Helpful Screens
Accounts Payable & Purchasing Documents

These are the most helpful screens in each menu; however, you are not limited to these. Check the menus to see if other screens exist to make your search easier or more specific.

	Screen	Screen Tip
B01: Bulletin Board News Menu – all		
S01: FA/AP System Tables Menu		
	806 – SL Subcode Descriptions	0-revenue; non 0-expense
	882 – Change Fiscal Year &/or Campus Code	
M11: A/P Inquiry and Vendor Menu		
	Vendor Inquiry	
	101 – Vendor Number Search	
	103 – Vendor Maintenance	
	171 – State Hold ID Search	
	Voucher Inquiry	
	162 – Voucher Inquiry by Vendor	Track Travel Vouchers
	163 – Voucher Inquiry by Acct, Dept Ref	
	164 – Voucher Inquiry by Document Number (L, E, P)	
	168 – Voucher Total Inquiry	
M22: Purchasing Inquiry Menu		
	Purchasing Document Inquiry	
	278 – Document Inquiry	Please refer to flowchart
	288 – Document Summary	
	Tracking Purchase Documents	
	281 – Document Browse by Dept/Subdept	Forget to write down your PO#?
	284 – Document Browse by User Reference	Another way to find your PO# if you forgot to write it down!
	285 – Document Browse By Vendor	
	290 – Document Tracking Inquiry	Track R# to B# to P#
	291 – Document Tracking Cross Reference	Track P# to B# to R#
M34: Purchasing invoice Menu		
	350 – Invoice Inquiry by PO Document	
	351 – Invoice Inquiry by Vendor	
	358 – Invoice Document Inquiry	
	359 – Invoice Item Summary	