

**Pre-Note Inquiry**  
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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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## Pre-Note Inquiry

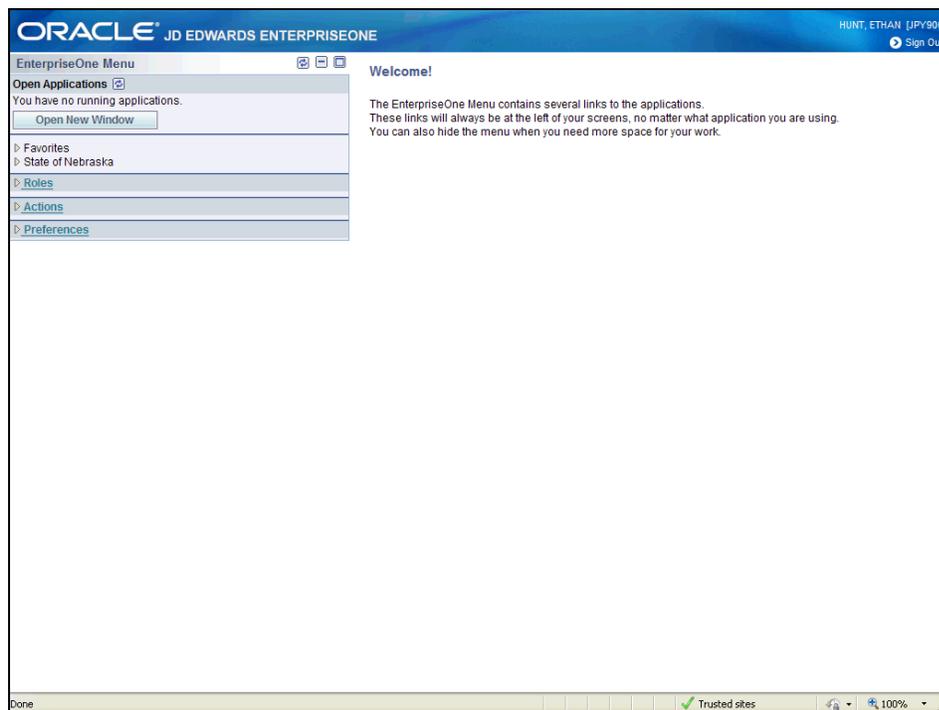
### Pre-Note Inquiry Overview

The vendor pre-note inquiry may indicate why a payment has not processed. Payments to a vendor with a pre-note date will not process until the day after the pre-note date.

### Pre-Note Inquiry Lesson

#### Procedure

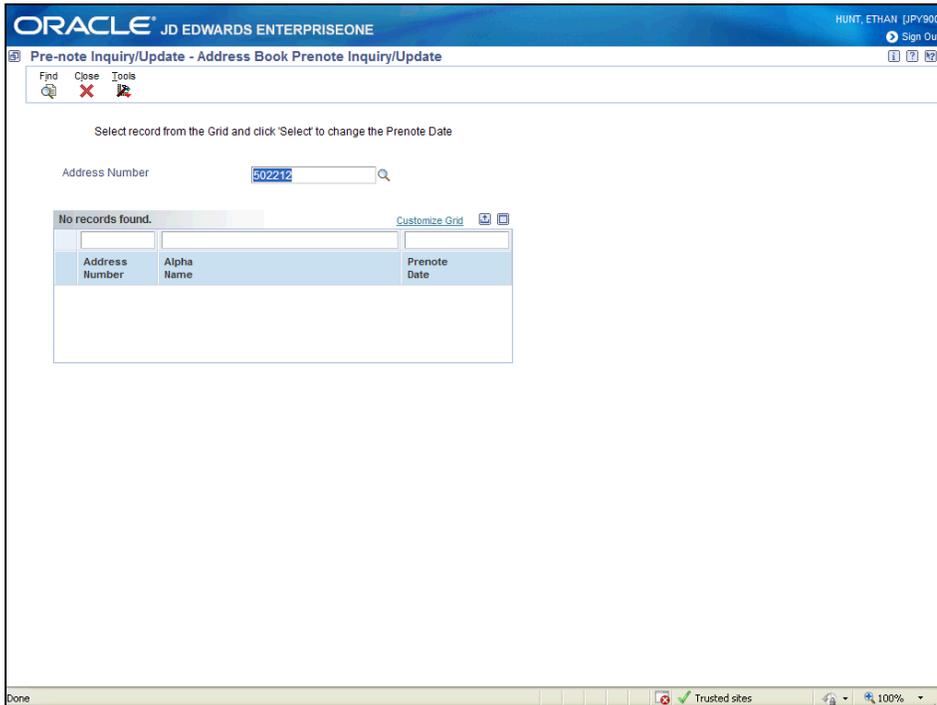
In this lesson you will learn how to run the pre-note inquiry.



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>Voucher Processing</b> link. <a href="#">Voucher Processing</a>
4.	Click the <b>Pre-note Inquiry/Update</b> link. <a href="#">Pre-note Inquiry/Update</a>
5.	Type the Vendor's address book number in the <b>Address Number</b> field. (Use the <b>Visual Assist</b> tool, if needed.)

# Training Guide

## Pre-Note Inquiry



Step	Action
6.	Click the <b>Find</b> button. 
7.	The Vendor's Address Book number and Alpha Name will populate in the grid.  <b>Note:</b> If a date appears in the Prenote Date field, payments to the vendor will not process until the day after that date. (Ex. If the pre-note date is 4/10/05, payment will process on 4/11/05).
8.	Click the <b>Close</b> button. 
9.	You have successfully completed this lesson. <b>End of Procedure.</b>