Chapter 15 - Other Vendor Maintenance - APO

Other Vendor Maintenance

The other vendor maintenance is used to add vendors that are NOT facilities/foster homes or attorneys. Other vendor maintenance will be used to pay vendors such as victims, court bills etc.

Accessing the Other Vendor Maintenance:

From the transaction request screen, enter **APO** in the next tran field and **INQ** in the type field along with the receipt number in the case number field that you want to inquire on and press <Enter>.

Probate Next Tran Line:

```
NXT TRAN  P APO  TYPE ____   CASE NBR  00000000  REC NBR ____
```

Juvenile Next Tran Line:

```
NXT TRAN    APO  TYPE ____   CASE NBR  00000000 __ PET 00000000 EVT ____  PTY __
```

The following screen will be displayed for you.

```
Court ID: J 44 ANGIE          Juvenile Vendor File            Release:  025

Selection: A=Add, M=Mod, I=Inquire
To list vendor by NAME, enter name here
Enter starting vendor number here

Vendor #        Vendor name                        County vendor#      Sel
    000001      TEST VICTIM,,
 000000001      TESTER                             TEST
A               TEST VICTIM,,
AAA1            VICTIM1,TEST,R
AAA2            VICTIM2,TEST,
AAA3            VICTIM3,TEST,
AAA4            TEST,TEST,T
AB              BARWICK,ANN,SIME
ANGIE           BROWN,CHARLES,
BCHARLES        BROWN,CHARLES,
BOUCHER         BOUCHER,BENJAMIN,
BROWN           BROWN CORPORATION,,
                                                                   More...

Nxt Tran   APO Type INQ  Case# 00000000    Petn# 00000000  Evt#    Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System
F8=Probate  F9=Name Inq.                       F14=Dkt.Inq        F16=Inv.Cal

MA   b                MW                                          08/075
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

Following are field descriptions for the Other Vendor Maintenance screen.

~To list vendor by name enter name here~

This is the name search field. Enter the name of the vendor into this field and the system will position you at the name you requested or the closes alphabetic match that it finds.

~Enter starting vendor number here~

This is the number search field. Enter the vendor number into this area and the system will position you at the number you requested or the closest numeric match that it finds.

~Vendor #~

This is the vendor number that the user supplied for this vendor.

~Vendor Name~

This is the name of the vendor.

~County Vendor Number~

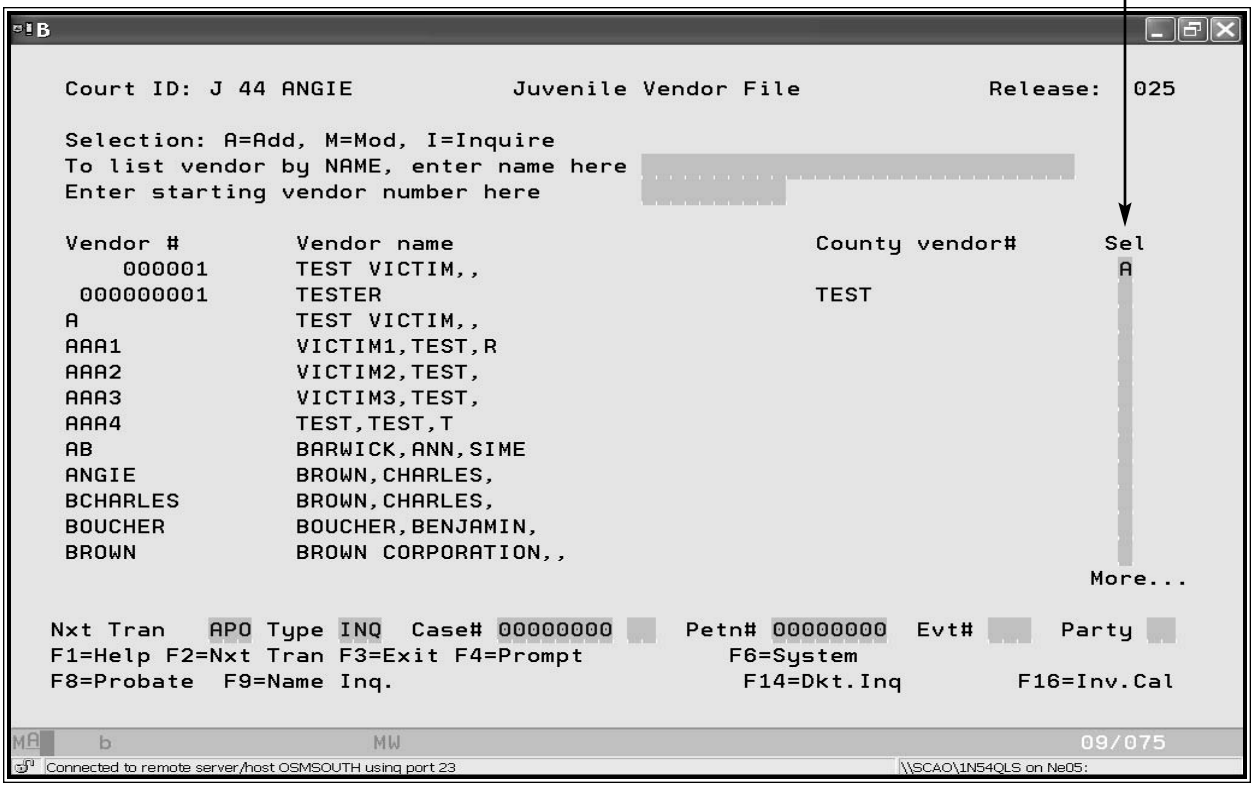
This is the vendor number assigned to this vendor by the county. This number may be different than the vendor number assigned by the court.

~Sel~

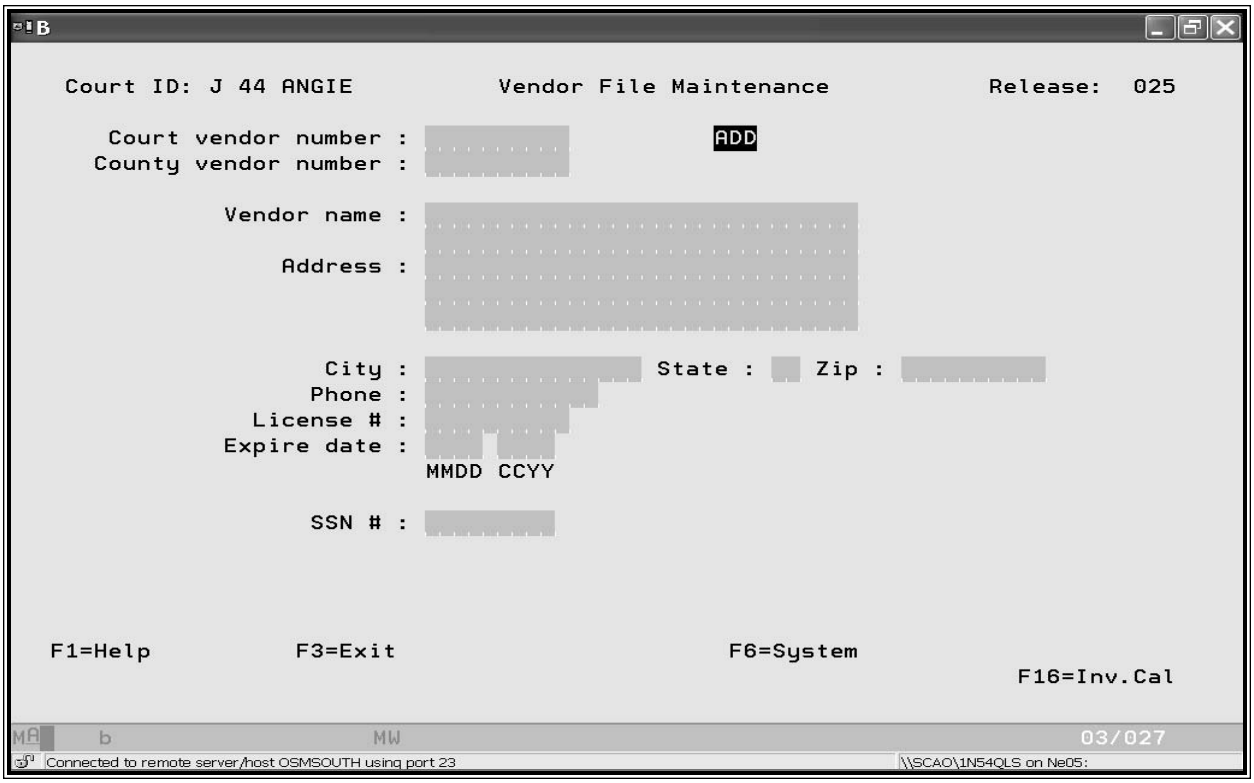
This is the selection field. The valid options are A = Add, I = Inquire or M = Modify. You can't delete a vendor once it has been added to the system.

Other Vendor Maintenance Add:

Enter an “A” in the SEL field and press <Enter>.



The following screen will be displayed for you.



~Court Vendor Number~

Enter the court vendor number in alphanumeric characters. There are 10 spaces available for entry. This number must be a unique vendor number.

~County Vendor Number~

Enter the county vendor number as assigned by the county in alphanumeric characters. There are 10 spaces available for entry. This number must be a unique vendor number.

~Vendor Name~

Enter the vendor name in alphanumeric characters. Two lines are available for your use. Names should be entered using the naming standards outlined in chapter 1.

~Address, City, State and Zip~

Enter the address, city, state and zip.

~Phone~

Enter the telephone number.

~License Number~

Enter the vendor's license number if applicable.

~Expire Date~

Enter the expiration date of the license number.

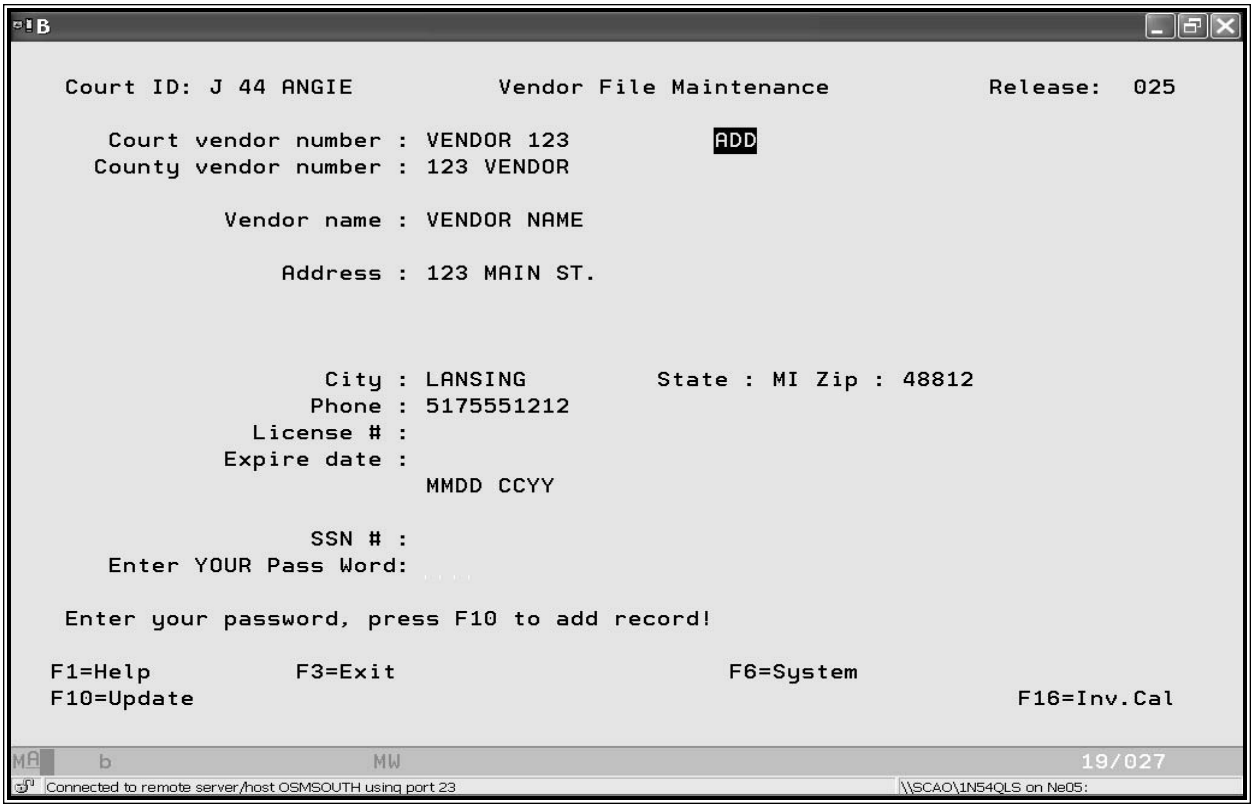
~Social Security Number~

Enter the vendors social security or tax ID number.

~Effective Date~

This is the effective date of the price code. To find the effective date you will need to display the PRM screen. This information is not filled in by the system. It must be entered if there is an effective date on this PRM.

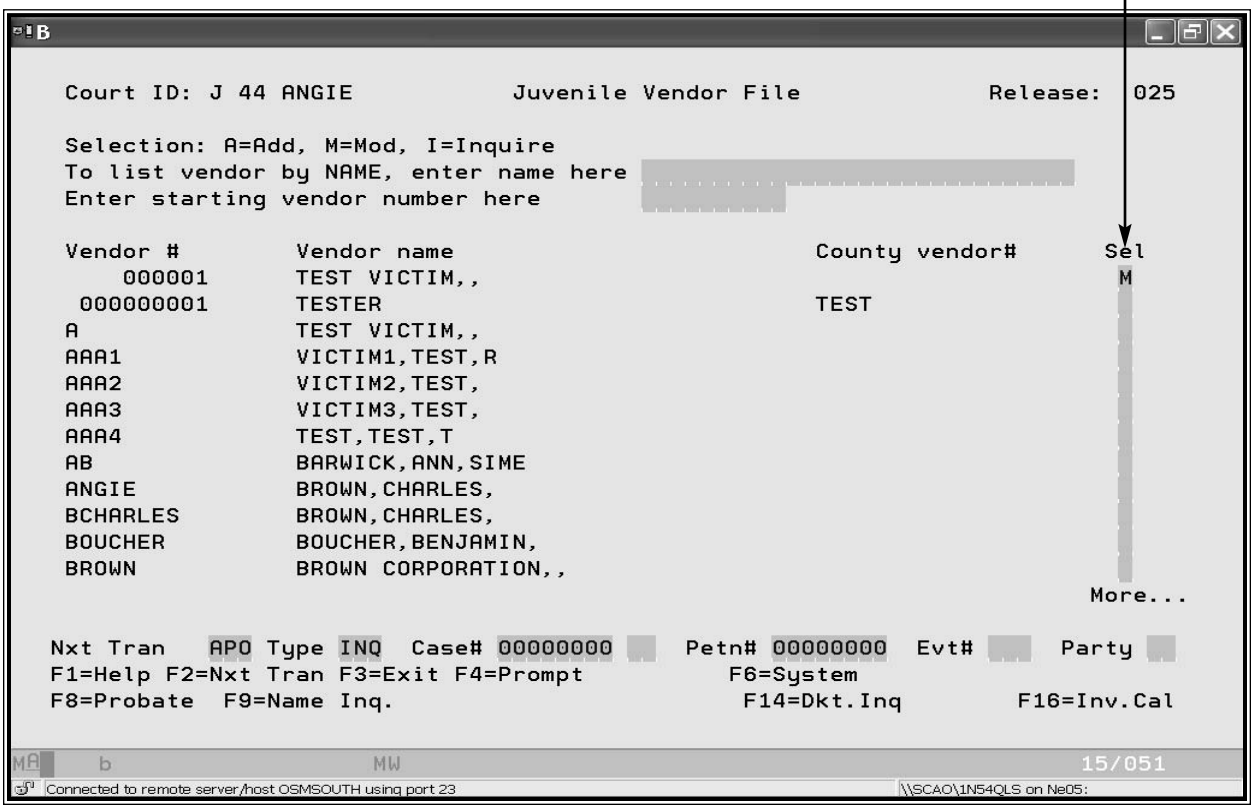
After you have entered all pertinent information on the other vendor add screen, press <Enter>. The system will display the following screen.



The system is requiring you to enter your financial password and then press <F10> to add the record. Once processed, you will be returned to the other vendor file screen.

Other Vendor Maintenance Modify:

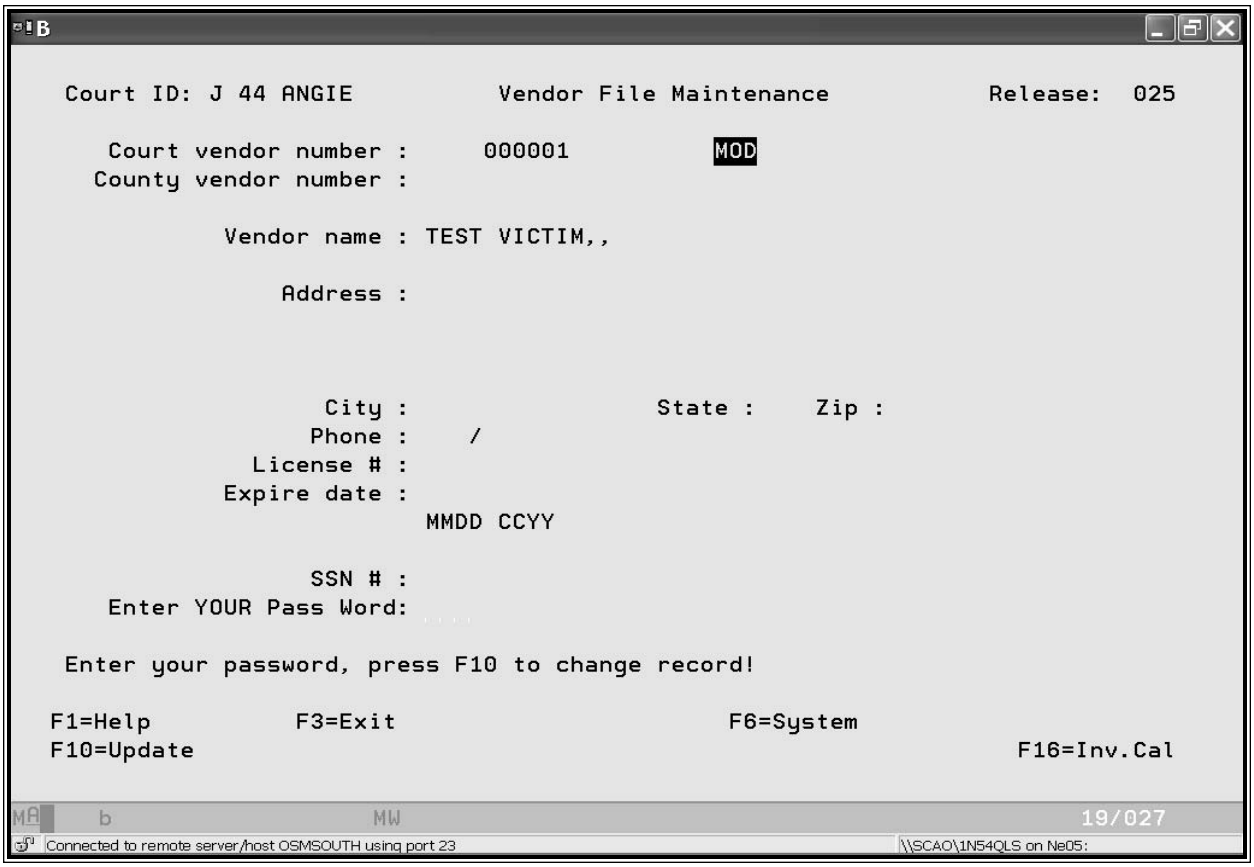
Enter an “M” in the SEL field and press <Enter>.



The following screen will be displayed for you.

```
Court ID: J 44 ANGIE          Vendor File Maintenance          Release:  025

   Court vendor number :     000001          MOD
  County vendor number :

           Vendor name : TEST VICTIM,,

               Address :



                  City :                 State :    Zip :
                 Phone :    /
             License # :
           Expire date :
                         MMDD CCYY

                 SSN # :
   Enter YOUR Pass Word:

Enter your password, press F10 to change record!

F1=Help          F3=Exit                      F6=System
F10=Update                                                    F16=Inv.Cal

MA   b                MW                                        19/027
Connected to remote server/host OSMSOUTH using port 23   \\SCAO\1N54QLS on Ne05:
```

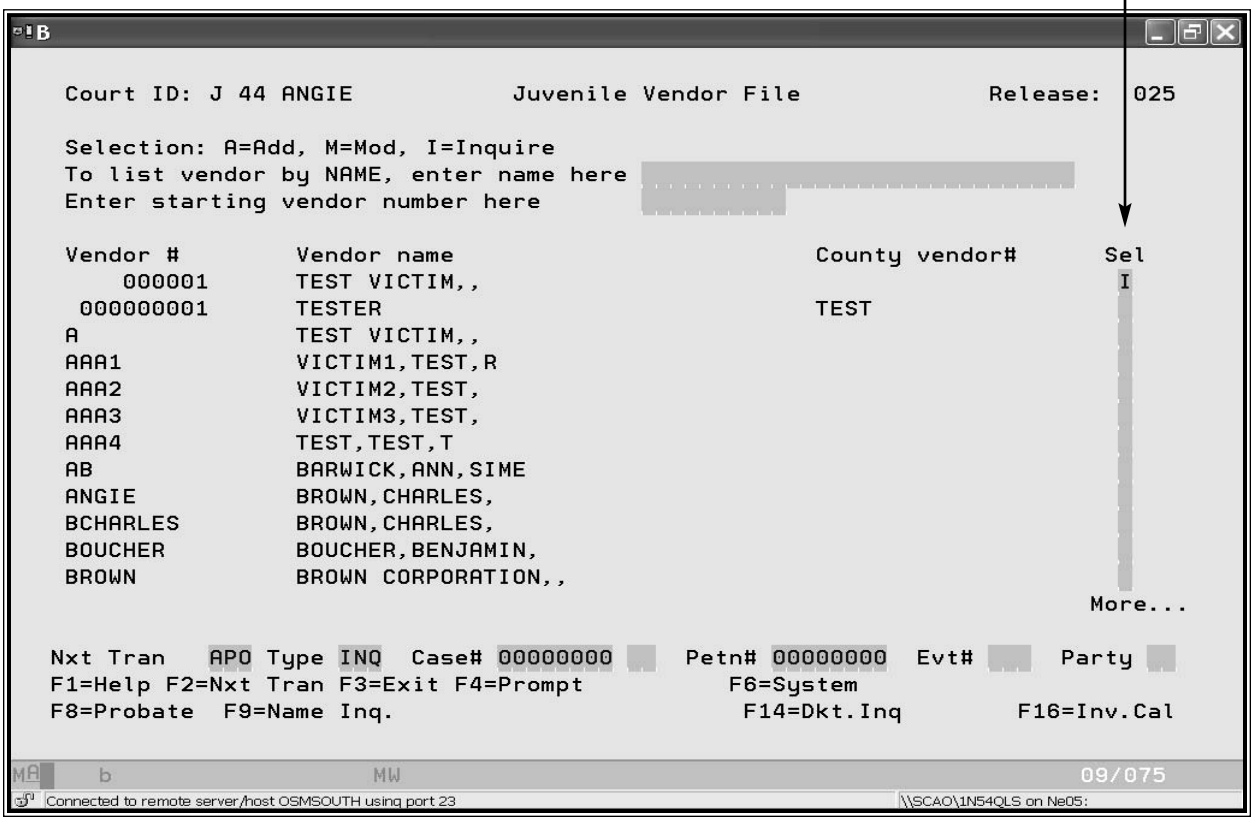
The field descriptions are the same as described under the add portion of this chapter. You can't modify the vendor number. All other fields can be modified. After you have made any changes, press <Enter> and the system will return the following screen.



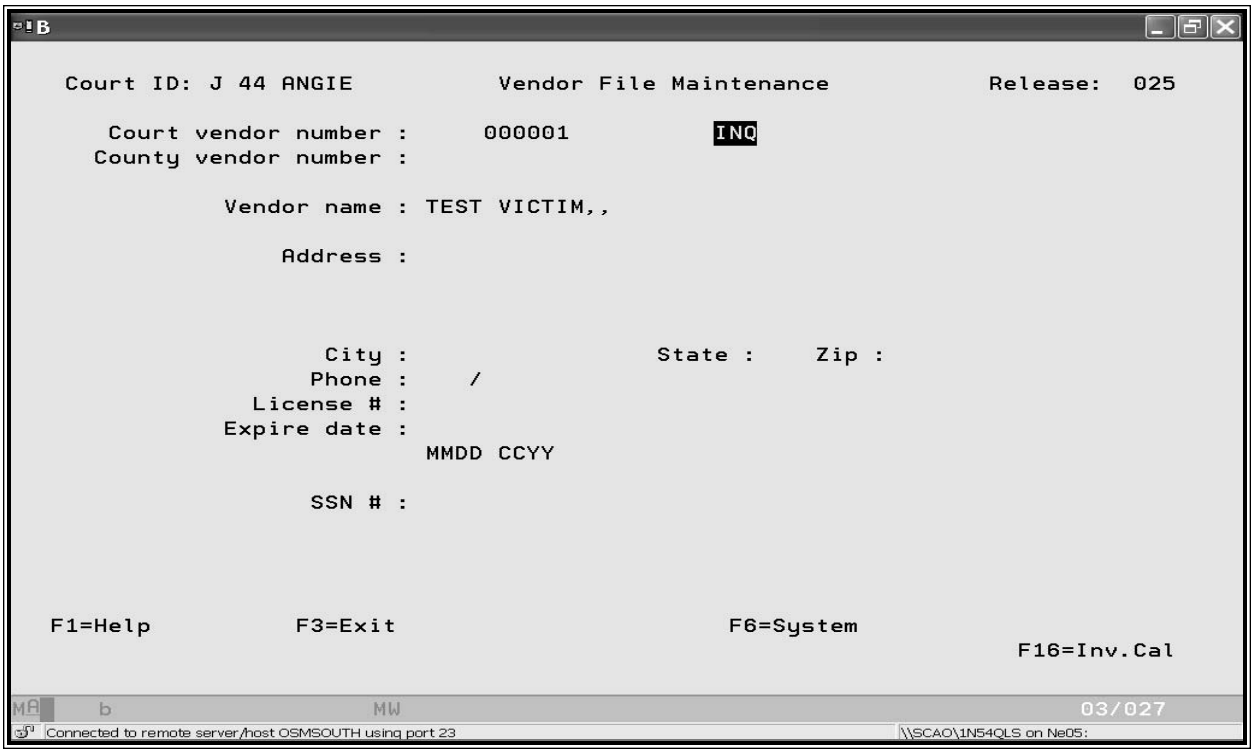
The system is now requesting that you enter your password. You must have authority to modify vendors. Press <F10> after you have entered your password and the changes will be saved.

Other Vendor Maintenance Inquiry:

Enter an “I” in the SEL field and press <Enter>.



The following screen will be displayed for you.



The field descriptions are the same as described under the add portion of this chapter.

After you have inquired, press <F3> and the system will display the APO screen.