

Vendor 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.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

Navigation

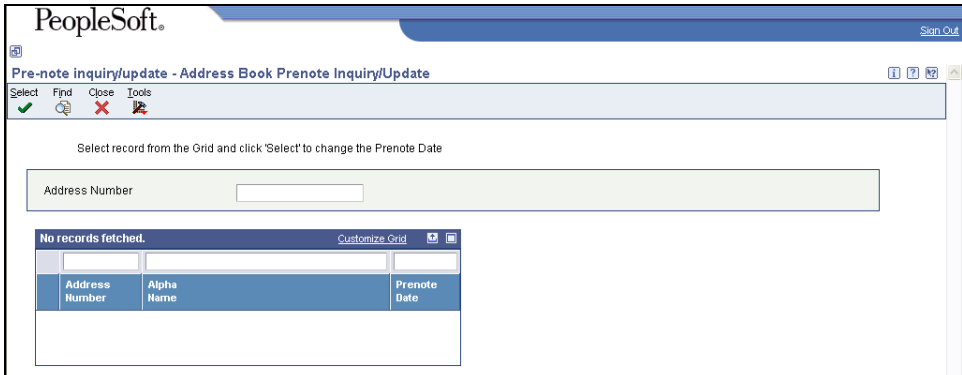
Click Roles, Accounts Payable.
(Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

Accounts Payable > Voucher Processing > Pre-note Inquiry/Update

Steps

Pre-note Inquiry

Start this instruction from the Pre-note Inquiry/Update - Address Book Prenote Inquiry window.



PeopleSoft

Pre-note inquiry/update - Address Book Prenote Inquiry/Update

Select record from the Grid and click 'Select' to change the Prenote Date

Address Number

No records fetched. Customize Grid

Address Number	Alpha Name	Prenote Date
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1. Type the Vendor's address book number in the Address Number field. (Use the Visual Assist, if needed.)
2. Click **Find**.

PeopleSoft® Sign Out

Pre-note inquiry/update - Address Book Prenote Inquiry/Update [?] [?] [?]


Select Find Close Tools

Select record from the Grid and click 'Select' to change the Prenote Date

Address Number

Records: 1 - 1 Customize Grid [?] [?]

Address Number	Alpha Name	Prenote Date
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3. The Vendor's Address Book number and Alpha Name will populate in the grid.
-  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).