

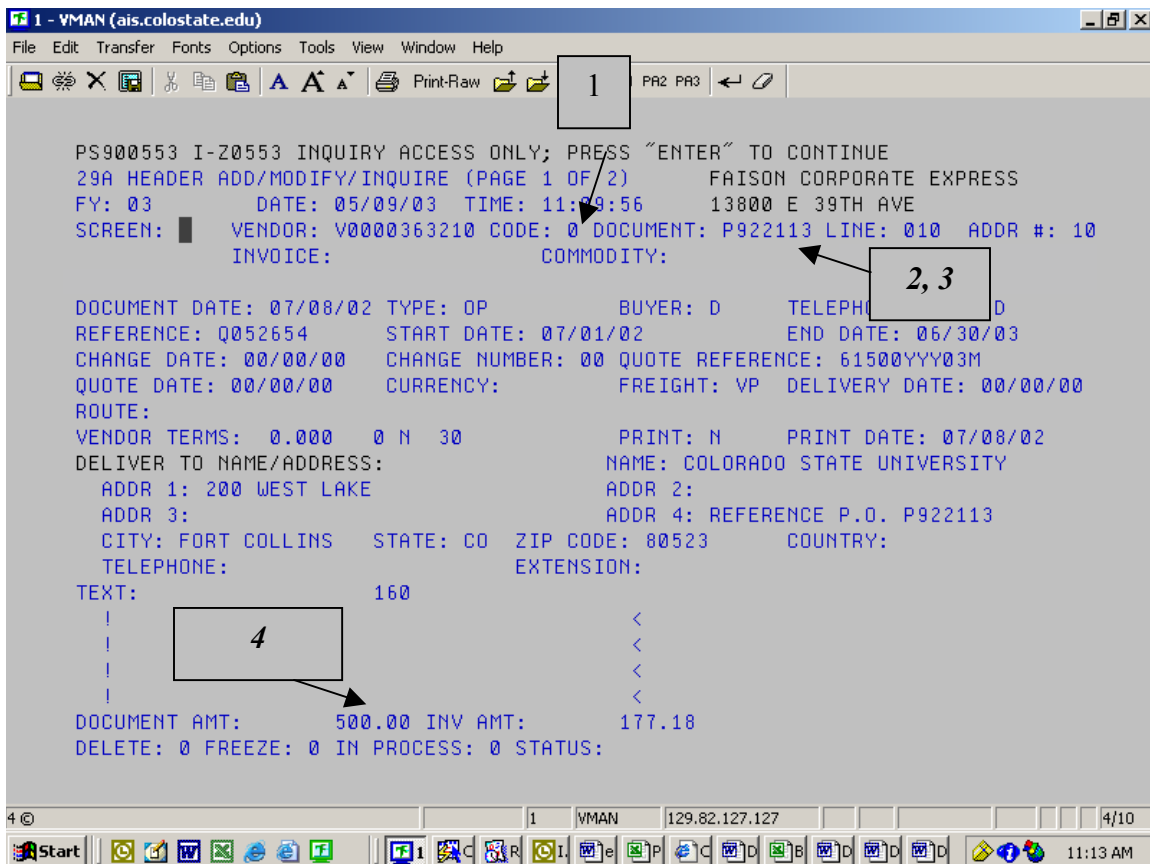
DEPARTMENT HELP FOR FRS SCREENS

View AFE/PO information	1
To view lines of AFE/PO	2
More detailed explanation of each line of AFE/PO	3
To view payment history on specific AFE/PO	4
To breakdown payment by invoice number	5
To obtain complete vendor history	6
To check encumbrances on specific AFE/PO	7
To view notes/comments on specific AFE/PO	8

LOOK UP AFE/PO IN FRS

Screen 29A – what to enter in each field

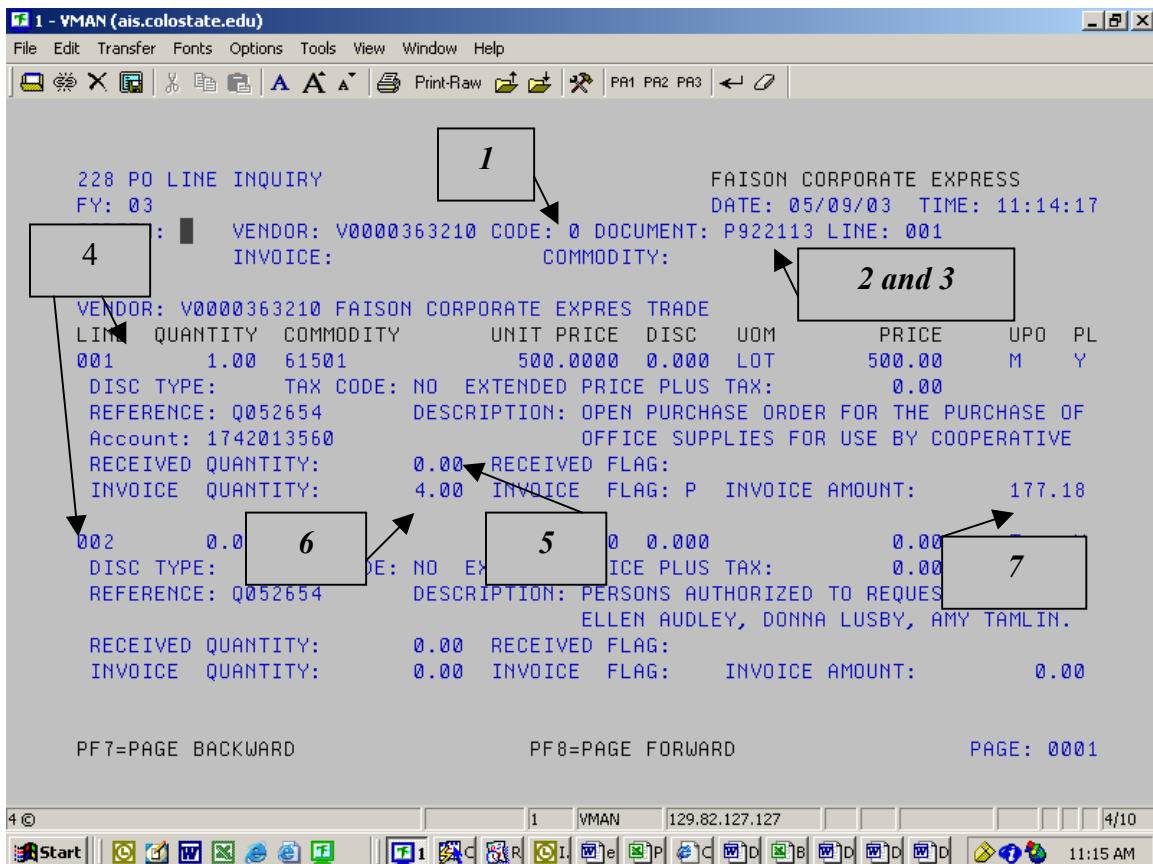
1. Code field - '0'
2. Document field - A+AFE# - to pull up AFE
3. Document field - P+PO# - to pull up PO
4. Bottom of page – shows document amount & invoice amount



To View AFE/PO lines

Screen 228 –

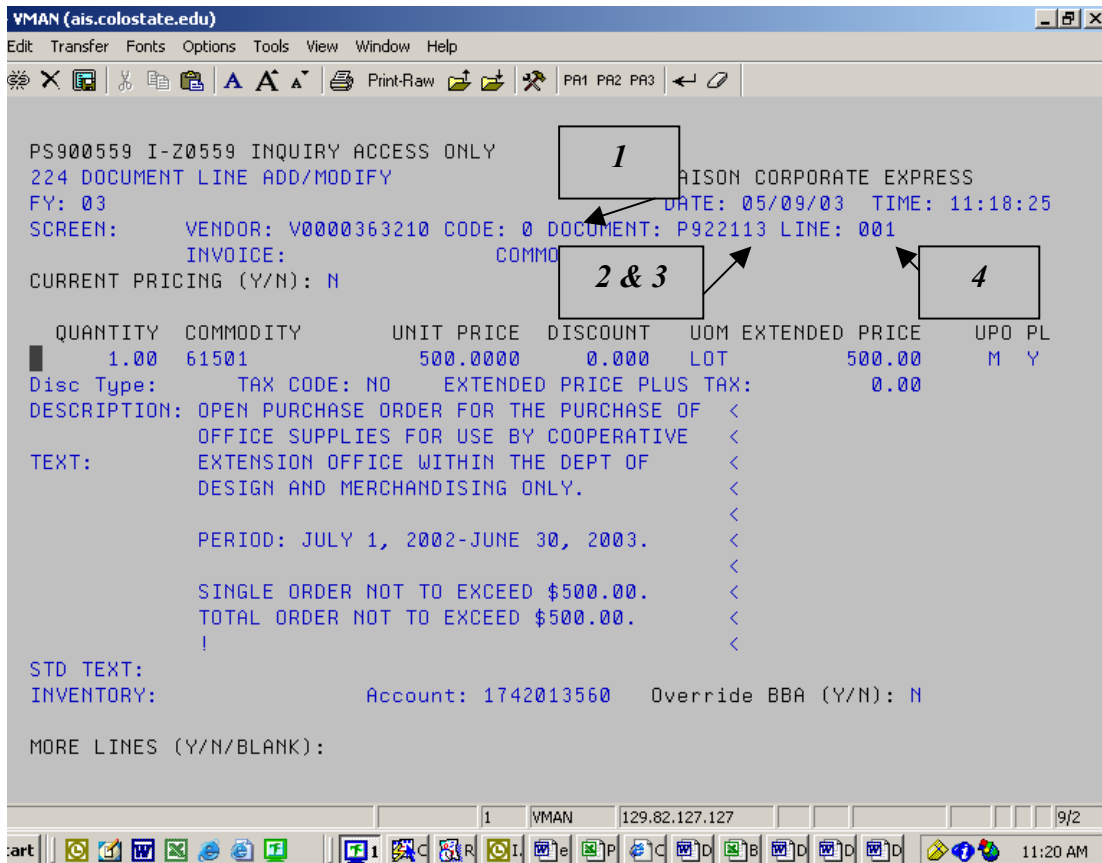
1. Code field - '0'
2. Document field - A+AFE# - to pull up AFE
3. Document field - P+PO# - to pull up PO
4. Line 1 – shows description/quantity/price
5. Shows received quantity
6. Shows invoiced quantity
7. Shows total invoiced amount on each line



More detailed explanation of each line

Use Screen 224

1. Code field - '0'
2. Document field - A+AFE# - to pull up AFE
3. Document field - P+PO# - to pull up PO
4. Enter Line # you want to view – must change line number to “scroll through document”



To View Payment History on Individual PO/AFE

Use Screen 284

1. Code field - '0'
2. Document field - A+AFE# - to pull up AFE
3. Document field - P+PO# - to pull up PO
4. Read across invoice number/inv date/check date/amount pd/Voucher #/Check Number/Payment (N)or Credit (Y)

284 PURCHASE ORDER SUMMARY SCREEN
FY: 03 DATE: 05/09/03 TIME: 11:49:33 FAISON CORPORATE EXPRESS
SCREEN: █ VENDOR: V0000363210 CODE: 0 DOCUMENT: P922113 LINE: 001 ADDR #: 10
INVOICE: COMMODITY:

DATE: 07/08/02 TELEPHONE: D
TYPE: OP BUYER: D TRACKING STATUS:
ROUTE: REFERENCE: Q052654

TOTAL AMOUNT: 500.00 LAST RECEIVING DATE: 00/00/00

INVOICE NUMBER	DATE	DUE DATE	AMOUNT	VOUCHER	BANK/CHECK	CREDIT
51587294001	08/27/02	09/24/02	63.69	2425746	02 524186	N
51588418001	08/27/02	09/24/02	12.60	2425749	02 524186	N
51742205001	08/29/02	09/24/02	11.42	2425753	02 524186	N
51742396001	08/29/02	09/24/02	11.55	2425759	02 524186	N
51587294002	09/03/02	09/24/02	18.60	2428646	02 524186	Y

PAGE BACKWARD = PF7 PAGE FORWARD = PF8 PAGE: 0001

To Breakdown payment by Invoice Number:

Screen 248

1. Code field - '0'
2. Document field - A+AFE# - to pull up AFE
3. Document field - P+PO# - to pull up PO
4. Get Invoice Number (using screen 284) – type invoice number in “invoice” field
5. Create date – date entered into system for payment
6. Amount – amt pd
7. Check Number
8. Check Date
9. Line/Quantity/Price/ etc – what exactly was paid on invoice

The screenshot shows a terminal window titled "1 - VMAN (ais.colostate.edu)". The main content is an "INVOICE LINE INQUIRY" for "FAISON CORPORATE EXPRESS". The screen displays various fields and a table of invoice lines. Numbered callouts (1-9) are placed over the screen to indicate the location of specific data points:

- 1: Points to the code field '0'.
- 2 & 3: Points to the document fields 'A+AFE#' and 'P+PO#'.
- 4: Points to the 'INVOICE' field containing '51587294001'.
- 5: Points to the 'DATE' field containing '09/16/02'.
- 6: Points to the 'AMOUNT' field containing '63.69'.
- 7: Points to the 'CHECK' field containing '524186'.
- 8: Points to the 'CHECK DATE' field containing '09/24/02'.
- 9: Points to the 'LINE', 'QUANTITY', and 'UNIT PRICE' columns of the invoice line table.

LINE	QUANTITY	UNIT PRICE	UOM	EXTENDED PRICE	STATUS	Errors
001	1.00	63.6900	LOT	63.69	P	

Additional fields shown include: INVOICE HEADER, CURRENCY, CREATE DATE, DATE, AMOUNT, VOUCHER, VOUCHER DESCRIPTION, ENCLOSURE, BANK, AP BATCH REFERENCE, CHECK, CHECK DATE, HOLD, CREDIT MEMO, and AP BATCH DATE.

Navigation and status information at the bottom: PF7=PAGE BACKWARD, PF8=PAGE FORWARD, PAGE: 0001.

Vendor History

Screen 118

1. Vendor field - 'vendor #' – from 29A
2. Put in invoice number if you want SPECIFIC invoice information
3. Do NOT put invoice number in to view ALL activity with vendor
4. Invoice Number/Amount/Date
5. PO #
6. Check number
7. Check Amount (total of check – may be for several invoices)
8. Check Date
9. Status C – Check Cut

118 DUPL INVOICE FILE LIST
FY: 03
SCREEN VEND: V0000363210 VCHR: PRISON CORPORATE EXPRESS
DATE: 05/09/03 TIME: 11:25:37
ACCT:
INVOICE NUMBER:

INVOICE NUMBER	AMOUNT	DATE	VOUCHER NUMBER	PO NUMBER	CHECK NUMBER	AMOUNT	DATE ST
66941082001	109.47	041603	2502914	A097851	553578	3670.59	050603 C
6779142001	78.92	043003	2502913	A097932	553578	3670.59	050603 C
67566282001	336.19	042503	2502912	A690409	553578	3670.59	050603 C
67117624001	23.91	041803	2502910	P922022			A
67019715002	7.61	042403	2502908	P922022			A
67019715003	69.60	041703	2502907	P922022			A
67019715001	31.64	041703	6	P922022			A
67054064001	.28	041703	2502904	P922032			A
67140584001	11.97	041803	2502903	P922152			A
66983042001	65.34	041603	2502902	P922152			A
67233243001	18.20	042103	2502901	P922041			A
67233217001	119.80	042103	2502899	P922026			A
67414378001	58.66	042303	2502898	P922167			A
	931.59					11,011.77	

PAGE: 1 OF 1 NEXT PAGE: PF7=PAGE BACKWARD PF8=PAGE FORWARD

Check Encumbrance for specific AFE/PO

Screen 27

1. Document field - A+AFE# - to pull up AFE
2. Document field - P+PO# - to pull up PO
3. View shows Vendor #
4. Account #/
5. Vendor Name
6. Curr Amt – Amount still encumbered on this Account # with this document

The screenshot shows a terminal window titled "1 - VMAN (ais.colostate.edu)". The main display area contains the following text:

```
027 OC INQUIRY BY REFERENCE
FY: 03
SCREEN: █ ACCT: REFERENCE NUMBER: P922113 TOTALS ONLY: N
DATE: 05/09/03 TIME: 11:32:25

VENDOR ACCOUNT DESCRIPTION CREATE DATE LAST ACT ORIGINAL AMOUNT
V0000363210 1742013560 FAISON CORPORATE EXP 07/08/02 05/07/03 500.00
  IQ AMT: 177.18 ADJ AMT: CURR AMT: 322.82
```

Annotations are placed over the screen:

- Box "1 & 2" with an arrow pointing to the "REFERENCE NUMBER" field.
- Box "3" with an arrow pointing to the "VENDOR" field.
- Box "4" with an arrow pointing to the "ACCOUNT" field.
- Box "5" with an arrow pointing to the "DESCRIPTION" field.
- Box "6" with two arrows pointing to the "CURR AMT" field.

At the bottom of the screen, there is a summary table:

	COUNT	ORIGINAL	LIQUIDATED	CURRENT
***** TOTALS *****	1	500.00	177.18	322.82

Below the table, it says "PAGE: 1 OF 1 NEXT PAGE:" and "PF7=PAGE BACKWARD PF8=PAGE FORWARD".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "11:34 AM".

View notes – comments entered when document was created

Screen 22N

1. Document field - P+PO# - to pull up PO
2. “Enter” to scroll through notes on document

