



COMPTROLLER
of MARYLAND

Serving the People

General Accounting Division

OSVPI

One Stop Vendor Payment Inquiry

May 2001

Prepared by

GAD Office Systems and Development

One Stop Vendor Payment Inquiry

Logon/Access into the FMIS

The user must type his/her *Logon Identification Code* (See Example 2) and press the 'tab' key.

The user must type his/her *Password* (See Example 2) and press the 'enter' key. This action will authorize user access to the next screen.

```

Example 2
SYSTEM: CICSP50 FMIS PROD TOR - FOR PROBLEMS CALL FMIS AT 410.260.7778
      CICS V4R1 CICSP50, ACF2 V6R2 INTERFACE
TERMINAL: @D68
      NODE: ADT@D68
      DAY: FRIDAY

SYSTEM DATE: JULY 28, 2000
SYSTEM TIME: 10:42 AM
LOGONID: ==> Type your code and press 'tab'.
PASSWORD: ==> Type your password and press 'enter'.

NEW PASSWORD: ==>
(enter twice) ==>
CICS/VS - P50 (SYSTEM SIGNON/SIGNOFF FACILITY)
```

The user must type 'FMST' at the top left corner of the screen (See Example 3) and press the 'enter' key. This action will pass the user to the next screen.

```

Example 3
FMST ←

ACF01137 A30578 LAST SYSTEM ACCESS 11.21-07/28/00 FROM ADT@D62
ACFAE139 ACF2/CICS ADT@C7F Signon OK: User=A30578 NAME=SCOTT EASTMAN
```

One Stop Vendor Payment Inquiry

The user should review the screen for any applicable information and then press the 'enter' key. This screen provides useful information such as the helpdesk telephone number and the hour's of operation, etc. The information changes periodically

(See Example 4).

Example 4

QSN0 PRD NEWS: GL / AD / RS / AH / IN / TE 07/28/2000 11:21 AM PAGE 01
LAST UPDATED: 07/05/2000 17:06

WELCOME TO THE APPLICATION SYSTEMS MANAGEMENT
(ASM)

MARYLAND PRODUCTION REGION

***** IMPORTANT MESSAGE *****

The FMST menu is customized based on your global security profile. If you do not have a profile in the global security table, access to all applications is denied. Please contact the ASM service desk at (410) 260-7778
If you have any questions or problems.

FMIS Production Online Operating Hours for R*STARS/ADPICS:
Monday through Saturday (EXCEPT WED.):6:30 AM TO 5:30 PM.
WEDNESDAY: 6:30 AM TO 4:00 PM.
Unavailable most Sundays for system maintenance.

F7-BACK F8-FORWARD **ENTER-CONTINUE**

The user should use the 'down arrow' key or the 'tab' key to reach the space prior to the '(3) R*STARS' line (See Example 5) and then press the 'enter' key. The user does not need to type any characters – just press the 'enter' key.

Example 5

QMST FMIS MASTER SYSTEM MENU 07/28/00 10:10 AM

		NEWS LAST UPDATED	
		DATE	TIME
↓	(1)	NEWS MENU	07/07/00 12:13 PM
↓	<u>(3)</u>	R*STARS	
↓	(6)	INFOPAC: VIEW/PRINT REPORTS	01/18/00 09:38 AM

CLEAR-EXIT

One Stop Vendor Payment Inquiry

To enter the One-Stop Vendor Payment Sub-system, the user should type 'OSVP' in the 'LINK TO' section (See Example 8) and then press the 'enter' key. This action will pass the user to the One-Stop Vendor Payment Menu screen.

Example 8

S000 V2.0 MD PRD R*STARS ACCOUNTING SYSTEM 07/28/00 11:43 AM

LINK TO: OSVP PAY PAYMENT PROCESSING MENU DB2W

↑

(2) PAYB BUDGETING PAYMENT PROCESS MENU

(3) PAYG GENERAL PAYMENT PROCESS MENU

(4) PAYM MAINTENANCE PMT PROCESS MENU

(5) PAYR RECONCILIATION PROCESSING MENU

(6) LOBU LIAB OFFSET/BACKUP WITHHOLDING

(7) **OSVP** ONE-STOP VENDOR PAYMENT MENU ←

F1-HELP F9-INTERRUPT CLEAR-EXIT

ONE STOP VENDOR PAYMENT MENU

The user should make a menu selection by typing the **two letter two number** combination, e.g., SO01, SO02, etc, in the 'LINK TO:' field (See Example 9).

Vendor Document Inquiry - allows the user to access all the required information about the vendor's payment.

Example 9

S000 V2.0 MD PRD R*STARS ACCOUNTING SYSTEM 07/28/00 11:44 AM

LINK TO: SO01 OSVP ONE-STOP VENDOR PAYMENT MENU DB2W

↑

(2) **SO01** VENDOR DOCUMENT INQUIRY ←

(3) SO02 VENDOR DOCUMENT DETAILS

(4) SO03 VENDOR PAYMENT INQUIRY

(5) SO05 PAYMENTS BY TIN

(6) SO07 SOUNDEX NAME SEARCH

F1-HELP F9-INTERRUPT CLEAR-EXIT

One Stop Vendor Payment Inquiry

The user should type 'SO01' and then press the 'enter' key to access the Vendor Document Inquiry screen.

The user should type the 'TIN' or the 'NAME' into the applicable field and press the 'enter' key (See Example 10).

To limit the request, the user can cut the scope of the search by:

Typing the zip code, agency code, or invoice number,

Entering a date range (See Example 10)

Placing an 'X' at the purchase order (PO), or payment (PMT) space, or

Placing an 'X' in the P (paid) or U (unpaid) space (See Example 10).

Example 10


SO01 V2.0 MD PRD R*STARS ACCOUNTING SYSTEM 07/31/00 10:29 AM
 LINK TO: VENDOR DOCUMENT INQUIRY DB2W

TIN: _____ NAME: _____ ZIP: _____ AGY: _____

INVOICE NO: _____ DATE RANGE: **MMDDYYYY MMDDYYYY** PO__ PMT__ P__ U__

S DOC NO/SFX	INVOICE NO.	INV DATE	PMT DATE	PMT NO.	AMOUNT
VENDOR NO/MC	VENDOR NAME	ZIP	ST. DUE DATE	PDT	

F1-HELP F2-DETAIL F3-PMT INQ F4-ADDR F7-PREV F8-NEXT F9-INT ENT-INQ CLEAR-EXIT



If more than one record appears, the user may select a record by typing an 'S' in the space prior to the beginning of the record (See Example 11).

Example 11

SO01 V2.0 MD PRD R*STARS ACCOUNTING SYSTEM 07/31/00 11:27 AM
 LINK TO: VENDOR DOCUMENT INQUIRY DB2W


TIN: **221099** NAME: THOMAS, T ZIP: AGY: **Z99**

INVOICE NO: DATE RANGE: PO PMT P U

S DOC NO/SFX	INVOICE NO.	INV DATE	PMT DATE	PMT NO.	AMOUNT
VENDOR NO/MC	VENDOR NAME	ZIP	ST. DUE DATE	PDT	

S VZSA02000/580 V576402 1999-10-13 1999-10-20 025353610 7.00
 F220187 / THOMAS, TERRY DON 230907 600 1999-10-13 00

F1-HELP F2-DETAIL F3-PMT INQ F4-ADDR F7-PREV F8-NEXT F9-INT ENT-INQ CLEAR-EXIT



One Stop Vendor Payment Inquiry

The following function keys are linked/applicable to the Vendor Document Inquiry screen:

- F1 – Help** Pressing F1 will provide the standard R*STARS help for this screen.
- F2 – Select** Pressing F2 will transfer control to the Vendor Document Details screen.
- F3 – Pmt Inq** Pressing F3 will display the Vendor Payment Inquiry screen.
- F4 – Addr** Pressing F4 will display the address of the vendor selected.
- F7 – Prev** Pressing F7 will scroll the displayed items backward to the previous items.
- F8 – Next** Pressing F8 will scroll the displayed item forward to the next pages.
- F9 – Int** Pressing F9 will cause an interrupt to other R*STARS screens.
- Enter – Inq** Pressing Enter after entering the required fields will display the requested information.
- Clear – Exit** Pressing Clear/Pause will return control to the Main Menu.

Vendor Document Details - shows the detailed information about a purchase order or a voucher (See Example 12).

The user can access the Vendor Document Details screen directly from the One-Stop Vendor Payment Menu.

The Vendor Document Details screen can be accessed from the Vendor Document Inquiry or Vendor Payment Inquiry screens by selecting a record and pressing the 'F2' key. To select the record, the user must type an 'S' in front of the record (See Example 11).

Example 12					
SO02 V2.0	MD PRD	R*STARS ACCOUNTING SYSTEM	08/01/00 02:33 PM		
LINK TO:		VENDOR DOCUMENT DETAILS	DB2W		
AGENCY: XXX	DOC NUMBER/SFX: XXXXXXXXXX		TIN:		
RECEIVED DATE: MMDDYYYY					
ssssssssssssssss: -9,999,999.99	Payment No: XXXXXX/XXX				
DOC NO /SFX	AGENCY	DOC DATE	ST	STATUS DATE	BALANCE
XXXXXXXXXXX/XXX	XXX	MMDDYYYY	XX	MMDDYYYY	-999,999,999.99

One Stop Vendor Payment Inquiry

Vendor Payment Inquiry – will retrieve all applicable payment information.

If the function is accessed through the One-Stop Vendor Payment Menu, the user must type the Payment Number (PMT) (See Example 13).

If the function is accessed through the Vendor Document Inquiry screen the user must select the record and then press the 'F3' key.

						Example 13
SO03 V2.0	MD PRD	R*STARS ACCOUNTING SYSTEM		08/01/00 03:29 PM		
LINK TO:		VENDOR PAYMENT INQUIRY		DB2W		
PMT NO: _____	ST: ____	PMT DT: _____	PDT: _____	PMT AMT: _____		
S AGY DOC NO	INVOICE NO	INV DATE	WARR DT	CREATE DT	AMOUNT	
VENDOR NO/MC	VENDOR NAME			ZIP DMI		

The following function keys are linked/applicable to the Vendor Payment Inquiry screen.

- F1 – Help** Pressing F1 will provide the standard R*STARS help for this screen.
- F2 – Select** Pressing F2 will transfer control to the Vendor Document Details screen.
- F3 – Pmt Inq** Pressing F3 will display the Vendor Payment Inquiry screen.
- F4 – Addr** Pressing F4 will display the address of the vendor selected.
- F7 – Prev** Pressing F7 will scroll the displayed items backward to the previous items.
- F8 – Next** Pressing F8 will scroll the displayed items forward to the next pages.
- F9 – Int** Pressing F9 will cause an interrupt to other R*STARS screens.
- Enter – Inq** Pressing Enter after entering the required fields will display the requested information.
- Clear – Exit** Pressing Clear/Pause will return control to the Main Menu.

One Stop Vendor Payment Inquiry

Payments by Tin – shows all the vendor(s) payments, latest first, using the TIN/SSN.

The user should enter the 'TIN' and press the 'enter' key.

The selection can be restricted by providing a payment or date range (MMDDYYYY) and/or providing an amount or amount range.

Example 14			
SO05 V2.0	MD PRD	R*STARS ACCOUNTING SYSTEM	08/01/00 03:36 PM
LINK TO:		PAYMENTS BY TIN	DB2W
TIN: _____		NAME: _____	
DATE: _____		AMT: _____	
S PAYMENT NO.	PAYMENT DATE	PAYMENT AMOUNT	
F1-HELP F2-DETAIL F3-PMT INQ F4-ADDR F7-PREV F8-NEXT F9-INT ENT-INQ CLEAR-EXIT			

The Payments by TIN screen can be accessed from the One-Stop Vendor Payment Menu; the user can retrieve all the payments, (latest first) by entering the TIN/SSN.

Soundex Name Search – allows the user to search for a vendor name (or by a portion of that name).

IMPORTANT NOTICE

The SOUNDEX screen is not available at this time. You may perform the name search by using screen, SO01 Vendor Document Inquiry and enter the vendor name on the NAME line.

Example 15			
SO07 V2.0	MD PRD	R*STARS ACCOUNTING SYSTEM	08/01/00 03:43 PM
LINK TO:		SOUNDEX NAME SEARCH	DB2W
VENDOR NAME:			
SOUNDEX NAME _____		TIN/SSN _____	
ADDRESS LINE 1 _____			
CITY	STATE	ZIP	