

**Standard Operating Procedure**  
for  
**How to Verify Invoice Payments via AS400**

To verify if a payment was processed or paid out to a vendor, follow these steps below. We will be using the invoice below as an example.

<p><b>Reaction Supply Company</b> aka - Reaction Automotive P.O. Box 22683 Barrigada, Guam 96921 Ph: 671-472-5651 Fax: 671-472-5655</p>						<p><b>Invoice</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DATE</td> <td style="width: 50%;">INVOICE #</td> </tr> <tr> <td style="text-align: center;">6/5/2017</td> <td style="text-align: center;">13915</td> </tr> </table>		DATE	INVOICE #	6/5/2017	13915
DATE	INVOICE #										
6/5/2017	13915										
<p>BILL TO</p> <p>Department of Chamorro Affairs P.O. Box 2950 Hagatna, GU 96932</p> <p>IMLS 2016 Competitive Grant</p>			<p>SHIP TO</p> <p>Department of Chamorro Affairs P.O. Box 2950 Hagatna, GU 96932</p> <p>IMLS 2016 Competitive Grant</p>								
P.O. NUMBER	TERMS	REP	SHIP	VIA	Req. #	FOB					
P176A02115	Net 30	Dan	6/5/2017	TTi	Q173611024						
ITEM CODE	DESCRIPTION		QUANTITY	PRICE EACH	AMOUNT						
9058	Melissa & Doug Colorful Fish Peg Puzzle		7	10.80	75.60						
1143	Tile Lock Scrabble, Winning Moves		7	41.90	293.30						
A6351	Trivial Pursuit Family Edition		7	21.50	150.50						
DW16288	Melissa & Doug Vehicle Sound Puzzle		7	16.90	118.30						
<p>RECEIVED BY:</p> <p style="font-size: 1.2em; color: blue;"><i>[Signature]</i> 6.7.17</p> <p style="color: blue;">Helen Mercedes</p> <p style="color: blue;">Partial DELIVERY COMPLETED</p> <p style="color: blue; font-weight: bold; font-size: 1.1em;">THIS IS THE ORIGINAL INVOICE WITH CERTIFIED COPIES AND ATTESTMENT THAT PAYMENT HAS NOT YET BEEN RECEIVED.</p> <p style="font-size: 1.2em; color: blue;"><i>[Signature]</i> 6/7/17</p> <hr style="border: 1px solid blue;"/> <p style="color: blue; font-weight: bold;">for REACTION SUPPLY COMPANY      DATE</p>											
Thank you for your business.					<b>Total</b> \$637.70						

Most vendor's do not reference the purchase order that the invoice reflects, but you will need to have the Purchase Order (PO) Number available to verify the payment status. In this sample, Reaction does have the PO number available and it was verified that it's the correct number. Therefore, you are ready to proceed to the AS400 to verify payment status.

1) Log into the AS400 as shown below.

```

System . . . . . : C1042BFD
Subsystem . . . . . : QINTER
Display . . . . . : QPADEV0088
Serial number . . . : C106997T

User . . . . . : LIBMORAR
Password . . . . . : ██████████
Program/procedure . . . . . : _____
Menu . . . . . : _____
Current library . . . . . : _____

DDDDDDDDDD 000000000 AAAA
DDD DDD 000 000 AAA AAA
DDD DDD 000 000 AAA AAA
DDD DDD 000 000 AAA AAA
DDD DDD 000 000 AAA AAA
DDD DDD 000 000 AAAA AAAA P P P P 00000 W W EEEEE RRRR 77
DDD DDD 000 000 AAA AAA P P O O W W E R R 77
DDD DDD 000 000 AAA AAA P P P P P O O W W W EEE RRRR 77
DDD DDD 000 000 AAA AAA P O O W W W E R R 77
DDDDDDDDDD 000000000 AAA AAA P 00000 W W EEEEE R R 77

```

2) Once you have logged in, you will get the DOA Menu. You will need to select Option 1 then press Enter.

```

DOA_MENU DOA_MENU
Select one of the following:

1. DOA Accounting Menu
2. GGWIOP Real Property Tax Menu

5. Printed Output

10. Change your password

25. Work with Remote Out Que

90. Sign off

Selection or command
===> 1

F3=Exit F4=Prompt F9=Retrieve F12=Cancel

```

- 3) The AS400 will then ask you to choose your printer. Enter 1 at your assigned printer and press Enter.

```
6/12/17                                     14:33:51
Current output queue: *DEV

Type option, press Enter.
 1=Select

___      GPDXB0ATE      Default output queue for printer GPDXB0ATE
___      GPLNSANDRA     Default output queue for printer GPLNSANDRA
___      GPLN18057      Default output queue for printer GPLN18057
___      GPLSN15212     Default output queue for printer GPLSN15212
___      GPLSN15214     Default output queue for printer GPLSN15214
___      GPLSN1527      Default output queue for printer GPLSN1527
 1___     GPLSN1528      Default output queue for printer GPLSN1528
___      GPLSX15210     Default output queue for printer GPLSN15210
___      GPLSX15214     Guam Public Library printer ip: 152.14 Eric
___      GPLS15210      Default output queue for printer GPLS15210

F3=Exit      F5=Refresh      F12=Cancel
```

- 4) You will now get the Accounting Menu as shown below. Select Option 2 and press Enter for the Transaction Browse/Summary.

```
ACCMENU                                     FIRM/400 Accounting Menu

Select one of the following:

  1. Transaction Data Entry Menu
  2. Transaction Browse/Summary
  3. Appropriation records
  4. Revenue records
  5. General Ledger records
  6. Encumbrance records
  7. Vendor records
  8. Accounts Payable Menu
  9. A/R Menu
 10. Current Year Month End Records (Closed Period Records)
 11. Prior Years Menu
 12. Miscellaneous Receivables/Payables Menu
 13. GSA Menu
 14. Treasurer of Guam Menu

More...

Selection or command
===> 2

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
Product of Data Management Resources (DMR).
```

- 5) Once you press Enter, you will get a small pop-up screen as shown below. The default answer is always set to “N” for no, so you can just press Enter at this screen and it will move you forward to your next screen.

```

ACCMENU                                FIRM/400 Accounting Menu

Select one of the following:

1. Transaction Data Entry Menu
2. Transaction Browse/Summary
3. Appropriation records
4. Reven
5. Gener
6. Encum  Include carryover records      (Y=yes) ?  N
7. Vendo
8. Accou
9. A/R Menu
10. Current Year Month End Records (Closed Period Records)
11. Prior Years Menu
12. Miscellaneous Receivables/Payables Menu
13. GSA Menu
14. Treasurer of Guam Menu

More...

Selection or command
==> 2

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
  
```

- 6) You are now in the transaction Records Screen. This screen is where your PO Number needs to be entered (marked in red box). Once you have entered your PO #, Press Enter and then the screen will list the transactions related to this PO (marked in blue box).

```

LIBMORAR                                Transaction Records                                WRKTRN
Acct no : _____ Fr tr dte: __ __ __ To tr dte: 99 99 9999
Prior ref: _____ TNO . . . : _____ Invoice : _____
Vendor . : _____ P/O no . : P176A02115 Add user : _____
Tran code: _____ Tran amt : _____
Chk Mo/Yr: __ __ __ Fr add dt: __ __ __ To add dt: 99 99 9999
PayrollYr: __ __ Run Id: __ __ FGIA doc#: _____ FGIAintrf: __ __ __
Type option, press Enter.
5=Display

Opt Account No      Cde Trn date   TNO      Vendor  Ba      Trans Amount
Inv No   P/O number Prior Ref   FGIA doc # Add Date Add User  CkYr RunI
--- 5101H163611EI108240 130  2/20/17 P176A02115 R0098632 92      877.10
--- 5101H163611EI108240 170  6/06/17 0629130  R0098632 01      239.40
--- 5101H163611EI108240 170  6/08/17 0629130  R0098632 01      637.70

F3=Exit      F5=Refresh      F10=Position      F11=Toggle      F12=Cancel
F19=Total    F23=More Opts  F24=More keys    F21=Prt list    F22=Export
You have reached the bottom of the list.                                WRKTRN
  
```

- 7) Selection option 5 to display the line item that corresponds with the invoice (Same Price). Press Enter.

```

LIBMORAR                               Transaction Records                               WRKTRN
Acct no : _____ Fr tr dte: __ __ __ To tr dte: 99 99 9999
Prior ref: _____ TNO . . . : _____ Invoice : _____
Vendor . . : _____ P/O no . . : P176A02115 Add user : _____
Tran code: _____ Tran amt : _____
Chk Mo/Yr: _____ Fr add dt: _____ To add dt: 99 99 9999
PayrollYr: _____ Run Id: _____ FGIA doc#: _____ FGIAintrf: _____
Type option, press Enter.
5=Display

Opt Account No          Cde Trn date   TNO      Vendor  Ba      Trans Amount
  Inv No   P/O number  Prior Ref   FGIA doc # Add Date Add User   CkYr RunI
  _ 5101H163611EI108240 130  2/20/17 P176A02115 R0098632 92      877.10
  _ 5101H163611EI108240 170  6/06/17 0629130   R0098632 01      239.40
  5 5101H163611EI108240 170  6/08/17 0629130   R0098632 01      637.70

F3=Exit      F5=Refresh    F10=Position  F11=Toggle    F12=Cancel
F19=Total    F23=More Opts F24=More keys F21=Prt list  F22=Export
You have reached the bottom of the list.                               WRKTRN

```

- 8) Once you press enter, you will get this screen below. Please note that to get page 2, you will need to press "Enter" and not page down.

```

Page 1                               Display Transaction Record                               DSPTRN
6/23/17                               14:25:10

Code . . . . . : 170 Partial payment of Encumbrance
Date . . . . . : 6 8 2017
Batch . . . . . : 01
Account number . . : 5101H163611EI108240 IMLS 2016 COMPETITIVE GRANT
Job order number . . : 361116108240
Trans number (TNO) : 0629130
Prior reference . . : P176A02115
Vendor number . . . : R0098632 REACTION SUPPLY COMPANY
Invoice date . . . . : 6 5 2017 Invoice number . . : 13915
Discount days . . . : Discount percentage: .00
Discount amount . . : ██████████ ██████████
Discount taken ? . . :
Reversal ? . . . . : ██████████ ██████████ ██████████
Trans key . . . . . : 5884396 ██████████ ██████████ ██████████
Month end date . . . : Trans sign : +
Distributed rev? . . :

More ...

Enter=Continue F3=Exit      F12=Cancel      Roll=Next/Prev Rcd

```

```
Page 2                               Display Transaction Record          DSPTRN
6/23/17                               14:17:14

Field receipt number. :
Field receipt date.   :
P/O liquidation amount:          637.70
Trans amount . . . . :          637.70
Encumbrance amount. . :          637.70-
Expenditure amount. . :          637.70
Check date . . . . . : 6 16 2017
FGIA document number. : JAR060917
FGIA interface date . : 6 9 2017
Remarks . . . . . : BOARD GAMES

Record added
  On date/time. . . . : 6 9 2017 11:27:58
  By user . . . . . : ACCJUARM
Record updated
  On date/time . . . . : 6 16 2017 12:01:56
  By user . . . . . : WR2VCHK

Bottom
Enter=Continue  F3=Exit          F12=Cancel  Roll=Next/Prev Rcd
```

On page 1, you will need to pay attention to the Trans number (TNO) (in red box). As you can see, this is referencing a number which is the Check Number. On page 2 in the red box is also the check date information.

Please also know that should you see a number leading with a pound sign "#", this references that Accounting has received the invoice and that it has been inputted into their system pending a check run.