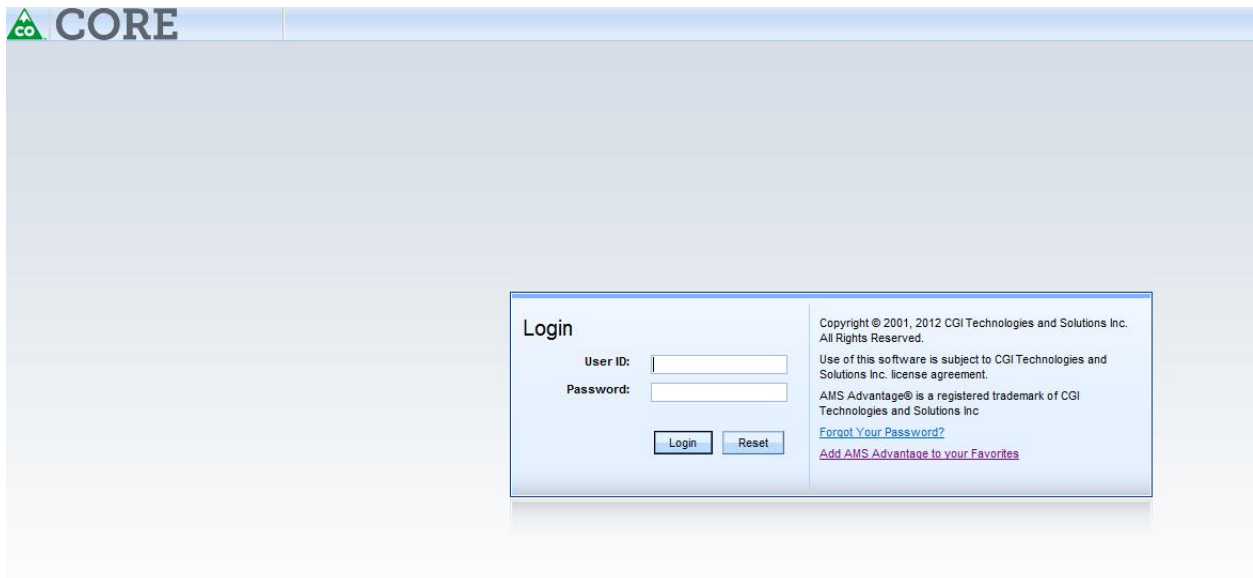


How to Find a Warrant Number in CORE Job Aid

The **Vendor Transaction History** (VTH) page allows you to search for specific information related to vendor transactions. By entering specific search criteria in the Query section and selecting **Browse**, results of your query display in the Results section of the page. In addition to querying vendor history, you may also download the vendor history to an excel spreadsheet using **Download**. All records will be downloaded, including a number of fields that are not displayed on the page. You may also navigate to the Vendor Transaction history table from the hyperlink at the bottom of the VCUST record. Finally, you can also navigate to other pages for more information related to the Vendor or Payment for which you are searching.

Search Vendor Transaction History

1. Log on to CORE.
 - Enter your user ID in **User ID** field.
 - Enter your password in **Password** field.
 - Click **Login**.

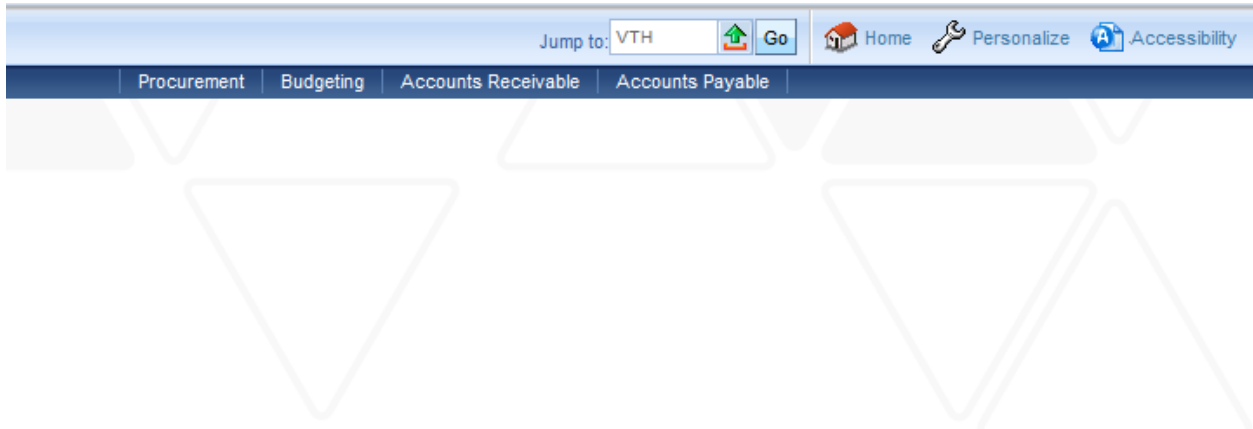


The screenshot shows the CORE login interface. At the top left, there is a logo with 'CO' in a green triangle and 'CORE' in blue. The main area is a light blue gradient. A white login box is centered, containing the following elements:

- Login** header
- User ID:** followed by a text input field.
- Password:** followed by a text input field.
- Login** and **Reset** buttons.
- Copyright notice: Copyright © 2001, 2012 CGI Technologies and Solutions Inc. All Rights Reserved.
- Disclaimer: Use of this software is subject to CGI Technologies and Solutions Inc. license agreement.
- Trademark notice: AMS Advantage® is a registered trademark of CGI Technologies and Solutions Inc.
- Links: [Forgot Your Password?](#) and [Add AMS Advantage to your Favorites](#).

The **Home Page** appears.

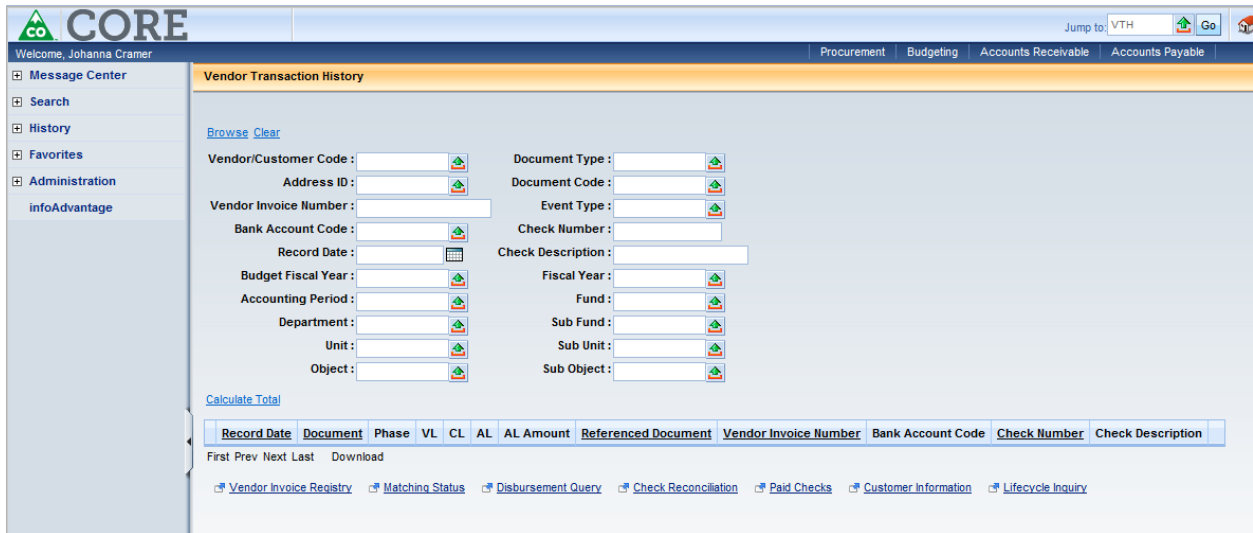
2. Type **VTH** in the **Jump to** field.
3. Click **GO**.




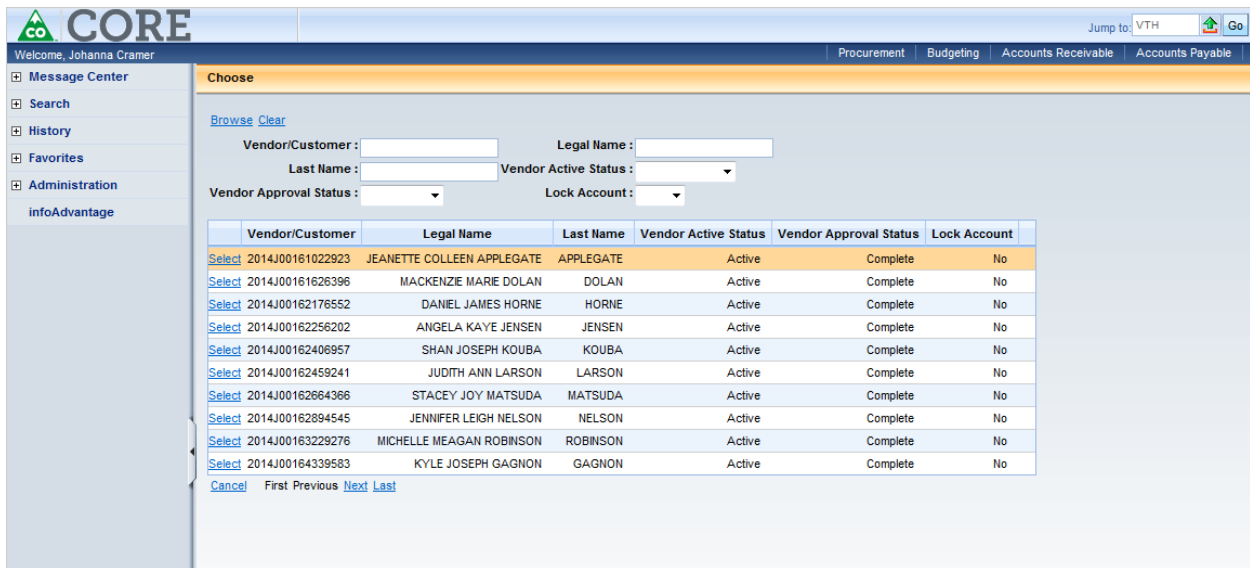
Note: You must know the vendor code and payment doc id that created the warrant.

The **Vendor Transaction History (VTH)** page appears.

4. Search by clicking **Vendor/Customer Code** list or copy from your document by first locating document on doc catalog.



- If you choose pick list , Search for Vendor/Customer by Code, Legal Name, Last Name.
- Click Select



The screenshot shows the 'Choose' screen in the CORE system. It includes search filters for Vendor/Customer, Legal Name, Last Name, Vendor Active Status, Vendor Approval Status, and Lock Account. Below the filters is a table with the following data:

	Vendor/Customer	Legal Name	Last Name	Vendor Active Status	Vendor Approval Status	Lock Account
Select	2014J00161022923	JEANETTE COLLEEN APPEGATE	APPEGATE	Active	Complete	No
Select	2014J00161626396	MACKENZIE MAREE DOLAN	DOLAN	Active	Complete	No
Select	2014J00162176552	DANIEL JAMES HORNE	HORNE	Active	Complete	No
Select	2014J00162256202	ANGELA KAYE JENSEN	JENSEN	Active	Complete	No
Select	2014J00162406957	SHAN JOSEPH KOUBA	KOUBA	Active	Complete	No
Select	2014J00162459241	JUDITH ANN LARSON	LARSON	Active	Complete	No
Select	2014J00162664366	STACEY JOY MATSUDA	MATSUDA	Active	Complete	No
Select	2014J00162894545	JENNIFER LEIGH NELSON	NELSON	Active	Complete	No
Select	2014J00163229276	MICHELLE MEAGAN ROBINSON	ROBINSON	Active	Complete	No
Select	2014J00164339583	KYLE JOSEPH GAGNON	GAGNON	Active	Complete	No

Note: When searching in VTH, wildcard characters are not allowed.

- Click Browse to view a list of all transaction documents for this vendor.



The screenshot shows the 'Vendor Transaction History' screen in the CORE system. It includes search filters for Vendor/Customer Code, Address ID, Vendor Invoice Number, Bank Account Code, Record Date, Budget Fiscal Year, Accounting Period, Department, Unit, Object, Document Type, Document Code, Event Type, Check Number, and Check Description. Below the filters is a table with the following data:

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice Number	Bank Account Code	Check Number	Check Description
Vendor Invoice Registry Matching Status Disbursement Query Check Reconciliation Paid Checks Customer Information Lifecycle Inquiry											

Payment request documents (e.g. **GAX**, **PRC**, **PRM**, and **GAX1**) and disbursement documents (e.g. **AD**, **EFT**, and **MD1**) related to the vendor's transaction history display in the table.

- Scan the transaction history to see if the payment request has been issued. If the payment request has been disbursed, there will be a warrant/EFT number listed to the right.

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Vendor Transaction History

[Browse](#) [Clear](#)

Vendor/Customer Code : 2014J001610225	Document Type :
Address ID :	Document Code :
Vendor Invoice Number :	Event Type :
Bank Account Code :	Check Number :
Record Date :	Check Description :
Budget Fiscal Year :	Fiscal Year :
Accounting Period :	Fund :
Department :	Sub Fund :
Unit :	Sub Unit :
Object :	Sub Object :

[Calculate Total](#)

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice Number	Bank Account Code	Check Number	Check Description
8/6/14	GAX1_JAAA_15ADAM0806061022923	F	1	1		\$350.00		000880405	8		Jury Payment
8/13/14	AD_999A_2015000000000035420	F	1	1		\$350.00	GAX1_JAAA_15ADAM0806061022923	000880405	8	000008000036879	Jury Payment

First Prev Next Last [Download](#)

[Vendor Invoice Registry](#)
[Matching Status](#)
[Disbursement Query](#)
[Check Reconciliation](#)
[Paid Checks](#)
[Customer Information](#)
[Lifecycle Inquiry](#)

How to Find a Warrant and Then Determine Status Job Aid

- The **Check Reconciliation** (CHREC) page can be searched by **Check/EFT** number if the warrant has been warranted but not yet paid.

Jump to: CHREC Go Home Pers

Procurement Budgeting Accounts Receivable Accounts Payable

Check Reconciliation

Bank Account	Check / EFT	Amount	Issue Date	Record Date	Status	Document
8	0000000000000000	\$83,667.35	07/10/2014	07/11/2014	Warranted	MD.GYAA.20150000000000000051.1
8	0000000000000000	\$1,818,362.69	07/02/2014	07/14/2014	Disbursed	MD.IHHA.20150000000000000019.1
8	0000000000000000	\$2,908,028.30	07/03/2014	07/14/2014	Disbursed	MD.IHHA.20150000000000000020.1
8	0000000000000000	\$7,575,119.88	07/07/2014	07/14/2014	Disbursed	MD.IHHA.20150000000000000021.1
8	0000000000000000	\$678,812.02	07/08/2014	07/14/2014	Disbursed	MD.IHHA.20150000000000000022.1
8	0000000000000000	\$625,483.16	07/09/2014	07/14/2014	Disbursed	MD.IHHA.20150000000000000031.1
8	0000000000000000	\$10,528,170.05	07/11/2014	07/14/2014	Disbursed	MD.IHHA.20150000000000000061.1
8	0000000000000000	\$2,536,647.72	07/14/2014	07/14/2014	Disbursed	MD.IHHA.20150000000000000078.1
8	000000000100264	\$1,593.18	07/28/2014	07/28/2014	Warranted	MD4.998A.201407310100264.1
8	000000000100265	\$3,256.15	07/28/2014	07/28/2014	Warranted	MD4.998A.201407310100265.1

First Prev Next Last

Copy Search

Bank Account: 8 Doc Code: MD
 Check / EFT: 0000000000000000 Doc Dept: GYAA
 Amount: \$83,667.35 Doc ID: 20150000000000000051
 Issue Date: 07/10/2014
 Record Date: 07/11/2014
 Last Action: 08/13/2014
 Status: Warranted
 Cancellation Reason:
 Cleared Date:
 Comments:

[Check Status Update](#) [Check Writer Payment](#)
[Check Exception](#) [Disbursement Detail Query](#) [Accrual Inquiry](#)

Search - Windows Internet Explorer
 about:blank
 Bank Account: Doc Dept:
 Check / EFT: Doc ID:
 Status: Issue Date:
 Doc Code: Record Date:
 Ok Clear Cancel

- The **Paid Checks** (PDCHK) page can be searched by **Check/EFT** number after a warrant has been paid.

Jump to: PDCHK Go

Procurement Budgeting Accounts Receivable Accounts Payable

Paid Checks

Browse Clear

Bank Account: Document Code:
 Check / EFT Number: Doc Dept:
 Check / EFT Amount: Document ID:
 Check / EFT Issue Date: Cleared Date:
 Last Action Date: Status:

Bank Account	Check / EFT Number	Check / EFT Amount	Document ID	Status	Cleared Date	Cancel/Reclass Reason	Comments
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Copy First Prev Next Last

[Paid Check Restore](#) [Check Writer Payment](#) [Accrual Inquiry](#)