

# Voucher Inquiry by Alternate Vendor

Screen 170 is used to search for vouchers using the name of the alternate vendor. To view all vouchers for the alternate vendor, type 'Y' in the All: field on the Action Line.

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

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170 Voucher Inquiry by Alt Vendor                                08/07/08 16:28
                                DALE MARKETING LP                FY 2008 CC 02
Screen:  ___ Alt Vndr: lvvvvvvvvv8 Voucher:  _____ Fiscal Yr: 2007 All: Y
Include Only: Acct:  _____ Dept Ref:  _____ Pg 1_ of 1 Pg(s)
              Vch  First
S Voucher Lns  Account      Description      Stat  Net Amount  Date  C
-----
_ 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---
      Hmenu Help  EHelp                                     Bkwd Frwd Addr Left Right
    
```

## Screen 170 - Voucher Inquiry by Alternate Vendor (Panel 2)

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170 Voucher Inquiry by Alt Vendor                                08/07/08 16:28
                                DALE MARKETING LP                FY 2008 CC 02
Screen:  ___ Alt Vndr: lvvvvvvvvv8 Voucher:  _____ Fiscal Yr: 2007 All: Y
Include Only: Acct:  _____ Dept Ref:  _____ Pg 1_ of 1 Pg(s)
              Vch  First      Dept  Check  Check
S Voucher Lns  Account      Description  Ref  Nbr  Date  Net Amount
-----
_ 1702597  1 500181-00000 2 GB CRUZER T 32832 361686 09/15/06 25.20
_ 1721262  1 500181-00000 2 GB CRUZER T 32832 374525 10/23/06 50.39

** Vendor Total **                                           75.59
*** End of voucher list for vendor ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp                                     Bkwd Frwd Addr Left Right
    
```

## 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, a pop-up window will display to allow you to select the desired vendor.

You may also type an asterisk (\*) in the Alt Vndr: field to view a pop-up list of alternate vendors 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.

## Screen 170 – Voucher Inquiry by Alternate Vendor (cont'd)

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### 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 (◆ = Required / Help = PF2, ? or \* Field Help Available)

#### Action Line

◆ Alt Vndr:	11 digits Enter a valid <u>alternate vendor identification number</u> . The vendor's name will appear above this field.
Voucher:	7 digits Include the desired <u>voucher number</u> to display.
Fiscal Year:	4 digits Identify the <u>fiscal year</u> to begin the search.
All:	1 character Type 'Y' to include <u>all vouchers</u> in the displayed list.

#### Include Only

Account:	11 digits Enter an <u>account number</u> to limit the search.
Dept Ref:	7 digits/characters Indicate a <u>department reference number</u> .
Pg _ of _ Pg(s):	4 digits Identify a <u>page number</u> to advance through the list of vouchers displayed.

#### Screen Information

##### Panel 1

S:	1 character Type an 'X' to <u>select an item</u> and advance to Screen 168 to view voucher detail.
Voucher:	7 digits Displays <u>voucher number(s)</u> that match the inquiry data entered on the Action Line.
Vch Lns:	3 digits Shows the <u>number of line items on the voucher</u> .
First Account:	11 digits Identifies the <u>first account number</u> listed on the voucher.

## Screen 170 – Voucher Inquiry by Alternate Vendor (cont'd)

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<b>Description:</b>	21 characters Displays the <u>description</u> entered on the voucher.
<b>Stat:</b>	4 characters Shows the <u>status of the voucher</u> . 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
<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.