# **Vendor Payments**

### Go to FAIVNDH

- Input vendor "M" number
- Hit Next Block button or CTRL + Page Down

The check number will populate in the check number column.

Solution Middlewa	re Forms Servic	ces: Open > F	AIVND	H								
File Edit Options Blo	ck Item Red	cord Query	Tools	s <u>H</u> elp								
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Vendor:	4 ×	Data Farm				U Vendo	r Hold Se		¥			
	Invoice	Date From				Invoice						
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				Indicat	tors		Vandar		Chack	Chack		
Vendor Invoice	Invoice	Approval	VIC	Memo	Paid	Cancel	Invoice Amt	Due Date	Date	Number		If check number begins
122400019680244	10092010			N			91.60	18-DEC-2012	18-DEC-2012	11054022		with:
133400019680349	10092010	Y	N	N	P	N	12.55	18-DEC-2013	18-DEC-2013	11054924		
133420019682185	10092048	Y	N	N	P	N	1.463.37	19-DEC-2013	19-DEC-2013	11054955		
133450019718583	10092049	Y	N	N	P	N	1,188.49	19-DEC-2013	19-DEC-2013	11054956		"I'' - check was issued
133420019682186	10092051	Y	N	N	P	N	7,824.56	19-DEC-2013	19-DEC-2013	11054957		
133380019655434	10092355	Y	N	N	P	N	6,998.05	07-JAN-2014	07-JAN-2014	11055053		"!" - direct deposit
140070019946718	10093012	Y	N	N	P	N	54.10	23-JAN-2014	24-JAN-2014	10007878	$\sim$	· – uneet deposit
140050019922726	10093013	Y	N	N	P	N	9,904.40	23-JAN-2014	24-JAN-2014	10007878		
140090019962206	10093014	Y	N	N	P	N	122.15	23-JAN-2014	24-JAN-2014	10007878		"N" – internal finance
140080019959352	10093015	Y	N	N	Ρ	N	68.43	23-JAN-2014	24-JAN-2014	10007878		dogument (no aback
140080019959417	10093016	Y	N	N	Ρ	N	95.62	23-JAN-2014	24-JAN-2014	10007878		document (no check
140080019959422	10093017	Y	N	N	Р	N	14.62	23-JAN-2014	24-JAN-2014	10007878		was issued)
140090019963130	10093018	Y	Ν	N	Р	N	1,469.22	23-JAN-2014	24-JAN-2014	10007878		
140080019959420	10093019	Y	Ν	N	Ρ	N	22.73	23-JAN-2014	24-JAN-2014	10007878		
							1					
J					т	otal:	791,731.24					
Record: 244/?	1 .		1	1.	<osc></osc>							
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## Vendor Payments (cont'd)

If a physical check was issued and you need to know where a check was mailed, then from the FAIVNDH screen:

- Click on the *Options* tab
- Select View Invoice Information
- Hit the Next Block icon or CTRL + Page Down

Solution Midd	leware Forms Services: Open > FAIVNDH - FAIINVE	Concession of the local division of the loca					
Eile Edit Options	Block Item Record Query Tools Help						
Document : Vendor:	10092355 V Multiple Direct Pay		Vendor Hold				
Invoice/Credit M Invoice Date: Check Vendor:	emo Header FAIINVE 8.6 (PROD) 0000000000 04-DEC-2013 Transaction: 02-DEC-2013	3 Cancel:	□ Document Accounting				
Address Code: Street Line 1:	AP         Sequence Number:         3           P O Box 660749	Service Date: Collects Tax: City: State or Province:	12-DEC-2013 N Collects no taxes Dallas TX ZIP or Postal Code: 75266				
Street Line 2:		Nation:	US United States of America				
Street Line 3:							

If an invoice was paid via direct deposit, then the mailing address does not pertain to you at this point. If you need to know the vendor's bank details, then you will need to contact the Accounts Payable clerk at ext. 4112 or ext. 4104. This information is not available due to security concerns.

# **Quick Steps**

#### Team E-mail

A quick way to create an e-mail for a group is to use Quick Steps.

#### Outlook

- Home tab
- From the Quick Steps section, select Team E-mail

You will be redirected to a First Time Setup box (you will only have to do this once).

- Field Name: Select a name that will help you remember this group
- Actions: Leave box checked if you want your rule to create a new message when the Team E-mail is selected
- To: Select the group of individuals who you want to add to this group
- Save

#### Or

Click the Options box if you want to get more technical.

You can customize your rule by clicking on the open envelope and selecting a new icon.

Example:

Name: Budget Oversight Committee

To: Valarie Maxwell, Debbie Vaughn, and Terry Ortiz

Options: New Message

(Optional)

Hide Options

Subject: Next Meeting

Text: Reminder!!!

Save

### Team E-mail (cont'd)

Edit Quick Step		9	x
Edit the actions the	Oversight Committee quick step performs.		
New Message	Vaughn, Debbie; Maxwell, Valarie; Ortiz, Terry	] ×	
S <u>u</u> bject: Elag: <u>I</u> mportance: Te <u>x</u> t:	Hide Options     Add Cc       Add Cc     Add Bcc       Next BOC Meeting       No Flag       No Change       Reminder!!!!		
Choose an Action	Automatically send after 1 minute delay.	] ×	<b>•</b>
Shortcut key: Cho Tooltip text: Crea	pose a shortcut 💌 ates a new e-mail to your team.		
	Save	Cance	

You have now set up your shortcut and can begin using anytime to save you time.

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Send	To	Vaughn, Debbie	; <u>Maxwell, Valarie; Ortiz, Terry</u>						
Remin	Subject:	Next BOC Mee	ting						

#### **Reply & Delete**

Open the e-mail that you would like to respond to and hit the reply & delete button shortcut.

Type your message and hit send.

(Please notice that the e-mail is out of your inbox and has been moved to the deleted folder).

#### **Move E-mails to Folder**

Create your folder that you would like to move items into.

• Click on Quick Steps down arrow



- Select New Quick Step
- Move to Folder
- Name your rule

Example: BOC test for AMG. This lets me know that this shortcut is for my e-mails to be moved to BOC test for AMG.

Select your e-mail that you want moved then hit the BOC test icon. Items are moved to BOC test folder.

#### Forward & Delete E-mails

From the Quick Steps section:

- Select To Manager
- Options
- Name your rule

Example: Debbie

- Action: Forward
- Hit the "To" box. Select the person who you want to forward these e-mails to
- Hit the Add Action then select the Delete message.
- Save

(Optional)

Change your icon to personalize!

Edit Quick Step	8 ×
Name: Debbie	
Edit the actions the quick step performs.	
Actions	• ×
To Vaughn, Debbie Show Optio	<mark>€√</mark> ms ¥
X Delete message	• ×
Add Action	
Optional	
Shortcut key: Choose a shortcut	
Porwards the selected e-mail to your manager.	
Save	Cancel

Select your message and hit the Debbie icon. Your forward box will appear. Type your message and send.

The message is then forwarded and deleted from your folder.