 Milestones – If Applicable

If a contract is subject to Civil Rights and Diversity goals, this tab is where you will find the related reporting requirements and deadlines to be completed by the Supplier.

Articles And Terms Lines Contacts Comments Milestones				
Milestones				Option
<input checked="" type="checkbox"/>	Milestone	Name	Milestone Date	Status
<input type="checkbox"/>	1	Reporting Period 4/1-6/30	07/06/2021	Not Yet Started
<input type="checkbox"/>	2	Reporting Period 7/1-9/30	10/06/2021	Not Yet Started
<input type="checkbox"/>	3	Reporting Period 10/1-12/31	01/06/2022	Not Yet Started

- A. The Supplier’s “Responsible Person” that was designated to handle Civil Rights and Diversity reporting will receive an email on a quarterly basis outlining the requirements and how to submit them to RTS.
- B. Once RTS has received and validated the necessary documents, the milestone will be marked as complete.

- C. Clicking on the milestone will display more information on the milestone such as who the “Responsible Person” is, as well as any attachments that were included with the email alert.

Contract Milestone Information

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Contract Name

Name

Description

Milestone Date

Quantity

Rate

Amount

Percent Complete

Completion Status **Not Yet Started**

Person Responsible

First Alert(Yellow) Is Days before due date. Second Alert(Red) Is Days before due date.

[Comments](#)

Comments

[Actions](#)

<input checked="" type="checkbox"/>	Comment Title	Attachment	Include Attachment On Emails
<input type="checkbox"/>		Attachment	Yes

2.6 Deliverables - If Applicable

If a contract is subject to Civil Rights and Diversity goals, this tab is where you will find the related reporting requirements and deadlines to be completed by the assigned Subcontractors.

Articles And Terms					Lines					Contacts					Comments					Milestones					Deliverables				
Deliverables																													
Actions																													
✓	Deliverable	Name	Due Date	Delivered Date																									
<input type="checkbox"/>	1	Reporting Period 4/1-6/30	07/06/2021																										

- A. This tab will allow a Supplier (Prime Vendor) to see if their subcontractors have completed their required reporting related to the contracts Civil Rights and Diversity goals.
- B. The Subcontractor’s “Responsible Person” that was designated to handle Civil Rights and Diversity reporting will receive an email on a quarterly basis outlining the requirements and how to submit them to RTS.
- C. Once RTS has received and validated the necessary documents, the deliverable will be marked as complete.
- D. Clicking on the deliverable will display more information on the deliverable such as who the “Responsible Person” is, as well as any attachments that were included with the email alert.

Contract Name

Name

Description

Due Date

Delivered Date

Quantity

Rate

Amount

Person Responsible

Section 3: Subcontractors – Verifying & Adding/Updating

It is the responsibility of the Supplier to verify that an active contract has the correct subcontractor information attached to it.

3.1 Viewing Subcontractors on an Active Contract

- A. From the Home Page, navigate to Contracts - Using Subcontractors.

Contracts

- Active
- In Negotiation
- Using Subcontractors
- Subcontractor List

- B. Locate the Active Contract you wish to review subcontractor information on and click “Subcontractors”.

Contracts Using Subcontractors

[Show Search](#)
[Options...](#)

Contract	Working Contract ID	Name	Primary Contact	Effective Date	Expiration Date	Status	
28	28	Insurance Broker Services	Andrea Cameron	01/18/2021	01/17/2024	Active	View Contract Subcontractors

- C. Verify that the “Subcontractor Diversity Percent of Proposed Total” is what you committed to.

Subcontractors For Contract 28

[Back](#)

Contract Name **Insurance Broker Services**
 Proposed Total Amount **210,000.00** **Subcontractor Diversity Percent Of Proposed Total 36.00%** [Overview](#)

Subcontractors

[Actions](#) [Delete](#) [Add](#) [Options...](#)

<input checked="" type="checkbox"/>	Name	Diversity	Commodity Code	Committed Amount	Committed Percent	Total Amount Paid	Total Percent Complete	Lien Release Required	Lien Release Completed
<input type="checkbox"/>	ABC Subcontractor	MBE		31,500.00	15.000%	125.00	0.397%	No	No
<input type="checkbox"/>	Andrea's Best							No	No
<input type="checkbox"/>	Clark Associates	WBE						No	No

- D. Verify that the subcontractors listed on your contract has the correct Diversity Certification and committed percent/amount.

3.2 Adding a Subcontractor to an Active Contract

If a subcontractor is missing from the subcontractor list for the contract, you can add them from the screen shown in Section 3.1.C

- A. Click “add” and use the filter button to search.

Active Subcontractors

[Attach To Contract](#) [Cancel](#)

<input checked="" type="checkbox"/>	Subcontractor	City	State	Tax ID	Filter
<input type="checkbox"/>	my				Go
<input type="checkbox"/>	My Great Sub			90-0912514	

- B. Check the box to the left of the subcontractor’s name and click “attach to contract”.
 - i. If the subcontractor you wish to add is not on this list, go to step 3.3.
- C. Once they are on the subcontractor list for the contract, click on the subcontractor’s name to open the “Update Contract Subcontractor”.

D. Select the subcontractor’s diversity certification (if applicable) by clicking the > **ARROW**

- E. Input either the Committed Amount or Percent into the fields as applicable.
- F. Click “Save”.

3.3 Creating a Subcontractor

From the User Home Page, Suppliers can access a list of subcontractors that have been engaged on RTS Contracts by clicking on “Subcontractor List” under “Contracts”. If there is a subcontractor you have engaged that is not already on the Subcontractor List, you can add them.

- A. From the Home Page, navigate to the Subcontractor List.
- B. Click “Add” to open the “Create Subcontractor” form.

- C. Enter the Company Name, Tax ID Type, and Tax ID.
 - i. Tax ID is a Required Field
- D. Enter Address Information as needed
 - i. Country is a Required Field
- E. Click the Save button and the other tabs become active.

- F. On the Diversity, Contacts, Comments, and Commodity Codes tabs, Click the Add button to add information as needed.
 - i. You must add at least one valid contact and email address for any subcontractor so that they may be contacted for reporting purposes (Section 2.6.)

- G. Once the subcontractor has been created, add them to your contract (Section 3.2).

3.4 Verify Subcontractor Contact Information

It is crucial that RTS has up-to-date contact information of subcontractors that have been engaged by Suppliers with active contracts. It is the Supplier’s responsibility to verify that the contact information in Supplier Portal is correct for all subcontractors engaged on their contract. At minimum, contact information needs to include First and Last name, and an email address.

- A. From the User Home Page, access the list of subcontractors by clicking on “Subcontractor List” under “Contracts”.
- B. Search for the subcontractor that you need to verify contact information on by using the filter button.

Subcontractor	City	State	Tax ID	Active	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="button" value="Options"/>
A & B Heritage, Inc.			161360657	Yes	
ABC Company			12-1234568	Yes	

- C. Click on the subcontractor’s name and navigate to the “Contact” tab.
- D. If there is no contact listed or if the contact listed is not accurate, make the necessary changes by adding or updating the contacts. ****Do not delete Subcontractor contacts unless you are aware that the contact is no longer an employee of the subcontractor. They may be a contract on another contract. ****

Section 4: Subcontractor Payments

Suppliers with contracts that are subject to Civil Rights and Diversity goals are required to submit proof of payment made to all subcontractors (both those with and without diversity certifications).

4.1 Recording a Payment to a Subcontractor

- A. From the Home Page, navigate to “Using Subcontractors”.
- B. Locate the Active Contract you wish to add payments to and click “subcontractors”.

Contracts

- Active
- In Negotiation
- Using Subcontractors
- Subcontractor List

Contracts Using Subcontractors								Show Search
								Options...
Contract	Working Contract ID	Name	Primary Contact	Effective Date	Expiration Date	Status		
28	28	Insurance Broker Services	Andrea Cameron	01/18/2021	01/17/2024	Active	View Contract	Subcontractors

- C. Click on the subcontractor’s name that you want to input payments for and it will bring you to the “Update Contract Subcontractor” page.
 - i. From this screen you can add, delete, or edit payments.
 - ii. This screen becomes a record of payments and tracks the percentage achieved for the diversity goal.

Update Contract Subcontractor

[Back](#) [Save](#)

Contract 1 **G4S 001-020**

Subcontractor **ABC Subcontractor**

Proposed Total Contract Amount **2,000,000.00**

Diversity [Minority Business Enterprise](#)

Commodity Code

Lien Release Required Lien Release Completed

Enter Committed Amount - Or- Committed Percent

Committed Amount **600,000.00** Committed Percent **30.000%** Total Paid **325,005.00** **54.168%** Remaining **274,995.00** **45.833%**

[Subcontractor Payments](#) [Comments](#) [Diversity](#)

Contract Subcontractor Payments

[Actions](#) [Delete](#) [Add](#) [Options...](#)

<input checked="" type="checkbox"/>	Payment Number	Payment Date	Payment Amount	
<input type="checkbox"/>	123		5.00	Proof Of Payment
<input type="checkbox"/>	1234		25,000.00	Proof Of Payment
<input type="checkbox"/>	12345		300,000.00	Proof Of Payment

- D. Click “Add” to open the Contract Subcontract Payment form for the selected subcontractor.

Contract Subcontractor Payment

Back
Save
Save and New

Contract 1 **G4S 001-020**

Subcontractor **ABC Subcontractor**

* Payment Number

Payment Date

* Payment Amount

Proof Of Payment Attachment

Title

File

- E. Payment Number is Supplier’s check or payment number; payment date is the day payment was issued.
- F. Title will default to the name of the file attached for proof of payment.
- G. Proof of Payment Attachment shall be the subcontractor’s invoice associated with payment. Only one document can be attached to a payment record.
- H. To add another payment to the same subcontractor, click “Save and New”.
- I. To return to the list of subcontractors, click “Save” to return to the “Update Contract Subcontractor” page and then “Back”.

Notice that once payments have been added to subcontractors, the list displays the goal percentage achieved to date on the contract.

Subcontractors For Contract 1

Back

Contract Name **G4S 001-020**

Proposed Total Amount **2,000,000.00** Subcontractor Diversity Percent Of Proposed Total **36.00%** [Overview](#)

Subcontractors

Actions
Delete
Add

	Name ^	Diversity	Commodity Code	Committed Amount	Committed Percent	Total Amount Paid	Total Percent Complete
<input type="checkbox"/>	ABC Subcontractor	MBE		600,000.00	30.000%	325,005.00	54.168%
<input type="checkbox"/>	FLOWER KEEPER	SDVO		120,000.00	6.000%	75,000.00	62.500%
	Total			720,000.00	36.000%	400,005.00	

Section 5: Supplier Portal Account Maintenance

Once registration status with Supplier Portal has been completed you can review and maintain your account information

5.1 Maintain Diversity Codes

From this screen you can Add or Delete Diversity Codes

- J. If a Supplier obtains a new diversity, click the Add button to display the list of Active Diversity Codes.
- K. Select the applicable diversity code and click “Attach to Supplier”

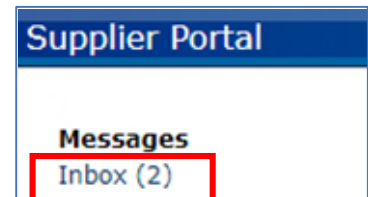
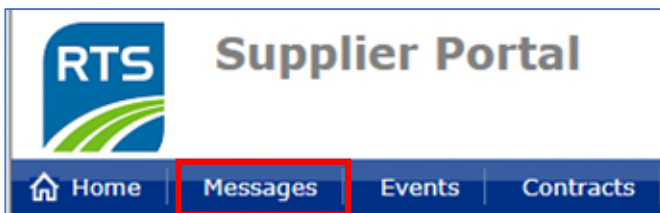
5.2 Adding a New Diversity Certification

If you are adding a new diversity certification, you must email a copy of your valid certification to CivilRightsReporting@myrts.com

Section 6: Supplier Portal Messages

Suppliers will not always receive an email message notifying them of new messages in the supplier portal. Suppliers should navigate to the portal periodically to check for new messages in the inbox.

- A. The Inbox can be accessed either from the User Home Page under “Messages”, or
- B. from the Navigation bar by clicking on “Messages”



6.1 Notice of Award

Once a Supplier has been selected for an Event, a message will be sent via Supplier Portal notifying that Supplier of the award.

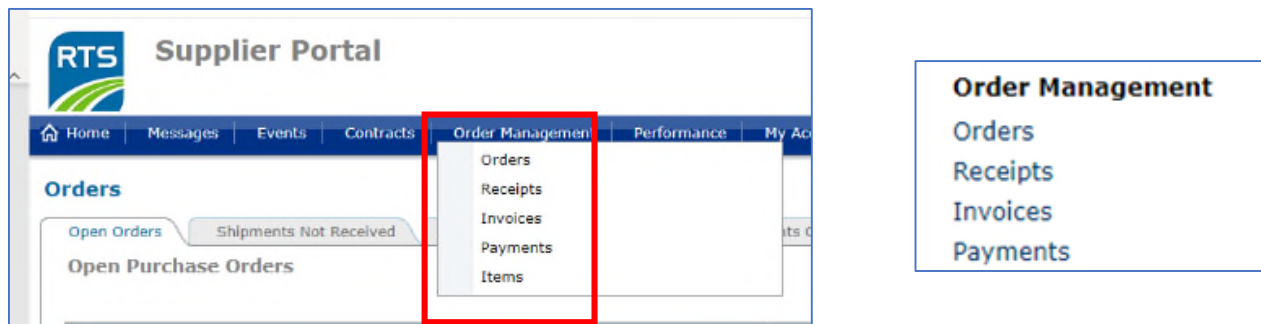
6.2 Purchase Order Number

After the Event Award has been processed through and the resulting contract has been fully executed, the Supplier will receive a message in Supplier Portal with the contract’s Purchase Order Number. The Purchase Order Number **must** be included on all invoices related to the contract in order to assure prompt and accurate payment.

Section 7: Order Management

Order Management is made up of several screens that are all interrelated and allow Suppliers to see the status of a Purchase Order after the services or items have been provided/sent to RTS.

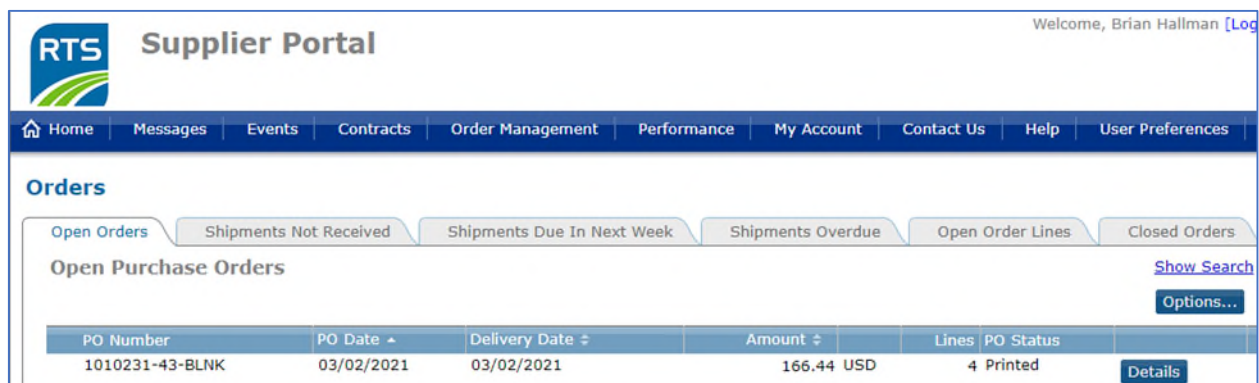
- A. Order Management can be accessed through the User Home Page or through the Navigation bar drop down:



- B. Suppliers can use a “Search” or “Filter” function in most of these screens to locate information more quickly.

7.1 Orders

This screen is useful for Suppliers who have contracts that are classified as Blankets. Here a Supplier can view all the Purchase Orders issued against a Blanket contract and its status. Suppliers can also use this screen to view non-contract purchase orders.



- A. Open Orders are active purchase orders that a Supplier is fulfilling and are in progress.
- B. Shipments refers to whether RTS has marked items from the purchase order as “Received”.
 - i. A purchase order will display under one of the 3 Shipment tabs based on the delivery date that RTS assigned at the creation of the purchase order.
- C. Closed Orders are purchase orders that have been received, invoiced, and paid in full.

7.2 Receipts

This screen is useful for Suppliers who have contracts that are classified as Blankets. Receipts are electronic confirmations that RTS has received in items from a purchase order

Receipts

All Released Closed

Purchase Order Receipts [Show Search](#) [Options...](#)

Receipt	PO Number	Location	Date	Amount	Status	
9132	1010231-43-BLNK	Regional	03/02/2021	166.44 USD	Closed	Details
9131	1010231-42-BLNK	Regional	02/24/2021	127.69 USD	Released	Details

- A. Clicking on a Receipt’s “Details” will give General Information related to the purchase order such as when the items were received.

Purchase Order Receipt 9131 Information

[Back](#)

General Information

Company	210	Regional Transit Service
Vendor	2873	Electronic Data Magnetics, Inc
Receipt	9131	Reference Number
Status	Released	Receipt Date
PO Number	1010231-42-BLNK	PO Details
Receipt Amount	127.69	Matched Amount
Currency	USD	Currency Exchange Rate
Location	Regional Transit Service	Operator Id
ERS Status	Vendor To Invoice	
Freight Terms	PREPAY	
Invoice Method	Invoice By Mail	

- B. The bottom half of that screen displays Line Information, which provides a breakdown of what has been received for that purchase order by line.
 - i. Clicking on “Details” from here will open more information about the receipt of that specific item.

Line Information

[Expanded Line Information](#)

Purchase Order Receipt Lines

Purchase Order Receipt Lines [Options...](#)

PO Line	Item	Item Description	Vendor Item	Ordered Qty	Ordered UOM	Received Qty	Received UOM	
1	3690	1 DAY UNLIMITED	ALL DAY	1,000	EA	1,000.0000	EA	Details
2	3692	1 DAY SENIOR/DISABLED	ONE DAY	1,000	EA	1,000.0000	EA	Details
3	3694	COURTESY	COURTESY	1,000	EA	1,000.0000	EA	Details

7.3 Invoices

When RTS receives an invoice from a Supplier and it is processed by Accounts Payable, it will create an electronic record with the basic information from that invoice. This screen allows a Supplier to see when RTS has processed invoices and made payments against them.

Invoices

All Open Paid Exceptions Chargebacks Overdue

All Invoices (6) [Show Search](#)
[Options...](#)

Invoice	PO Number	Type	Status	Invoice Date	Due Date	Invoice Amount		
INV2-1010365SERV	1010365-1-SERV	Invoice	Paid	04/29/2021	04/29/2021	2,500.00 USD	Payments	Details
INV1010386SERV	1010386-1-SERV	Invoice	Paid	04/29/2021	04/29/2021	2,650.00 USD	Payments	Details

- A. The Invoice Screen allows you to view invoices based on their status, such as open, paid or overdue:
 - ii. Clicking on “Details” will take you to additional information for that invoice.
 - iii. Clicking on “Payments” will display any payments that RTS has made against that invoice.
- B. Clicking anywhere on the line of the invoice, or by clicking “Details” will bring you to the Invoice Information screen:
 - i. the top half of the screen gives basic details from the invoice.

Invoice INV2-1010365SERV Information

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General Information

Company	210	Regional Transit Service
Vendor	3755	The Best Stuff
Invoice	INV2-1010365SERV	Suffix
Type	Invoice	Status
Invoice Date	04/29/2021	Due Date
PO Number	1010365-1-SERV	
Approval Status	Yes	
Invoice Amount	2,500.00	USD
Discount Amount		Discount Date
Description		
Reason Code		
Match Error	Details	

- C. The bottom half of the screen displays what line of the PO the invoice was applied to.
 - i. clicking on "Expanded Line Information" or "details" will bring you to additional invoice information such as how it was matched to the purchase order as well as its status.

Line Information

[Expanded Line Information](#)

Invoice Lines **Payment Detail From Invoice**

Invoice Lines

If a payment has been made, the "Payment Detail from Invoice" tab will be available and will redirect you to the Payment Information screen covered in Section 7.4.

PO Line	Item	Description	Vendor Item	Quantity	UOM	Unit Cost	Amount
3	YEAR TWO GUARD SERVICES	Year Two Guard Services		1.0000	TO	2,500.00000	2,500.00

Options... Details

- D. From the "Paid" tab, clicking on an invoice displays the Payment number (RTS's Check or Wire number) for that invoice on the bottom half of the screen

Invoices

All Open **Paid** Exceptions Chargebacks Overdue

Paid Invoices (4) [Show Search](#) [Options...](#)

Invoice	PO Number	Type	Invoice Date	Due Date	Invoice Amount
INV2-1010365SERV	1010365-1-SERV	Invoice	04/29/2021	04/29/2021	2,500.00 USD
INV1010386SERV	1010386-1-SERV	Invoice	04/29/2021	04/29/2021	2,650.00 USD
INV1010365SERV	1010365-1-SERV	Invoice	04/29/2021	04/29/2021	15,000.00 USD
INV2106954	2106954	Invoice	03/25/2021	03/25/2021	10,300.00 USD

Page size: 10

Invoice Payments

Payment Method	Payment Number	Payment Amount	Due Date	Discount Amount	PO Number
System Check	51394	2,500.00 USD	04/29/2021		1010365-1-SERV

Options... Details

- ii. If you click on the payment number, it will redirect you to the Payment Screen which is explained in Section 7.4.

7.4. Payments

This screen displays electronic records of payments that have been issued to the Supplier.

Payments						
All Payments Show Search						
Options...						
Payment Method	Payment Number	Payment Date	Payment Amount		Status	
System Check	51344	02/23/2020	1,528.92	USD	Open	Details
System Check	50493	10/03/2019	4,575.00	USD	Reconcile	Details
System Check	49336	08/29/2019	5,928.75	USD	Reconcile	Details

- A. "Open" Status indicates a check has been issued, while "Reconcile" indicates the payment has been processed by the recipient.
- B. Clicking on "Details" will display more information about the payment as well as what Invoice/PO the payment was made against.

Payment 50493 Information

[Back](#)

Company <input type="text" value="110"/>	<input type="text" value="RGRTA - Roch-Gen Reg Tran Auth"/>
Vendor <input type="text" value="2873"/>	
<input type="text" value="Electronic Data Magnetics, Inc"/>	
<input type="text" value="PO Box 896516"/>	
<input type="text" value="Charlotte, NC 28289-6516"/>	
Payment Number <input type="text" value="50493"/>	Payment Date <input type="text" value="10/03/2019"/>
Pay To The Order Of <input type="text" value="ELECTRONIC DATA MAGNETICS, INC"/>	
Amount <input type="text" value="4,575.00"/>	<input type="text" value="USD"/>
Payment Method <input type="text" value="System Check"/>	Status <input type="text" value="Reconcile"/>

Payment Detail Inquiry

Invoice Payments

[Actions](#) [Options...](#)

<input checked="" type="checkbox"/>	Invoice	Type	PO Number	Invoice Date	Amount	Discount	
<input type="checkbox"/>	50248	Invoice	1010231-38-BLNK	09/17/2019	4,575.00 USD		Details