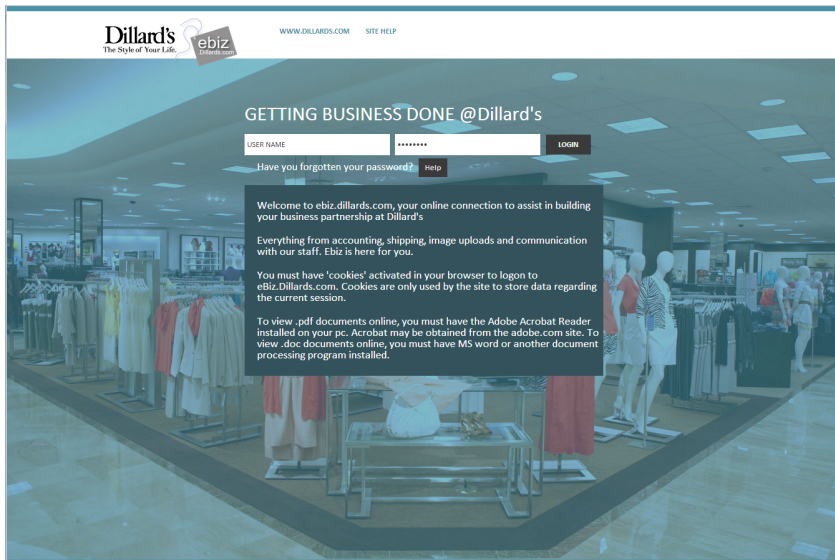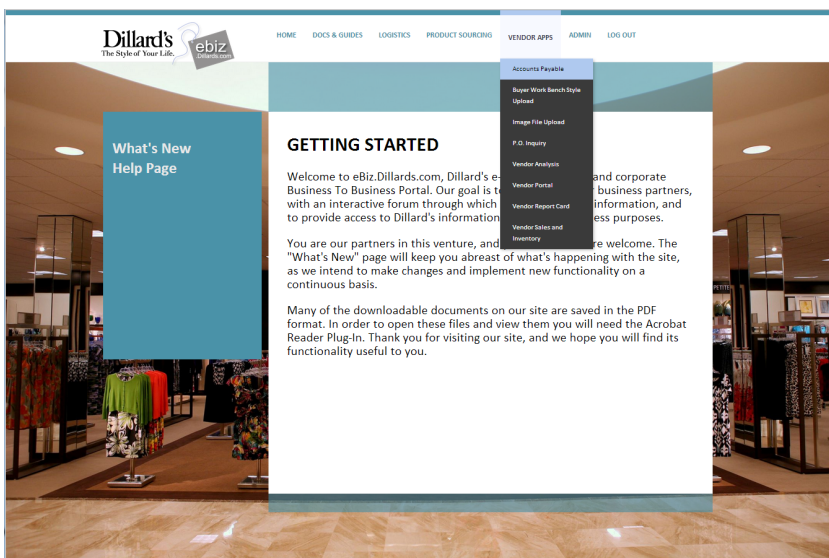# Accounts Payable

STEP 1   Go to eBiz.dillards.com on your browser's address bar.

STEP 2   Login using; Internal users will login using RACF userid; External users will use assigned userid starting with a $ symbol.
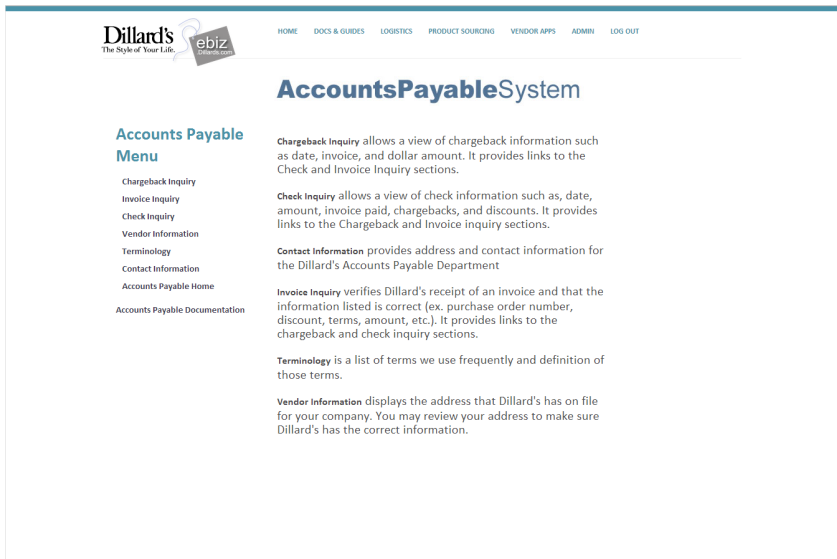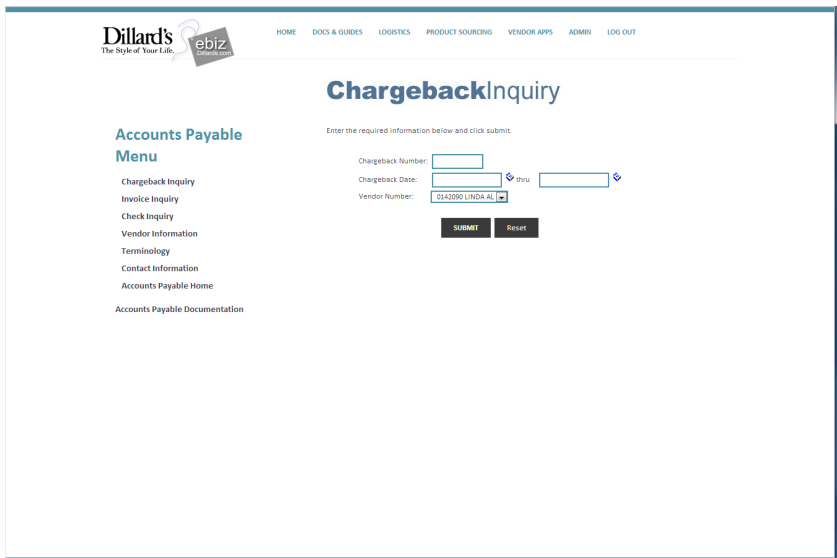

STEP 3   Click on Accounts Payable.

STEP 4   Click on *Accounts Payable* Menu; choose *Chargeback Inquiry*, *Invoice Inquiry*, *Check Inquiry, Vendor Information or Contact Information.*

CHARGEBACK INQUIRY

STEP 1   Select *Chargeback Inquiry* from Accounts Payable menu. Key required fields; *Chargeback/Credit Memo Number* and *Vendor Number* or Select *To/From* date range using the pop up calendars and Vendor Number.

STEP 2   Click *submit*; page displays results. Use scroll bar to review the results.

ACCOUNTS PAYABLE

Results; Chargeback Inquiry

Chargeback Inquiry Results using To/From date range and Vendor Number.

Note: Selecting the *Chargeback/Credit memo number* will take you to the Chargeback Inquiry Results.

Chargeback Inquiry results using Chargeback number and Vendor Number.
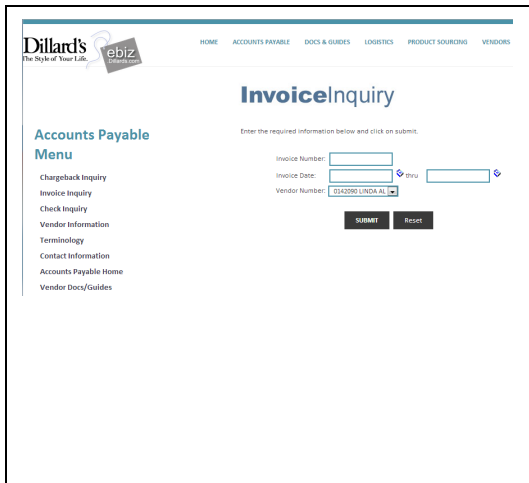
Selecting *View/Print Chargeback* will display a PDF document with all details, notes and references for the chargeback

Note: Selecting *View Notes, Check Number, Invoice Number* or *Chargeback Details* will display additional information.

INVOICE INQUIRY

STEP 1   Select Invoice Inquiry from Accounts Payable menu. Key required fields; invoice number and Vendor Number or Select To/From date range using the pop up calendars and Vendor Number.

STEP 2   Click submit; page displays results. Use scroll bar to review the results.

ACCOUNTS PAYABLE

Results; Invoice Inquiry

Invoice Inquiry Results

Invoice Date: 2004-02-01 - 2004-02-14
Vendor #:

Displaying page 1 of 8   [Previous] 1, 2, 3, 4, 5, 6 [Next]

Invoice #s:

Invoice Number	Invoice Date	Amount	Invoice Number	Invoice Date	Amount
411532	2004-02-06	$103.50	411533	2004-02-06	$98.00
411534	2004-02-06	$143.00	411535	2004-02-06	$30.50
411536	2004-02-06	$102.00	411537	2004-02-06	$267.50
411538	2004-02-06	$1,513.60	411539	2004-02-06	$483.00
411540	2004-02-06	$53.50	411541	2004-02-06	$60.00
411542	2004-02-06	$696.70	411543	2004-02-06	$53.00
411544	2004-02-06	$144.50	411545	2004-02-06	$230.50
411546	2004-02-06	$217.00	411547	2004-02-06	$54.00
411618	2004-02-06	$103.50	411619	2004-02-06	$275.20
413346	2004-02-06	$32.00	413347	2004-02-06	$21,140.00
413348	2004-02-06	$393.00	413349	2004-02-06	$846.50
413350	2004-02-06	$130.00	414320	2004-02-06	$80.00
414321	2004-02-06	$40.00	414322	2004-02-06	$27.50
414323	2004-02-06	$20.00	414324	2004-02-06	$29.25
414325	2004-02-06	$10.00	414326	2004-02-06	$15.00
414327	2004-02-06	$20.00	414328	2004-02-06	$120.00
414329	2004-02-06	$15.00	414330	2004-02-06	$5.00
414331	2004-02-06	$15.00	414332	2004-02-06	$65.00
414333	2004-02-06	$5.00	414334	2004-02-06	$30.00
414335	2004-02-06	$15.00	414336	2004-02-06	$75.00
414337	2004-02-06	$10.00	414338	2004-02-06	$30.00
414340	2004-02-06	$30.00	414341	2004-02-06	$48.00
414342	2004-02-06	$25.00	414343	2004-02-06	$38.00
414344	2004-02-06	$25.00	414346	2004-02-06	$25.00
414347	2004-02-06	$24.00	414348	2004-02-06	$72.00
414349	2004-02-06	$96.00	414350	2004-02-06	$15.00
414351	2004-02-06	$32.75	414352	2004-02-06	$140.00
414353	2004-02-06	$25.00	414354	2004-02-06	$15.00
414355	2004-02-06	$68.25	414356	2004-02-06	$28.50
414357	2004-02-06	$30.00	414359	2004-02-06	$24.25
414360	2004-02-06	$19.00	414361	2004-02-06	$24.00
414362	2004-02-06	$20.00	414363	2004-02-06	$7.50
414364	2004-02-06	$27.50	414365	2004-02-06	$48.00
414366	2004-02-06	$15.00	414367	2004-02-06	$72.00
414368	2004-02-06	$53.00	414370	2004-02-06	$15.00
414371	2004-02-06	$32.00	414372	2004-02-06	$25.00
414373	2004-02-06	$24.00	414374	2004-02-06	$96.00
414375	2004-02-06	$28.50	414376	2004-02-06	$95.00
414377	2004-02-06	$30.00	414378	2004-02-06	$10.00
414379	2004-02-06	$15.00	414380	2004-02-06	$30.00
414381	2004-02-06	$31.52	414382	2004-02-06	$130.00
414383	2004-02-06	$15.00	414384	2004-02-06	$25.50
414385	2004-02-06	$15.00	414387	2004-02-06	$10.00

Invoice Inquiry Results using To/From Date range and Vendor Number.

Note: Selecting the Invoice memo number will take you to the Invoice Inquiry Results.

Invoice Inquiry Results   back >

Invoice Number 411532   Vendor Number:
Invoice Date: 2004-02-06   Invoice Entered: 2004-02-07
                                          Store: 0071

Detail

Invoice Activity

Cost:	$103.50
Less Volume Discount:	$.00
Less Damage Discount:	$.00
Less Trade Discount:	$.00
Discount Total:	$.00
Freight:	$.00
Misc. Charge:	$.00
Net Invoice Amount:	$103.50
Misc. Allowance:	$.00
Invoice Terms:	0% 0/30
P.O. Terms:	0% 0/30
Discount: (Blended of Trade, Volume and Damage)	0%

Invoice Status

Processed ☐   Received ☐   Paid ☑

Offset ☐
Check#: 59950
Chargeback #:
P.O.#: 0061870703

Invoice Inquiry Results using Invoice number and Vendor Number.

Note: Selecting Check Number will take you to the Check Detail result, Vendor Number will link you to Vendor Information Inquiry.
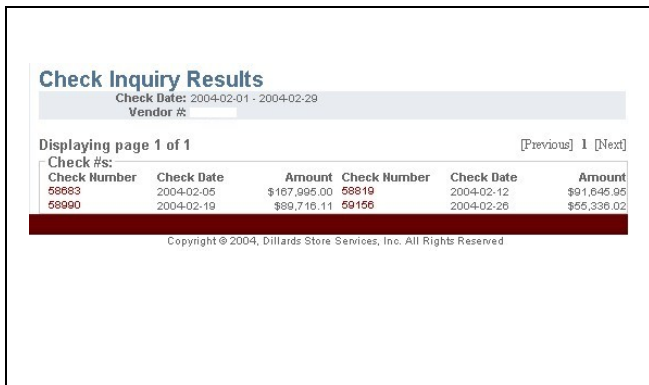
ACCOUNTS PAYABLE

CHECK INQUIRY

STEP 1   Select Check Inquiry from Accounts Payable menu. Key required fields;
Check number and Vendor Number or Select To/From date range using the
pop up calendars and Vendor Number.
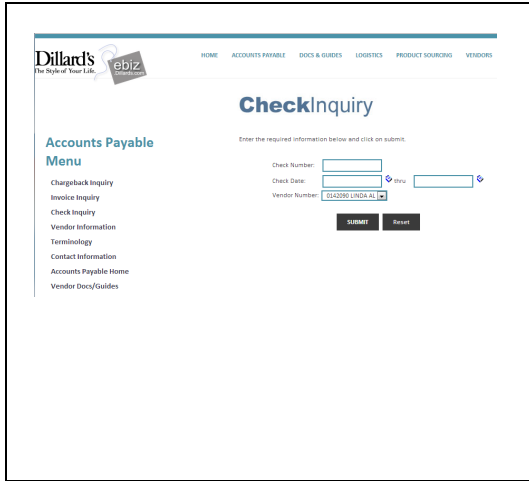
STEP 2   Click submit; page displays results. Use scroll bar to review the results.

Results; Check Inquiry

Check Inquiry using Check Number and Vendor number or To/From Date Range and Vendor Number.

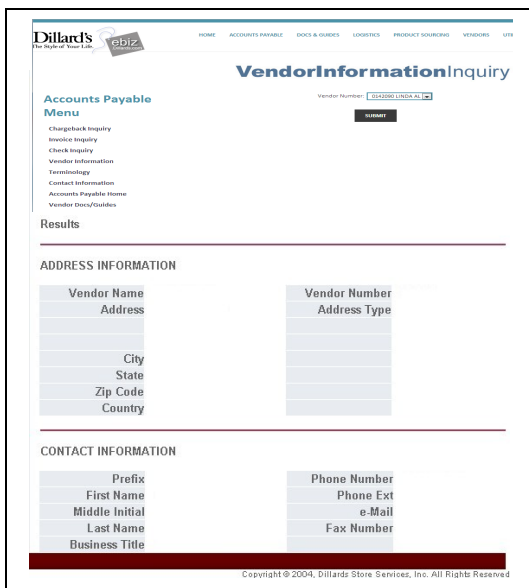Note: Selecting the detail link will display Invoice or Chargeback/Credit memo results.

ACCOUNTS PAYABLE

Additional selections available from the Accounts Payable menu:

- Click on Accounts Payable Menu; choose Vendor Information Inquiry.
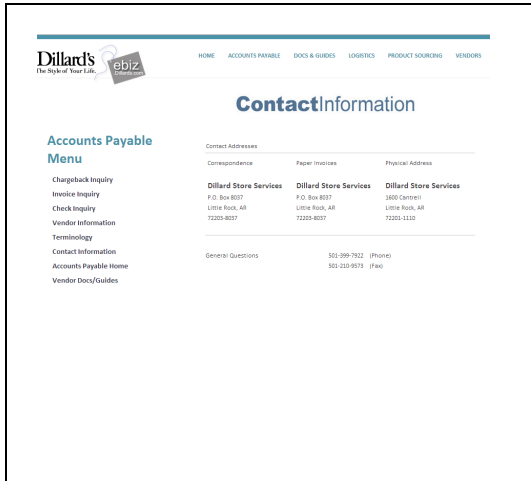
- Key 7-digit Vendor
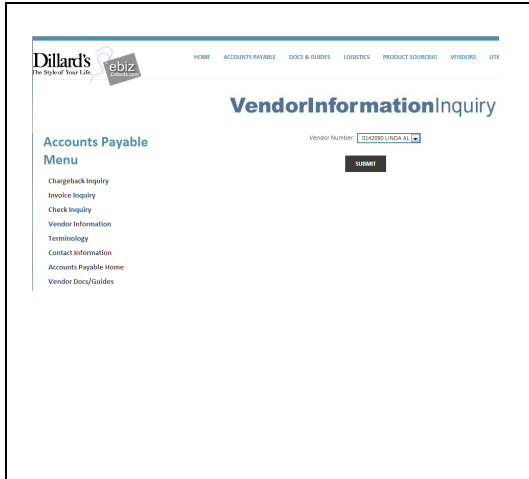
- Click submit; page will display all Address and Contact information associated with Vendor Number.

ACCOUNTS PAYABLE

- ▪ Click on Accounts Payable Menu; choose Contact Information for Dillards Accounts Payable.

- ▪ Click on Accounts Payable Menu; choose Terminology.