

## Section 04.05.01

# SCREEN 160 – Inquiry by Invoice Number

Screen 160 displays all invoices that are on file for a particular vendor. Press PF11 to scroll right and view the Bank Trace information. The bank trace number is created from the first 8 digits of the originating depository financial institution (ODFI) and the last 7 digits are sequentially assigned by FAMIS.

Press PF10 to return to the previous panel.

### Screen 160 - Invoices by Vendor Inquiry (Panel 1)

160 Invoices by Vendor Inquiry		08/07/08 15:36	
DALE MARKETING		FY 2008 CC 02	
Screen: ___	Vendor: 1vvvvvvvD	Invoice Nbr: _____	All: N
*----- Invoice -----* Vchr PO *-- Check/State Voucher --*			
Number	Amount	Date	Number Number Number Amount Date St
A705591	1,067.42	020207	A705591 P
B90187482	2,848.80	110504	L517569 P
E829996	59.47	052708	3815064 E829996 A
F58528845	1,833.36	072405	5863611 Z510411 2201094 1,833.36 081705 C
HR035173	1,318.19	120606	L726418 P
H75163462	269.10	100905	5130456 L610066 2243349 539.10 111105 C
H76870162	270.00	101005	5130453 L607459 2243349 539.10 111105 C
K81370615	1,927.80	022006	5193102 A605613 2294192 1,927.80 032706 C
M07313240	179.00	030806	5197354 A611288 2296652 179.00 040406 C
R88887295	3,279.00	111706	1746937 L721477 2388474 3,279.00 121306 C
T34635950	1,109.03	121506	L728090 P
T739900546	58.78	121906	L736323 P
T86602602	1,613.07	012307	1799409 L737979 2430456 816.35 041707 C
U04751287	1,500.00	020207	1781231 L739224 2421223 1,500.00 030707 C
*** Press <ENTER> to view more vouchers ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp		Addr Left Right	

### Screen 160 - Invoices by Vendor Inquiry (Panel 2)

160 Invoices by Vendor Inquiry		08/07/08 15:38	
DALE MARKETING		FY 2008 CC 02	
Screen: ___	Vendor: 1vvvvvvvD	Invoice Nbr: _____	All: N
*----- Invoice -----* Vchr PO Bank M			
Number	Amount	Date	Number Number Number Trace C
A705591	1,067.42	020207	A705591 D
B90187482	2,848.80	110504	L517569 D
E829996	59.47	052708	3815064 E829996 D

F58528845	1,833.36	072405	5863611	Z510411	2201094	D
HR035173	1,318.19	120606	L726418			D
H75163462	269.10	100905	5130456	L610066	2243349	D
H76870162	270.00	101005	5130453	L607459	2243349	D
K81370615	1,927.80	022006	5193102	A605613	2294192	D
M07313240	179.00	030806	5197354	A611288	2296652	D
R88887295	3,279.00	111706	1746937	L721477	2388474	D
T34635950	1,109.03	121506	L728090			D
T739900546	58.78	121906	L736323			D
T86602602	1,613.07	012307	1799409	L737979	2430456	D
U04751287	1,500.00	020207	1781231	L739224	2421223	D
*** Press <ENTER> to view more vouchers ***						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Hmenu Help EHelp			Addr Left Right			

## BASIC STEPS

- Advance to Screen 160.
- Type a vendor number in the Vendor: field. A list of invoices and pertaining information will be provided for the specified vendor.

## INVOICE FILE LIST PROCESS

- Type a vendor number in the Vendor: field for a specific vendor, or an asterisk (\*) or part of the vendor name for a pop-up window of all vendors. Press <ENTER> to access the information.
- In the pop-up window, typing an 'X' beside the vendor will pass the information back to Screen 160 where the vendor invoices will be shown.
- The Invoice Nbr: field can be used to position the display. Entering a specific invoice number will position the inquiry information to begin with this invoice number.

## FIELD DESCRIPTIONS

### Action Line

<b>Vendor:</b>	11 digits Enter the <u>vendor identification number</u> .	<b>Entry Required</b>
<b>Invoice Nbr:</b>	14 digits Type an <u>invoice number</u> to place it at the top of the displayed list.	
<b>All:</b>	1 character Enter 'Y' to <u>display all invoices</u> for the selected vendor.	

### Screen Information

#### Panel 1

#### Invoice

<b>Number:</b>	14 digits Shows the unique <u>invoice number</u> for a voucher.
<b>Amount:</b>	12 digits Displays the <u>amount of invoice</u> .
<b>Date:</b>	6 digits Indicates the <u>date entered on the invoice header</u> (Screen 240) in purchasing or as entered on the voucher in Accounts Payable.
<b>Vchr Number:</b>	7 digits Identifies the <u>voucher number</u> used for invoice payment.
<b>PO Number:</b>	7 character/digits Shows the <u>number assigned to the purchase order</u> , if used.

#### Check/State Voucher

<b>Number:</b>	7 digits Shows the <u>check number or state voucher number</u> .
<b>Amount:</b>	10 digits Indicates the <u>amount</u> of check or state voucher.
<b>Date:</b>	6 digits

Displays the date check was processed or state voucher was printed.

**St:**

1 character

Indicates the status, in the overall flow through the process, of this invoice. Values are:

P = in Purchasing (not yet passed to A/P)

A = in A/P - not yet paid

M = in A/P - entered as a prepaid

C = in A/P - check has been written by the

System

<b>NOTE:</b> There is no update to indicate whether a check has been reconciled through the bank reconciliation process.
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## ***Panel 2***

**Bank Trace:**

15 digits

Shows the bank trace number on the transaction.

**MC:**

1 character

Shows the vendor's mail code for the voucher.

## ***Additional Functions***

**PF KEYS**

See Appendix for explanation of standard PF Keys.

**PF9**

**Address**

**Addr**

View vendor's address information.