


Tips Of The Week

Searching for Vendors/Employees on the DV Payee Lookup

When searching for the payees on the Disbursement Voucher (DV), click on the Payee ID magnifying glass on the Payment Information tab to open the Payee Lookup window .

Payment Information	
* Payment Reason Code:	
* Payee ID:	 ←
Payee Type:	

1. Searching only on the **Person First Name** field will return Vendors and Employees.
2. Searching only on the **Person Last Name** field will return only Employees.
3. Searching only on the **Vendor Name** field will return only Vendors.

Payee Lookup

* Payment Reason Code:	<input type="text"/>
Tax Number:	<input type="text"/>
① Person First Name:	<input type="text"/>
② Person Last Name:	<input type="text"/>
③ Vendor Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Vendor #:	<input type="text"/>
Customer Number:	<input type="text"/>
Customer Name:	<input type="text"/>
Active?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	