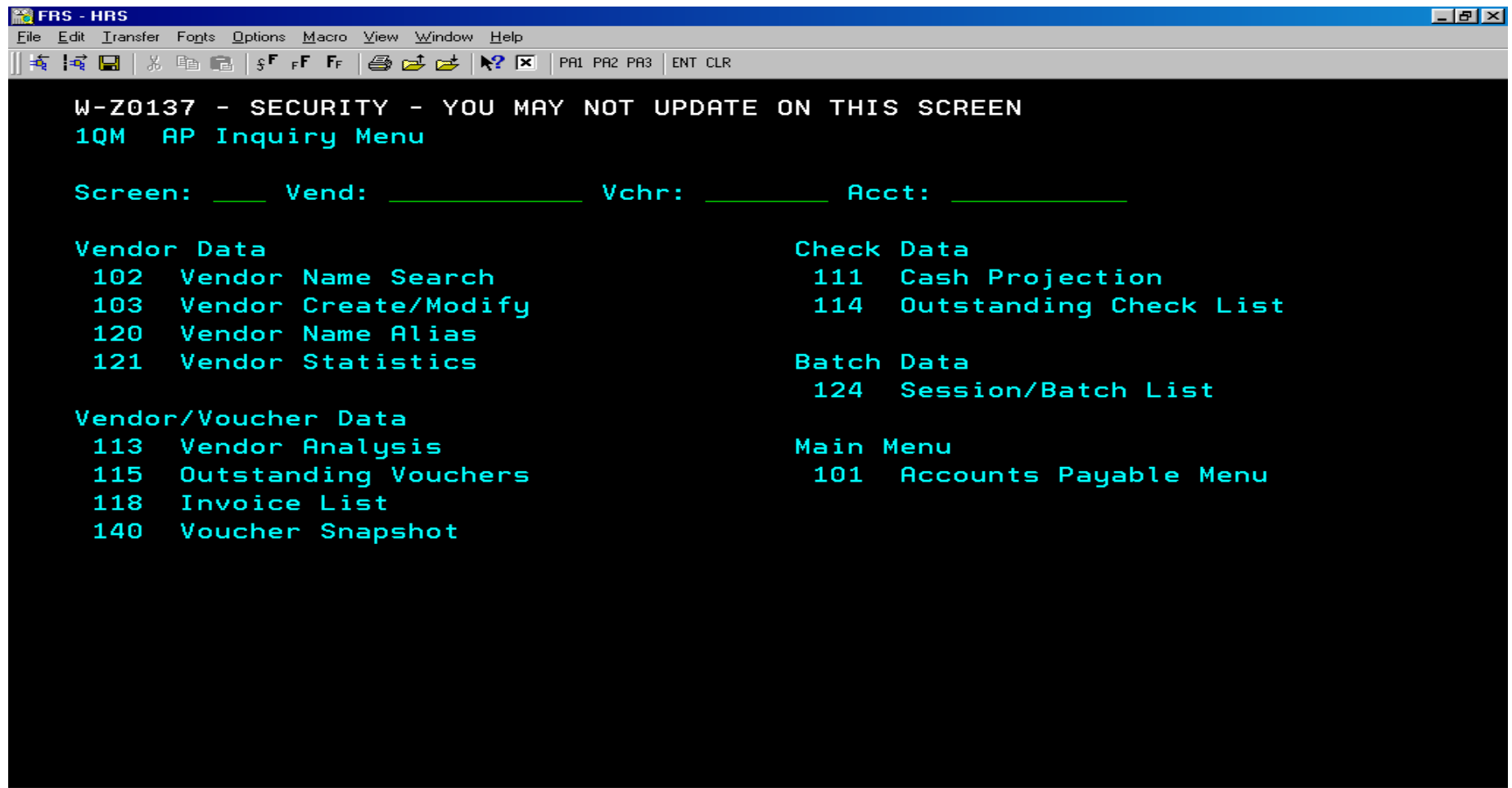


## Screen 101

This screen shows the Accounts Payable Main Menu. You may access screens either from the menus or by directly typing the screen number you want to go to into the "Screen: \_\_\_\_" prompt located at the upper left of the screen.



## Screen 1QM

This screen shows the Accounts Payable Inquiry Menu. This screen serves as a nice reminder of the different screens available for inquiry. You may access screens either from the menus or by directly typing the screen number you need into the "Screen: \_\_\_\_" prompt located at the upper left of the screen.

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

### 102 Vendor Name Search

Screen: \_\_\_\_ Vend: **IBM** Vchr: \_\_\_\_\_ Acct: \_\_\_\_\_

Ln	Vendor Name/Address	City/State	Vendor No.	Drop	Alias
1	IBM PO BOX 105063	ATLANTA, GA	A0000000778 ADDR TYPE:	0	A R
2	IBM CORP 4525 EXECUTIVE PARK DR	MONTGOMERY, AL	A0000198303 ADDR TYPE:	0	N R
3	IBM CORP 91222 COLLECTIONS CTR DR	CHICAGO, IL	A0000198304 ADDR TYPE:	0	A R
4	IBM CORP 91222 COLLECTIONS CTR DR	CHICAGO, IL	A0000596453 ADDR TYPE:	0	N R
5	IBM CORPORATION USE A0000198300	ATLANTA, GA	A0000000777 ADDR TYPE:	0	N R
6	IBM CORPORATION PO BOX 105063	ATLANTA, GA	A0000198300 ADDR TYPE:	0	A R
7	IBM CORPORATION ULTIMEDIA TOOL SERIES	MOUNTAIN VIEW, CA	A0000198301 ADDR TYPE:	0	N R

Line Number: \_\_\_\_ Previous Screen: 102 Search Key: IBM

## Screen 102

This screen is used to search for a vendor number when only the vendor name is known. Once the vendor name is entered (or part of it), all vendors with that name/part of name will be listed. More detailed information on any given vendor is available by choosing the applicable line number and pressing "Enter". Once that vendor is in context, you will then want to access Screen 103 for more vendor information.

NOTE: the vendor file is a file shared by Accounts Payable and Purchasing systems. The A/P vendor screens reflect only the remit to or payment address information and are in the 1XX series of screen numbers. The Purchasing vendor screens display both remit to and order from address information and are in the 2XX series of screen numbers.

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN

103 Vendor Create/Modify IBM CORPORATION  
P O BOX 945684

Screen: \_\_\_\_ Vend: A0000198302 Vchr: \_\_\_\_\_ Acct: \_\_\_\_\_

Vendor Name: IBM CORPORATION Federal Tax ID: 130871985  
Remit-to Address: P O BOX 945684 Customer ID:

!W-9 ON FILE (INC) Last Maint On: 09-11-2000  
Last Maint By: 2016

City: ATLANTA St: GA  
Zip/Postal Code: 30394-5684 Country: US  
Telephone: 800 656 0833 Ext:  
FAX: 000 0000

Contact Name:  
E-mail Address:

Vendor Type: Check Limit: 0 Retention Months: 18  
Campus Code: 01 Hold Payment: 0 Currency Code:  
Discount Code: 00 1099/1042 Code: TIN Notice/Year:

Drop: 0 Delete: 0 Freeze: 0 Check In-process: Notes: N

Transfer to Vendor Notes: Vendor Codes:

### Screen 103

This screen displays all vendor remit to information on file, including but not limited to the vendor name, number and address.

You may search for a vendor (similar to the search done on Screen 102) by entering the name in the “Vend: \_\_\_\_\_” Field. Once the proper vendor is chosen from the display list, you will return to the screen you entered the search from (in this case, Screen 103).

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

113 Vendor Analysis

DELL MARKETING L P  
DEPT 40228

Screen: \_\_\_\_ Vend: A0000569205 Vchr: \_\_\_\_ Acct: \_\_\_\_

DEPT 40228 Dt Estb: 05/15/01 Disc: 00 Retn: 18  
ATLANTA GA 31192-0228 Lst Actv: 02/20/03 Limit: 0 Com:  
YTD Paid: 1,270,420.57 Type: Hold: 0

Vchr No.	Acct No.	Inv No./Description	PO No.	Inv Dt	Due Dt	Pd Dt
3000420	9950027450	143034438		10/25/02	11/06/02	11/06/02
Gross=	2032.39	Disc= 0.00 Net=	2032.39	Ck No.=16-019336 TC=142		
3000421	0950022142	1%CO		10/25/02	11/06/02	11/06/02
Gross=	18.91-	Disc= 0.00 Net=	18.91-	Ck No.=16-019336 TC=152		
3000422	0950022143	2.5%CTY		10/25/02	11/06/02	11/06/02
Gross=	47.27-	Disc= 0.00 Net=	47.27-	Ck No.=16-019336 TC=152		
3001128	9950027450	217858928		01/21/03	02/12/03	02/12/03
Gross=	7081.56	Disc= 0.00 Net=	7081.56	Ck No.=16-019704 TC=142		

Total Pages: 33 This Page: 1 Next Page: \_\_\_\_

### Screen 113

This screen displays payment information for a vendor. You may use this screen to determine the status of a check. Vendor payments show up on this screen until the process to reconcile the check is run (usually 2 – 3 months after the check is written).

FRS - HRS									
File Edit Transfer Fonts Options Macro View Window Help									
PA1 PA2 PA3 ENT CLR									
*I-Z0304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES									
118 Invoice List									
DELL MARKETING L P									
DEPT 40228									
Screen: <input type="text"/> Vend: A0000569205 Invoice: 15644966									
<-----Invoice-----> Vchr P0 <-----Check----->									
Number	Amount	Date	Number	Number	Number	Amount	Date	St	
109298803	8,787.50	092302	3137856	P204988	215898	20,328.59	123002	C	
121553797	1,329.00	100602	3141596	P205163	220359	20,547.80	011503	C	
144894509	1,842.00	103002	3126241	P300714	204409	8,938.17	120502	C	
147904859	3,919.00	110802	3126203	P300423	204409	8,938.17	120502	C	
150973346	2,247.00	110802	3129938	P300836	205991	2,247.00	121102	C	
151201085	1,356.17	110702	3126204	P300806	204409	8,938.17	120502	C	
153425617	1,091.36	111002	3126898		204736	20,350.54	120602	C	
15347563	1,688.00	110802	3128340	P300952	205222	17,206.65	120902	C	
153502332	63,600.00	120402	3141018	P300949	219129	214,889.00	011403	C	
153503850	63,600.00	120402	3141021	P300949	219129	214,889.00	011403	C	
153504122	46,375.00	120502	3141010	P300949	219129	214,889.00	011403	C	
153504338	31,240.00	120402	3141006	P300949	219129	214,889.00	011403	C	
153504627	10,074.00	120302	3141022	P300949	219129	214,889.00	011403	C	
153536769	1,667.00	110802	3126896		204736	20,350.54	120602	C	
155583561	2,014.60	111302	3130650	P301008	206514	3,745.24	121202	C	
156245889	3,661.00	111502	3128336	P300933	205222	17,206.65	120902	C	

## Screen 118

This screen displays a list of all invoices for a specific vendor. You may use this screen to determine the status of a specific invoice. If an invoice number is entered at the “Invoice: \_\_\_\_\_” prompt, the list will begin with that invoice number. Invoices show up on this screen until the process to reconcile the check that paid the invoice is run (usually 2 – 3 months after the check is written).