Section 04.05.09

SCREEN 170 – Inquiry by Alt Vendor

Screen 170 is used to search for vouchers using the name of the alternate vendor.

<table>
<thead>
<tr>
<th>Voucher Lns</th>
<th>Account</th>
<th>Description</th>
<th>Stat</th>
<th>Net Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1702597</td>
<td>1 500181-00000</td>
<td>2 GB CRUZER TITANIUM RECN</td>
<td>25.20</td>
<td>09/14/06</td>
<td></td>
</tr>
<tr>
<td>1721262</td>
<td>1 500181-00000</td>
<td>2 GB CRUZER TITANIUM RECN</td>
<td>50.39</td>
<td>10/20/06</td>
<td></td>
</tr>
</tbody>
</table>

** Vendor Total ** 75.59

*** End of voucher list for vendor ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Screen 170 - Voucher Inquiry by Alternate Vendor (Panel 2)

<table>
<thead>
<tr>
<th>Voucher Lns</th>
<th>Account</th>
<th>Description</th>
<th>Ref Nbr</th>
<th>Date</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1702597</td>
<td>1500181</td>
<td>000000</td>
<td>GB</td>
<td>CRUZER</td>
<td>32832</td>
</tr>
<tr>
<td>1721262</td>
<td>1500181</td>
<td>000000</td>
<td>GB</td>
<td>CRUZER</td>
<td>32832</td>
</tr>
</tbody>
</table>

** Vendor Total ** 75.59

*** End of voucher list for vendor ***

Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
VOUCHER INQUIRY BY ALTERNATE VENDOR PROCESS

Type the alternate vendor’s identification number, and any other criteria to be used in searching and displaying the desired information.

If you type part or all of the alternate vendor’s name, in the Alt Vndr: field, you will be given a pop-up window from which to select the desired vendor.

You may also type an ‘*’ in the Alt Vndr: field to view a pop-up list of alternate vendor’s and select the vendor’s number from the list by typing an ‘X’ in the Sel: field. Press <ENTER> to “pass back” the number to the field on Screen 170.

BASIC STEPS

• Advance to Screen 170.
• Type a valid alternate vendor’s identification number in the Alt Vndr: field and press <ENTER>. If there are vouchers for the specified vendor they will be displayed.
• You may enter a specific voucher number, account number, and/or department reference code to narrow the search and advance to a specific item.

FIELD DESCRIPTIONS

Action Line
Alt Vndr: 11 digits
Enter a valid alternate vendor identification number. The vendor’s name will appear above this field.

Voucher: 7 digits
Include a specific voucher number to display on the screen.

Fiscal Year: 4 digits
Identify the fiscal year to begin the search for the voucher.

All: 1 character
‘Y’ specifies all vouchers are to be included.

Include Only
Account: 11 digits
Enter an account number to limit the search for vouchers.
**Screen Information Panel 1**

- **Dept Ref:** 7 digits/characters
  Indicate a reference number used by the department.

- **Pg _ of _ Pg(s):** 4 digits
  Identify a page number to advance through the list of vouchers displayed.

## Screen Information Panel 1

- **S:** 1 character
  Type an ‘X’ to select an item and advance to Screen 168 to view detail of voucher.

- **Voucher:** 7 digits
  Displays voucher number(s) that match the inquiry data entered on the Action Line.

- **Vch Lns:** 3 digits
  Identifies the number of line items on the voucher.

- **First Account:** 11 digits
  Shows the first account number listed on the voucher.

- **Description:** 21 characters
  Displays the description entered on the voucher.

- **Stat:** 4 characters
  Shows the status of the voucher. For example:
  
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYCL</td>
<td>In Check Cycle or State Voucher Cycle</td>
</tr>
<tr>
<td>DROP</td>
<td>Dropped before payment - acctg reversed</td>
</tr>
<tr>
<td>PAID</td>
<td>Paid (after printing or Prepaid)</td>
</tr>
<tr>
<td>PEND</td>
<td>Pending voucher - no acctg. Posted</td>
</tr>
<tr>
<td>P-CN</td>
<td>Pending cancelled before acctg. Posted</td>
</tr>
<tr>
<td>P-OP</td>
<td>Pending voucher - open (no acctg. posted)</td>
</tr>
<tr>
<td>P-CL</td>
<td>Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem</td>
</tr>
</tbody>
</table>

**FIELD DESCRIPTIONS (CONT’D)**
**Net Amount:**
10 digits
Shows the net amount of the voucher, after discount.

**Batch Date:**
6 digits
Indicates the batch session date when transaction was processed.

**MC:**
1 digit
Shows the vendor’s mail code for the voucher.

**Vendor Total:**
10 digits
Displays the total dollar amount paid to the vendor.

**Panel 2**

**Dept Ref:**
7 digits/characters
Indicates a reference number used by the department.

**Check Nbr:**
6 digits
Identifies the check number issued when payment was made.

**Check Date:**
6 digits
Indicates the date the check was processed.

**Net Amount:**
10 digits
Identifies the net dollar amount of the voucher.

**Vendor Total:**
10 digits
Displays the total dollar amount paid to the vendor.

**Additional Functions**

**PF KEYS**
See the Appendix for an explanation of the standard PF Keys.

**PF9**
**Addr**
Displays detail address information for the vendor.