

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.

Screen 170 - Voucher Inquiry by Alternate Vendor (Panel 1)

170 Voucher Inquiry by Alt Vendor		08/07/08 16:28	
DALE MARKETING LP		FY 2008 CC 02	
Screen: ___	Alt Vndr: 1vvvvvvvvv8	Voucher: _____	Fiscal Yr: 2007 All: Y
Include Only: Acct: _____		Dept Ref: _____	Pg 1__ of 1 Pg(s)
Vch	First	Batch	M
S Voucher Lns	Account	Description	Stat Net Amount Date C
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_ 1702597	1 500181-00000	2 GB CRUZER TITANIUM	RECN 25.20 09/14/06 I
_ 1721262	1 500181-00000	2 GB CRUZER TITANIUM	RECN 50.39 10/20/06 I
** 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

<b>Alt Vndr:</b>	11 digits Enter a valid <u>alternate vendor identification number</u> . The vendor's name will appear above this field.	<b>Entry Required</b>
<b>Voucher:</b>	7 digits Include a specific <u>voucher number</u> to display on the screen.	
<b>Fiscal Year:</b>	4 digits Identify the <u>fiscal year</u> to begin the search for the voucher.	
<b>All:</b>	1 character 'Y' specifies <u>all vouchers</u> are to be included.	

#### Include Only

<b>Account:</b>	11 digits Enter an <u>account number</u> to limit the search for vouchers.
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### FIELD DESCRIPTIONS (CONT'D)

**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:  
 CYCL = In Check Cycle or State Voucher Cycle  
 DROP = Dropped before payment - acctg reversed  
 PAID = Paid (after printing or Prepaid)  
 PEND = Pending voucher - no acctg. Posted  
 P-CN = Pending cancelled before acctg. Posted  
 P-OP = Pending voucher - open (no acctg. posted)  
 P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem

**FIELD DESCRIPTIONS (CONT'D)**

<b>Net Amount:</b>	10 digits Shows the <u>net amount</u> of the voucher, after discount.
<b>Batch Date:</b>	6 digits Indicates the <u>batch session date</u> when transaction was processed.
<b>MC:</b>	1 digit Shows the vendor's <u>mail code</u> for the voucher.
<b>Vendor Total:</b>	10 digits Displays the <u>total dollar amount paid to the vendor</u> .

## **Panel 2**

<b>Dept Ref:</b>	7 digits/characters Indicates a <u>reference number</u> used by the <u>department</u> .
<b>Check Nbr:</b>	6 digits Identifies the <u>check number</u> issued when payment was made.
<b>Check Date:</b>	6 digits Indicates the <u>date</u> the <u>check</u> was <u>processed</u> .
<b>Net Amount:</b>	10 digits Identifies the <u>net dollar amount</u> of the voucher.
<b>Vendor Total:</b>	10 digits Displays the <u>total dollar amount paid to the vendor</u> .

## **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF Keys.
<b>PF9 Addr</b>	<b>Address</b> Displays detail <u>address</u> information for the vendor.