

DEPARTMENT OF FORESTRY AND FIRE PROTECTION
VENDOR RESEARCH BY DOCUMENT NUMBER

GUIDE CARD
(No.121 May 2011)

Pathway: Public Folders / HFD Reports / Vendor Reports



Click on Title “Vendor Research by Document Number”

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.7UI8J038)

OK

Click “OK” Report should appear

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
VENDOR RESEARCH BY DOCUMENT NUMBER**

GUIDE CARD
(No.121 May 2011)

(1) Document No: 7UI8J030

(2) 1/14/0000

(3) Cur Doc	(4) Vendor No	(7) FY - Index - Object - PCA	(10) Amount	(11) Incident No	(12) 1st Warrant
(3) Inv No	(5) Name	(8) FM - Proc Date - Claim Sched			(13) Last Warrant
(3) Ref Doc	(6) Address City State Zip	(9) TC - Batch Info			(14) Issue Date
					(15) Total (Count)

7UI8J030	00000028825 00 SMITH RENTALS, INC.	00 - 7600 - 569.01 - 00900 04 - 08/07/00 - 8066200	5,040.00	CACDF 012345	09780000 09780003
7UI8J030	9113 OLIVE DRIVE SUMMER RANCH CA 91977	231 - 08/07/00 - 44 - 942			08/18/00 6,231.91 (1)

(1)	Document No	Information displayed from the prompted document number.
(2)	Date	Report run date
(3)	Cur Doc/ Inv No / Ref Doc	Information displayed from the prompted document number.
(4)	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.
(5)	Name	Name of vendor
(6)	Address, City, State, Zip	Vendor Address
(7)	FY - Index- Object - PCA	FY = Fiscal year Index - Object - PCA = Expenditure coding from pay document (refer to Accounting Hand book 3762)
(8)	FM - Proc Date - Claim Sched	FM = Fiscal month entered into CALSTARS Proc date = DAO release date of document Claim Sched = Claim schedule number of document (blank if JV, MRT or LD document number)
(9)	TC-Batch Info	TC (Transaction code) = DAO assigned TC of document Batch info = DAO key entry date (MM/DD/YY), batch type and batch number
(10)	Amount	Amount from pay document
(11)	Incident No	12 digit number to identify a fire, flood, earthquake, arson investigation or other emergency situation
(12)	1st Warrant	First SCO warrant number assigned in claim schedule
(13)	Last Warrant	Last SCO warrant number assigned in claim schedule
(14)	Issue date	Date of SCO warrant number
(15)	Total (Count)	Total: Amount of the claim schedule warrant Count: Number of warrants in claim schedule

[Handbook Table of Contents](#)