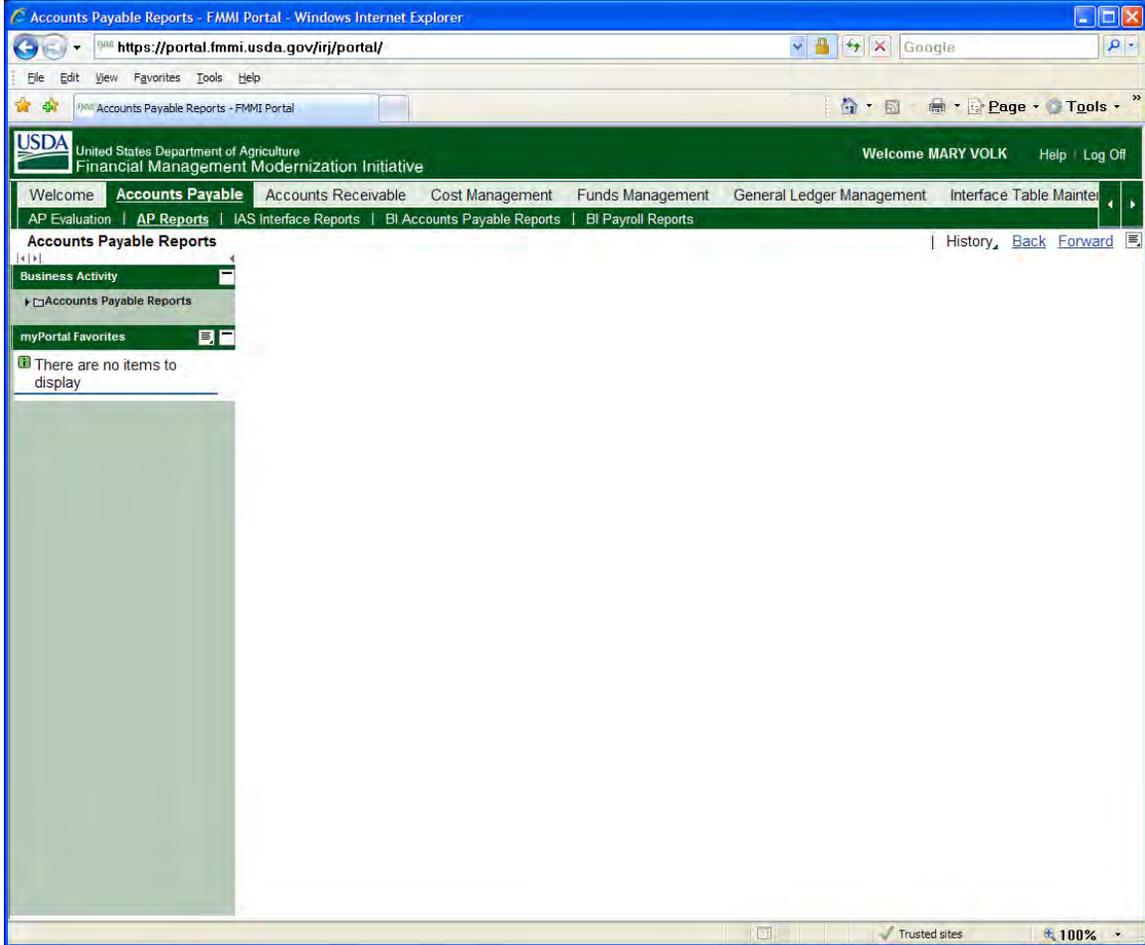


# Vendor Query

Select *Accounts Payable* then *AP Reports*



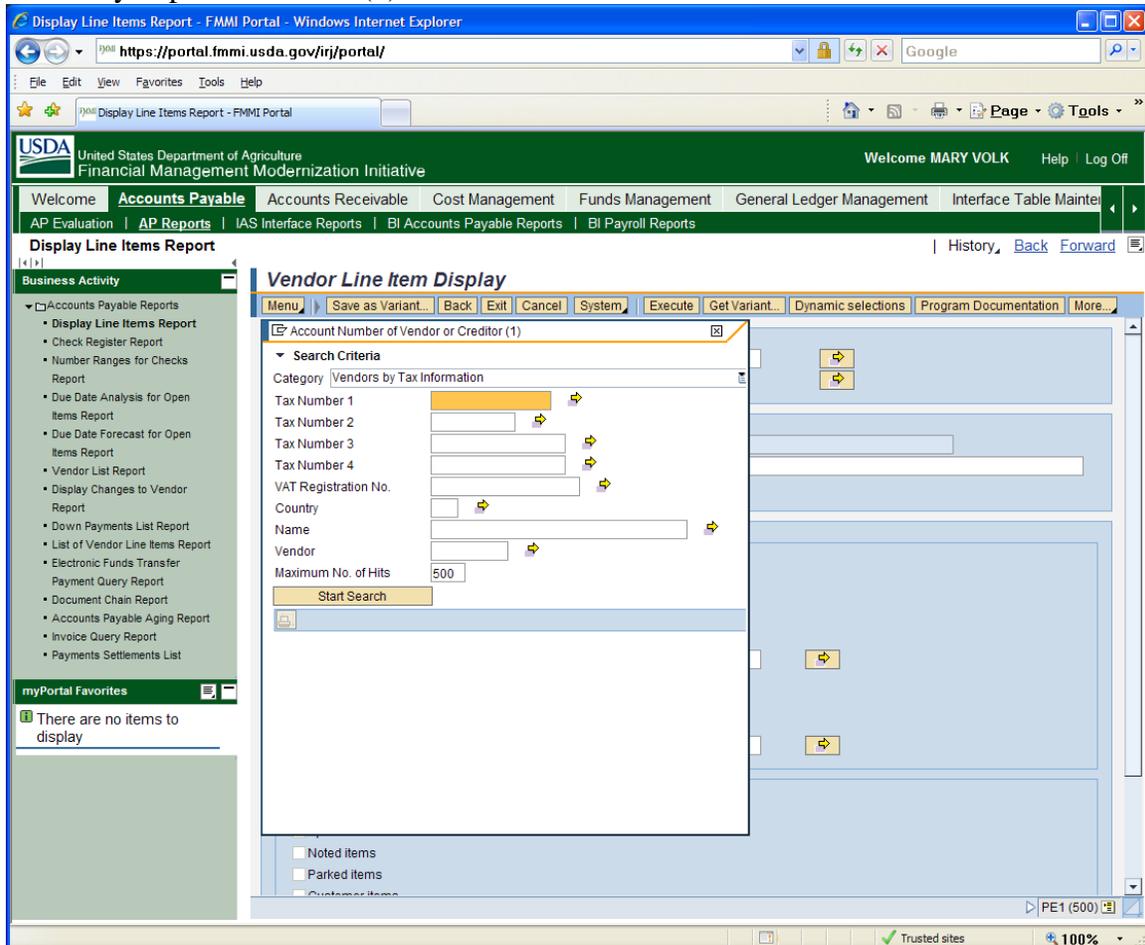
Then select *Vendor List Report*

The screenshot shows a web browser window titled "Display Line Items Report - FMMI Portal - Windows Internet Explorer". The address bar shows the URL "https://portal.fmmi.usda.gov/irj/portal/". The page header includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". A navigation bar contains several tabs: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface Table Maintenance". Below this, a sub-navigation bar lists "AP Evaluation", "AP Reports", "IAS Interface Reports", "BI Accounts Payable Reports", and "BI Payroll Reports". The main content area is titled "Display Line Items Report" and includes a "History" link and "Back" and "Forward" buttons. On the left side, there is a "Business Activity" menu with a tree view. The "Accounts Payable Reports" folder is expanded, and the "Vendor List Report" is selected. Below the menu is a "myPortal Favorites" section with a message: "There are no items to display". The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom.

If you already know the FMFI vendor # you may type it in the **Vendor Account** field or you may search for it using the search icon to the left of the vendor account field.

The screenshot shows the 'Vendor List Report' page in the FMFI Portal. The browser address bar shows the URL <https://portal.fmfi.usda.gov/irj/portal/>. The page header includes the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. A navigation menu at the top contains links for 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Interface Table Maintenance'. Below this, there are links for 'AP Evaluation', 'AP Reports', 'IAS Interface Reports', 'BI Accounts Payable Reports', and 'BI Payroll Reports'. The main content area is titled 'Vendor List' and features a 'Vendor selection' section with input fields for 'Vendor account' and 'Company code', each with a search icon. Below this is a 'Selection using search help' section with a 'Search help ID' field and a 'Search string' field, accompanied by a 'Search help' button. The 'Further selections' section contains a list of checkboxes for various vendor-related options, including 'One-time vendors', 'Address and telecom (master)', 'List of Company Codes', 'Account control and status', 'Tax info. and references', 'Additional VAT reg numbers', 'Subject to Withhold. Tax', 'Bank Data', 'Payment Data', 'Creation data for company code', 'Interest Calculation', 'Withholding Tax', 'Reference Data', 'Dunning Data', 'Vendor correspondence', 'Extended Withholding Tax', and 'Only with out withholding tax'. A sidebar on the left lists 'Business Activity' reports such as 'Accounts Payable Reports', 'Check Register Report', and 'Vendor List Report'. At the bottom of the sidebar, it states 'There are no items to display'. The browser status bar at the bottom indicates 'Trusted sites' and '100%' zoom.

If you choose to search for the vendor number you will want to search by using the **Vendors by Tax Information** category. If you want to use the FFIS vendor # for your search you will type that information in the **Tax Number 4** field and sometimes it works better if you put an asterisk (\*) at the end of the FFIS vendor #.



**\*Note\*** When searching for vendors by Tax Information the 4 options are:

Tax Number 1: SSN

Tax Number 2: TIN

Tax Number 3: Not used

Tax Number 4: FFIS vendor code

To start your search click on the *Start Search* button.

The screenshot shows a web browser window displaying the FMMI Portal. The browser's address bar shows the URL <https://portal.fmmi.usda.gov/irj/portal/>. The page header includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". A navigation menu contains links for "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface Table Maintenance". Below this, a secondary menu lists "AP Evaluation", "AP Reports", "IAS Interface Reports", "BI Accounts Payable Reports", and "BI Payroll Reports".

The main content area is titled "Display Line Items Report" and features a "Vendor Line Item Display" search form. The form includes a "Search Criteria" section with the following fields:

- Account Number of Vendor or Creditor (1)
- Category: Vendors by Tax Information
- Tax Number 1
- Tax Number 2
- Tax Number 3
- Tax Number 4: 8760005111a
- VAT Registration No.
- Country
- Name
- Vendor
- Maximum No. of Hits: 500

A "Start Search" button is located at the bottom of the search criteria section. The form also includes checkboxes for "Noted items", "Parked items", and "Customer items".

On the left side of the page, there is a "Business Activity" sidebar with a tree view of reports, including "Display Line Items Report". Below the sidebar, a "myPortal Favorites" section displays the message "There are no items to display".

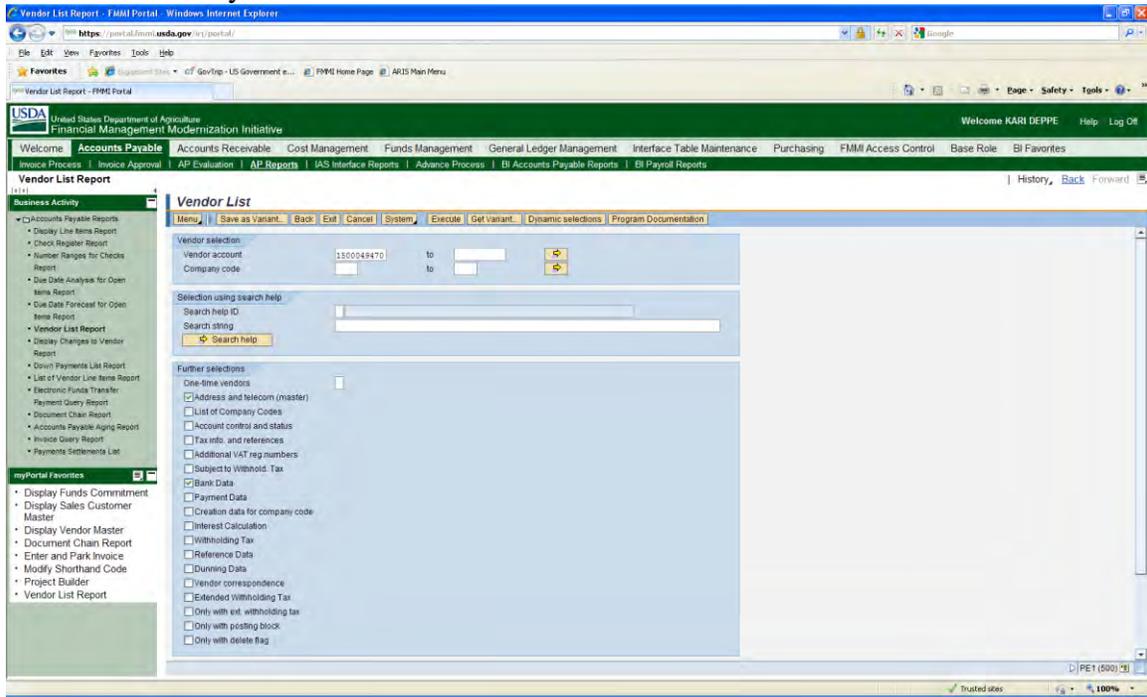
The browser's status bar at the bottom shows "Trusted sites" and a zoom level of "100%".

You can double click on the entry you want to select or click on it once and click the green checkmark.

The screenshot shows a web browser window displaying the USDA FMMI Portal. The page title is "Display Line Items Report - FMMI Portal". The URL is "https://portal.fmmi.usda.gov/irj/portal/". The page is titled "Vendor Line Item Display" and shows a search criteria table. The table has columns for Tax Number 1, Tax No. 2, Tax Number 3, Tax Number 4, VAT Registration No., and Vendor. The first row is highlighted in orange and contains the following data: Tax Number 1: \*\*\*\*\*; Tax No. 2: \*\*\*\*\*; Tax Number 3: 376000511LA; Tax Number 4: \*\*\*\*\*; VAT Registration No.: \*\*\*\*\*; Vendor: US UNIVERSITY OF ILLINOIS. A green checkmark is visible in the first column of this row. Below the table, it says "1 Entry found".

Tax Number 1	Tax No. 2	Tax Number 3	Tax Number 4	VAT Registration No.	City Name 1	Vendor
*****	*****	376000511LA	*****	*****	US UNIVERSITY OF ILLINOIS	1500049470

Then if there is any other information you want to include in your search such as address, bank data, etc...you will select the appropriate boxes in the further selections section then click *execute* for your results.



Next you will see a screen with your search results.

**Vendor List**

Vendor: 150004940 Company Code: UNIVILL

Section: TECHNICAL DATA

SearchTerm: UNIVERSITY Acct Group: ZSAL Created by: COMV02R02 Created on: 09/25/2009

Section: ADDRESS AND TELECOMMUNICATION (COMPLETE MASTER DATA)

Name	Value	Name	Value	Name	Value	Name	Value
Title	UNIVERSITY OF ILLINOIS	Language	EN	Telephone1	217-333-6323-	Telephone2	
Name 2		Country	US	Region	IL	Fax Number	
Name 3		RegStrt		Time zone	CST	Telex	
Name 4		Comm. Meth		Floor		Telebox	
r/o						Data line	
Building	CRAMPAIGN	Room					
City		Floor		Postl Code	61820-7406	PO Box	
District				PO Box post		Postl code	PO Box city
City				PO Box st/cy		PO Box city	PO Region
Street	GRANTS AID CONTRACTS OFFICE	Street 3		House No.		Supplement	
Street 2	1901 S OAK STREET SUITE A						

Section: BANK DATA

Field	Value	Field	Value	Field	Value
Bank name	JPMORGAN CHASE BANK, NA	Bank Key	071000013	Bank Ctry	US
Bank acct	*****	Coll. auth.		Part. Bank	
SWIFT code		Reference		BankBranch	
Acct hold.		Valid from			

To print this screen you will go to *menu* then select *print*.

**Vendor List**

Vendor: 150004940 Company Code: UNIVILL

Section: TECHNICAL DATA

SearchTerm: UNIVERSITY Acct Group: ZSAL Created by: COMV02R02 Created on: 09/25/2009

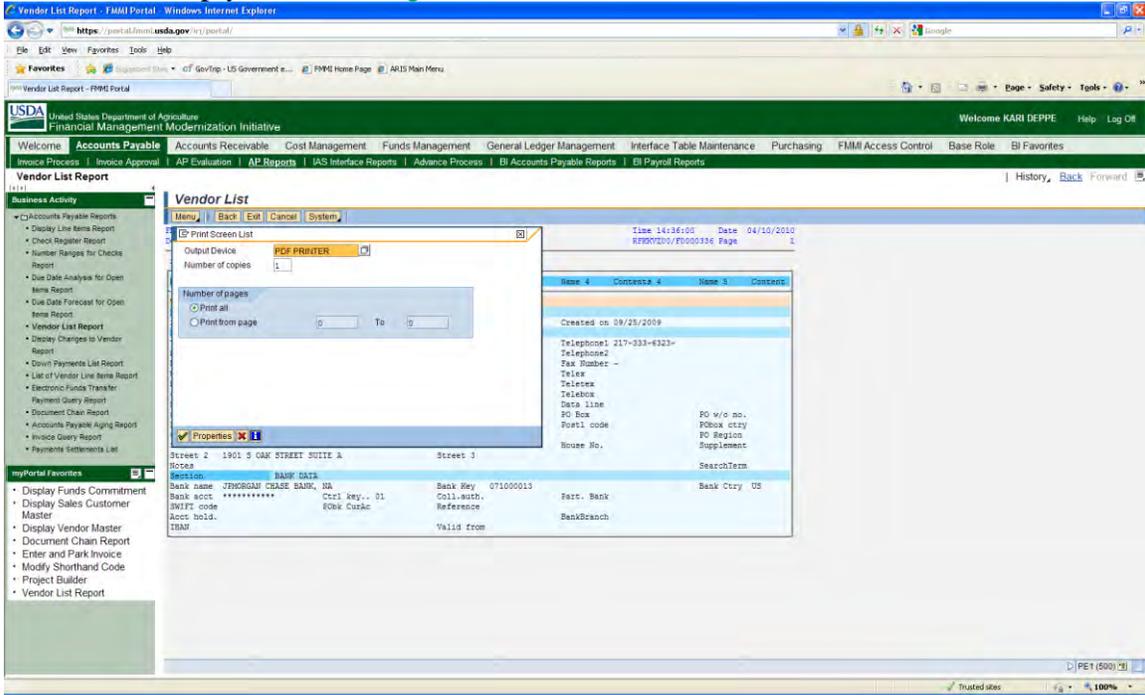
Section: ADDRESS AND TELECOMMUNICATION (COMPLETE MASTER DATA)

Name	Value	Name	Value	Name	Value	Name	Value
Title	UNIVERSITY OF ILLINOIS	Language	EN	Telephone1	217-333-6323-	Telephone2	
Name 2		Country	US	Region	IL	Fax Number	
Name 3		RegStrt		Time zone	CST	Telex	
Name 4		Comm. Meth		Floor		Telebox	
r/o						Data line	
Building	CRAMPAIGN	Room					
City		Floor		Postl Code	61820-7406	PO Box	
District				PO Box post		Postl code	PO Box city
City				PO Box st/cy		PO Box city	PO Region
Street	GRANTS AID CONTRACTS OFFICE	Street 3		House No.		Supplement	
Street 2	1901 S OAK STREET SUITE A						

Section: BANK DATA

Field	Value	Field	Value	Field	Value
Bank name	JPMORGAN CHASE BANK, NA	Bank Key	071000013	Bank Ctry	US
Bank acct	*****	Coll. auth.		Part. Bank	
SWIFT code		Reference		BankBranch	
Acct hold.		Valid from			

You will then get the option for the PDF Printer. You do not need to select anything on this screen, simply click on the green checkmark.



Then a screen print will appear and all you need to do is select your option to print.

