

Invoices by Vendor Inquiry

Screen 160 displays all invoices that are on file for a particular vendor.

If the vendor number starts with "T", it is a "temporary" vendor. Invoices for these temporary vendors do not appear on this screen.

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 scroll right and view Panel 2.

Screen 160 - Invoices by Vendor Inquiry (Panel 1)

```

160 Invoices by Vendor Inquiry                               11/16/10 16:02
                                DALE MARKETING LP           FY 2011 CC 02
Screen:  __ Vendor: 1vvvvvvvv5N Invoice Nbr:  _____ All: N
*----- Invoice -----*  Vchr  PO  *-- Check/State Voucher --*
   Number      Amount   Date  Number Number Number   Amount   Date St
XF136PP61      200.12  071310 1328382 A035837 A738973   200.12  072810 E
XF3FF1M88       886.86  092810          L114884          P
XF49N5518       102.85  102910 1428275 L113481 A758123   102.85  111210 E

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

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160 Invoices by Vendor Inquiry                               11/16/10 16:04
                                DALE MARKETING LP           FY 2011 CC 02
Screen:  __ Vendor: 1vvvvvvvv5N Invoice Nbr:  _____ All: N
*----- Invoice -----*  Vchr  PO  Bank      M
   Number      Amount   Date  Number Number Number   Trace      C
XF136PP61      200.12  071310 1328382 A035837 A738973  09xxxxxxxxxxxx0 N
XF3FF1M88       886.86  092810          L114884          N
XF49N5518       102.85  102910 1428275 L113481 A758123  09xxxxxxxxxxxx1 N

*** End of voucher list for vendor ***
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 (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

- ◆ Vendor: 11 digits
Enter the vendor identification number.
- Invoice Nbr: 14 digits
Type an invoice number to place it at the top of the displayed list.
- All: 1 character
Enter 'Y' to display all invoices for the selected vendor.

Screen Information

Panel 1

Invoice

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

Screen 160 – Invoices by Vendor Inquiry (cont'd)

Check/State Voucher

Number:	7 digits Shows the <u>check number or state voucher number</u> .
Amount:	10 digits Indicates the <u>amount</u> of check or state voucher.
Date:	6 digits Displays the <u>date check was processed or state voucher was printed</u> .
St:	1 character Indicates the <u>status of this invoice</u> , in the overall flow through the process. 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

There is no update to indicate whether a check has been reconciled through the bank reconciliation process.

Panel 2

Bank Trace:	15 digits Shows the <u>bank trace number</u> on the transaction.
MC:	1 character Shows the <u>vendor's mail code</u> for the voucher.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF9 Addr	Address View <u>vendor's address</u> information.