

DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
VENDOR RESEARCH BY CLAIM SCHEDULE

**GUIDE CARD**

(No. 121 May 2011)

Pathway: Public Folders / HFD Reports / Vendor Reports



Click on Title “Vendor Research by Claim Schedule”

Prompt screen should appear.

Enter the claim schedule number. (required)

Set to Null

Enter the 7 digit claim schedule number  
(i.e. 7007467)

OK

Click “ok” Report should appear

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
VENDOR RESEARCH BY CLAIM SCHEDULE**

**GUIDE CARD**  
**(No. 121 May 2011)**

(1) Claim Sched: 7007467

(2) 02/12/0000

**(3) Vendor No    (4) Vendor Name    (5) Ref Doc No – Invoice    (6) FY - Index - Object – PCA    (7) Amount    (8) Incident No    (9) FM -Proc Date-Claim Sch    (10) TC - Batch Info**

**(11) FY: 0000**

0000027725 00	SMITH RENTALS	7UI7C245 - A7038	00 - 7100 - 569.01 – 00900	5,040.00	CACDF 012345	04 - 10/18/00 - 7007467	231 - 10/18/00-44-942
0000072937 00	LAND BROTHERS R	7UI7C242 - 3UI7C242	00 - 7100 - 343. – 00900	350.00	CACDF 012345	04 - 10/18/00 - 7007467	231 - 10/18/00-44-942
0000286113 00	PETER EQUIP	7UI7D022 - 1538	00 - 7120 - 346. – 03050	746.91		04 - 10/18/00 - 7007467	231 - 10/18/00-44-942
0000297000 00	ERO CRAFT	7UI7A425 - SRCE009497	00 - 7200 – 352. – 02350	95.00		04 - 10/18/00 - 7007467	231 - 10/18/00-44 -942

**(12) Claim Sched Total:    6231.91**

**(13) Begin Warrant No    (14) End Warrant No    (15) Issue Date (Count)    (16) Schedule Amount**

07780038                      07780041                      10/31/00 (4)                      6,231.91

<b>(1) Claim Sched</b>	Schedule number on claim schedule (7007467)
<b>(2) Date</b>	Report run date
<b>(3) Vendor No</b>	10 digit vendor number assigned by DAO. Includes 2 digit suffix for vendor with multiple geographic locations. NOTE: For AFAS, the first 4 digits are not used.
<b>(4) Vendor Name</b>	Name of vendor
<b>(5) Ref Doc No-Invoice</b>	<b>Ref Doc No</b> = Field assigned document number <b>Invoice</b> = Vendors' invoice number from pay document
<b>(6) FY – Index - Object -PCA</b>	<b>FY</b> = Fiscal year <b>Index, Object</b> and <b>PCA</b> = Expenditure coding from pay document (refer to Accounting Handbook3762)
<b>(7) Amount</b>	Amount from pay document
<b>(8) Incident No</b>	12 digit incident number used to identify a fire, flood, earthquake, arson investigation or other emergency situation
<b>(9) FM - Proc Date - Claim Sch</b>	<b>FM</b> = Fiscal month entered into CALSTARS <b>Proc date</b> = DAO release date of document <b>Claim Schedule</b> = Claim schedule number of document (blank if JV, MRT or LD document number)
<b>(10) TC-Batch Info</b>	<b>TC</b> (Transaction code) = DAO assigned TC of document <b>Batch info</b> = DAO key entry date (MM/DD/YY), batch type and batch number
<b>(11) FY</b>	Fiscal Year
<b>(12) Claim schedule total</b>	Total amount of claim schedule
<b>(13) Begin Warrant No</b>	First SCO warrant number assigned in claim schedule
<b>(14) End Warrant No</b>	Last SCO warrant number assigned in claim schedule
<b>(15) Issue Date (Count)</b>	<b>Issue date:</b> Date of SCO warrant number <b>Count</b> = Number of warrants issued in claim schedule
<b>(16) Schedule Amount</b>	Total amount of claim schedule

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