

## **Inquire on Payments to Inactive AB Records**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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## Inquire on Payments to Inactive AB Records

### Inquire on Payments to Inactive AB Records Overview

Payments are made by Agencies to valid, active Address Book records/Vendors in EnterpriseOne. As Address Book records are updated due to various reasons, the valid, active record may be replaced by another record and inactivated to prevent end users from using it within the system. Once inactivated, end users are no longer able to access information associated with the inactive record.

**Note:** The system retains the information/history associated with inactive Address Book records.

The Payments to Inactive AB Records Inquiry is a tool for Agency personnel to search on payments made to entities that are in an "inactive or Z Address Book" status. To use this tool, end users must know either the Address Book number or the Tax ID number to search for payments.

### Inquire on Payments to Inactive AB Records Lesson

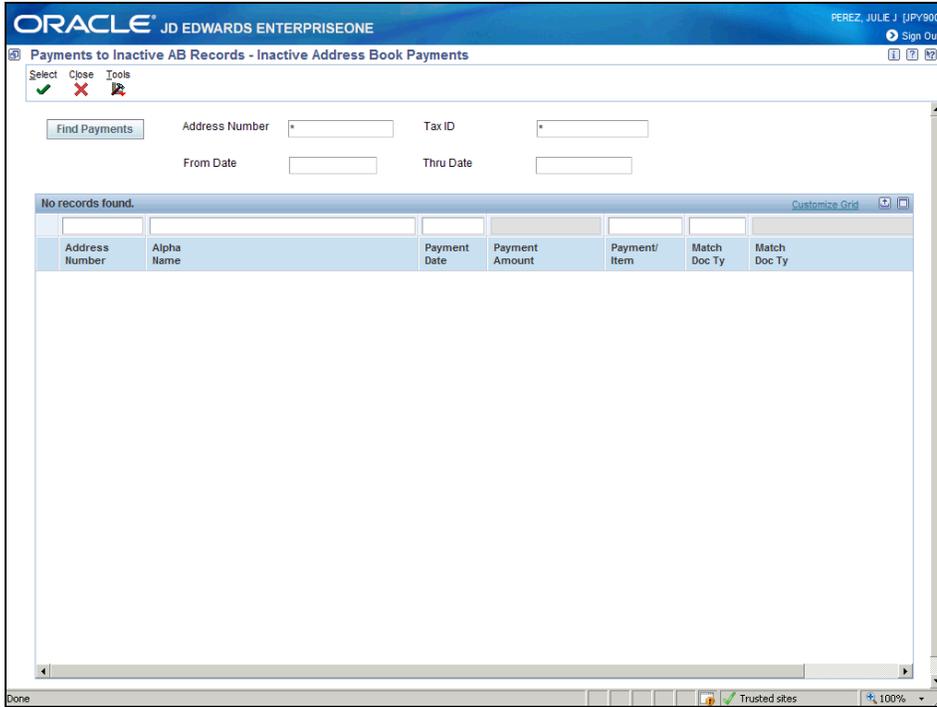
#### Procedure

In this lesson you will learn how to inquire on payments to inactive address book records.

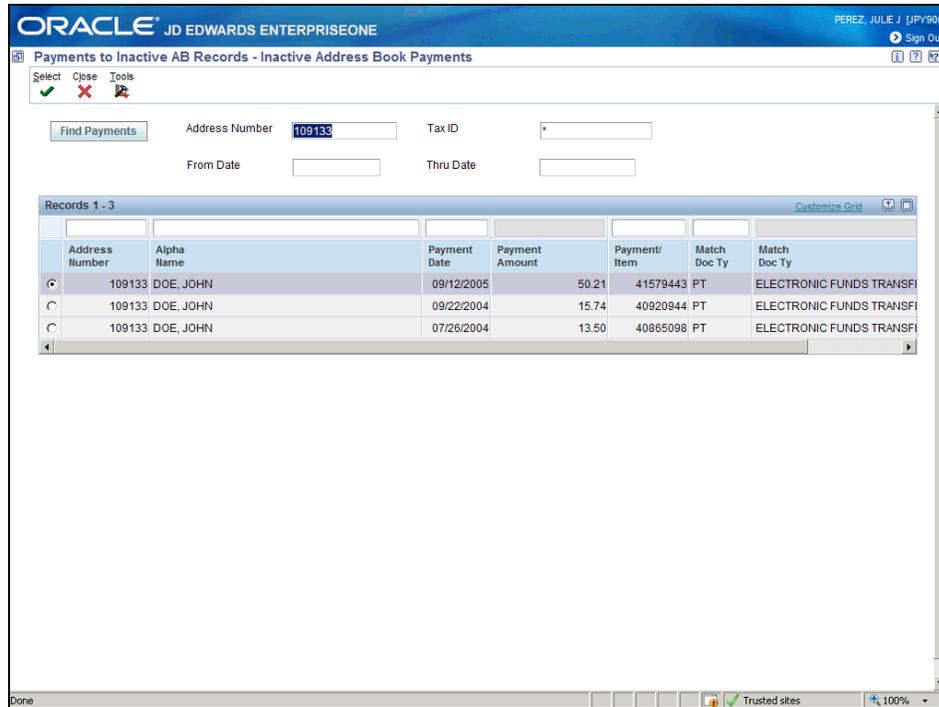
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounts Payable</b> link. <a href="#">Accounts Payable</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounts Payable Inquiries</b> link. <a href="#">Accounts Payable Inquiries</a>
5.	Click the <b>Payments to Inactive AB Records</b> link. <a href="#">Payments to Inactive AB Records</a>

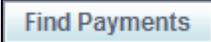
# Training Guide

## Inquire on Payments to Inactive AB Records



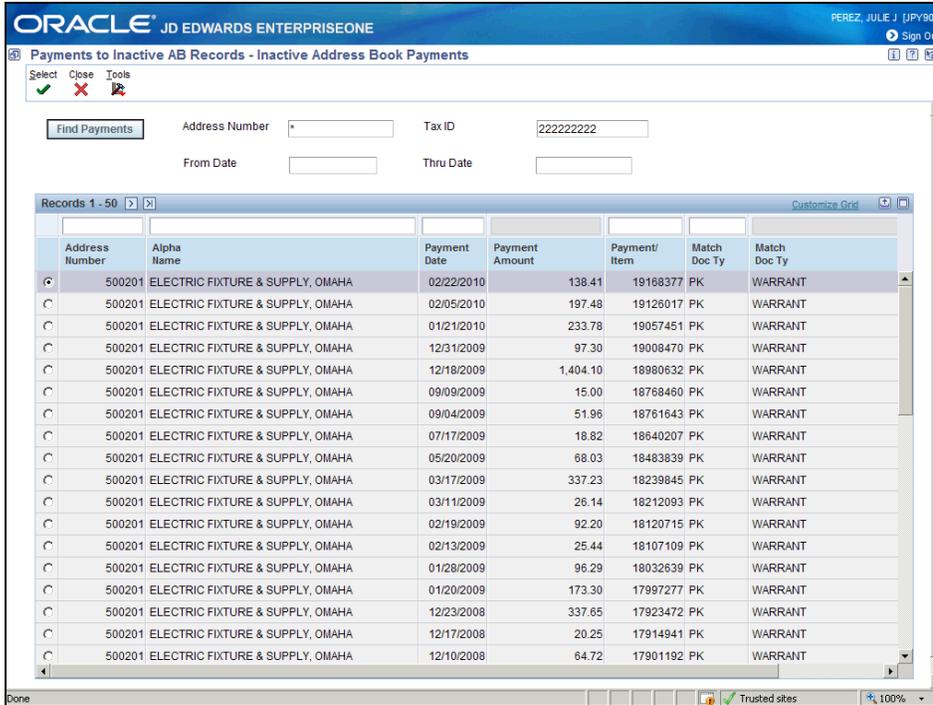
Step	Action
6.	You must enter either the <b>Address Number</b> or the <b>Tax ID</b> in the header to populate the detail (grid) with information.  Searches <b>cannot</b> be done using only the Query by Example, QBE, line.
7.	If the Address Number is known, enter the Address Number into the <b>Address Number</b> field.
8.	Click the <b>Find Payments</b> button.  



Step	Action
9.	Continue searches by entering data in the Header. Narrow the searches by entering additional data in the Query by Example, QBE, line.  To search another Address Number, enter it into the <b>Address Number</b> field or search by Tax ID by clearing the Address Number field and search using the <b>Tax ID</b> field.
10.	To view all Payments to Inactive Address Book records with the same Tax ID number, enter the Tax ID number into the <b>Tax ID</b> field.
11.	Click the <b>Find Payments</b> button.  

# Training Guide

## Inquire on Payments to Inactive AB Records



Step	Action
12.	To narrow your search, use the Query by Example, QBE, functionality. <input type="text"/>
13.	<b>From Date</b> and <b>Thru Date</b> fields enable searches of payment dates by: <ul style="list-style-type: none"> <li>o Date Range (from date and thru date required)</li> <li>o Beginning Date (from date required)</li> <li>o Ending Date (thru date required)</li> </ul>
14.	Click the <b>Close</b> button. 
15.	You have successfully completed this lesson. <b>End of Procedure.</b>