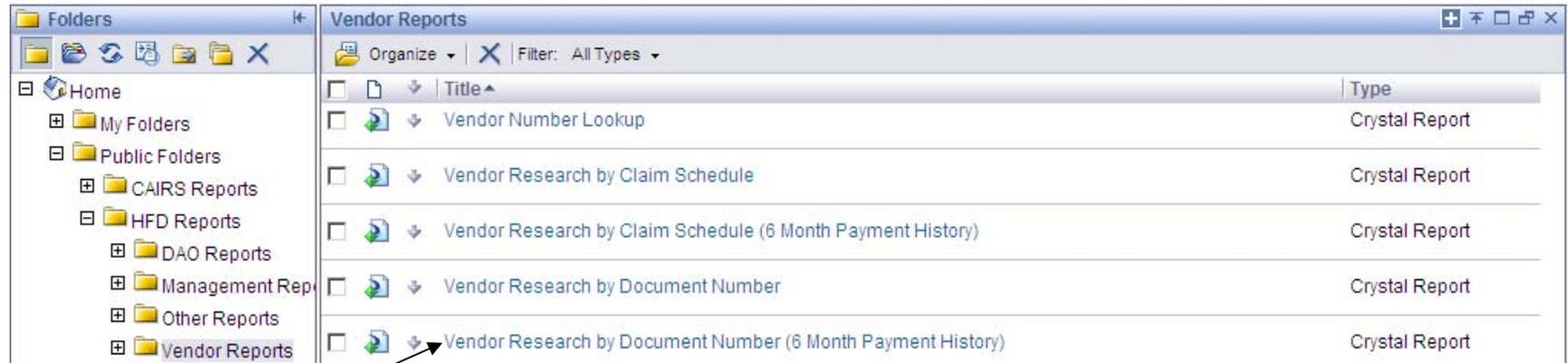


DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
VENDOR RESEARCH BY DOCUMENT NUMBER (6 MONTH PAYMENT HISTORY)

## GUIDE CARD

(No.121 May 2011)

Pathway: Public Folders / HFD Reports / Vendor Reports



Click on Title “Vendor Research by Document Number (6 Month payment history)”

Prompt screen will appear.

Enter a reference document no, current document no, or invoice no. (required)

Set to Null

Enter a document no, current document no, or invoice no  
(i.e. 7UI8J030)

Click “OK” Report should appear

OK

## GUIDE CARD

(No.121 May 2011)

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
VENDOR RESEARCH BY DOCUMENT NUMBER (6 MONTH PAYMENT HISTORY)**

(1) Document No:	7UI8J035			(2) 02/22/0000
(3) Cur Doc:	(6) Vendor No	(9) Index – PCA:	(12) Amount :	(13) 1st Warrant:
(4) Inv No	(7) Name	(10) Proc Date - Claim Sched:		(14) Last Warrant:
(5) Ref Doc	(8) Address City State Zip	(11) TC - Batch Info:		(15) Issue Date:
				(16) Total (Count):

CALPF001480	00000028825 00 10 TANKER AIR	7215 – 00980 08/07/00 – 8066200	5,040.00	08870038 08870041
7UI8J035	9113 OLIVE DRIVE SUMMER RANCH CA 91977	231 - 10/18/00 - 44 – 942		10/31/00 6,231.91 (1)

NOTES:	INFORMATION IS FROM CALSTARS VENDOR PAYMENT FILE. THIS FILE DOES NOT HAVE “OBJECT CODE” OR “INCIDENT NUMBER”
(1) Document No.	Information displayed from the prompted document number
(2) Date	Report run date
(3) Cur Doc	DAO document number (if assigned)
(4) Inv No	Vendors' invoice number from pay document
(5) Ref Doc	Field assigned document number
(6) Vendor No	10 digit vendor number assigned by DAO. Includes 2 digit suffix for vendor with multiple geographic locations. NOTE: For AFAS, first 4 digits are not used.
(7) Name	Name of vendor
(8) Address, City, State, Zip	Vendor Address
(9) Index – PCA	Index and PCA number = Expenditure coding from pay document (refer to Accounting Handbook 3762)
(10) Proc Date – Claim Sched	<b>Proc date</b> = DAO release date of document <b>Claim Sched</b> = Claim schedule number of document (blank if JV, MRT or LD document)
(11) TC – Batch Info:	<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
(12) Amount	Amount from pay document
(13) 1 <sup>st</sup> Warrant	First SCO warrant number assigned in claim schedule
(14) Last Warrant	Last SCO warrant number assigned in claim schedule
(15) Issue date	Date of SCO warrant number.
(16) Total (Count)	<b>Total:</b> Amount of the claim schedule warrant <b>Count:</b> Number of warrants issued in claim schedule

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