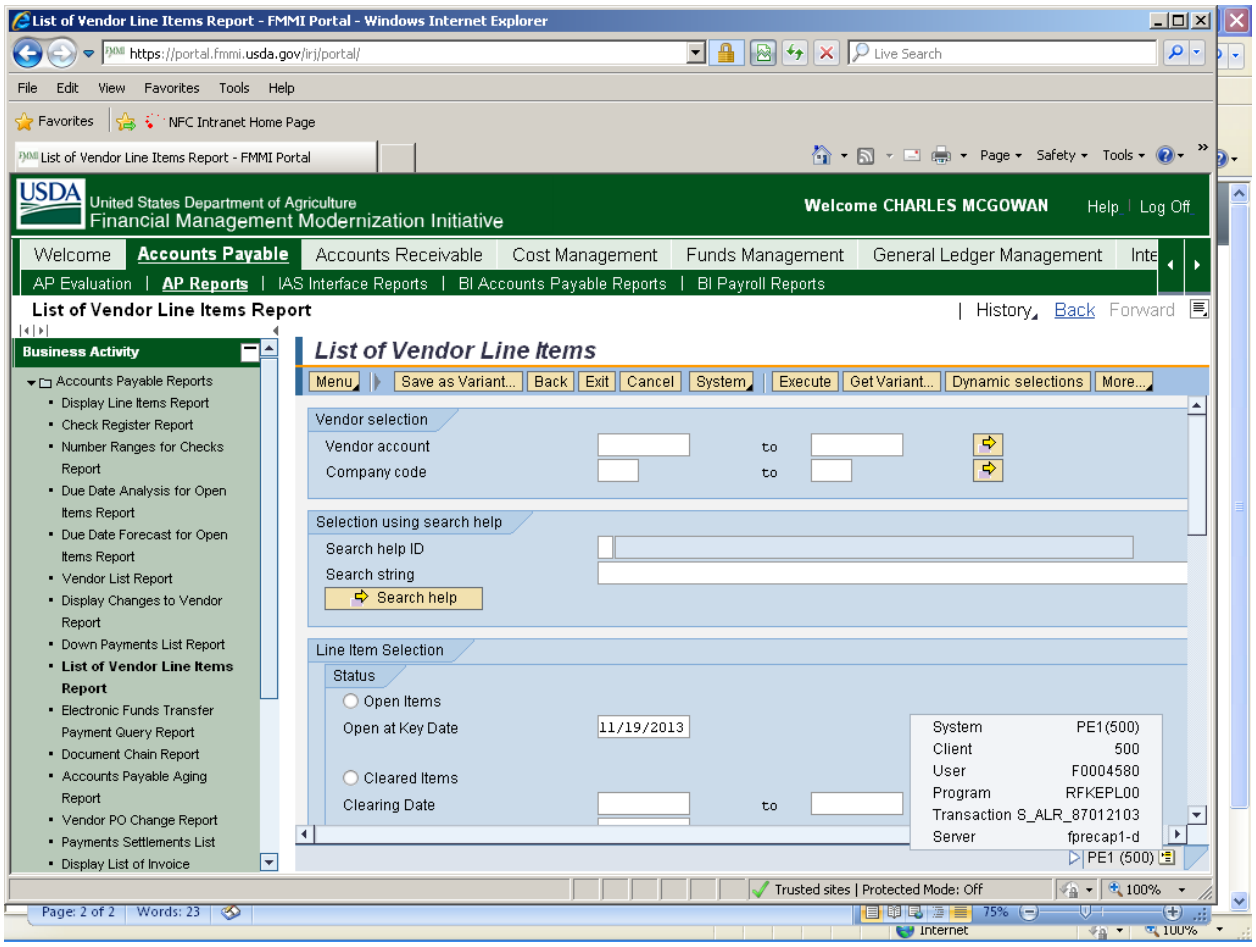
How to Run a Vendor Line Item Report in FMMI
For Open SmartPay Credit Memos

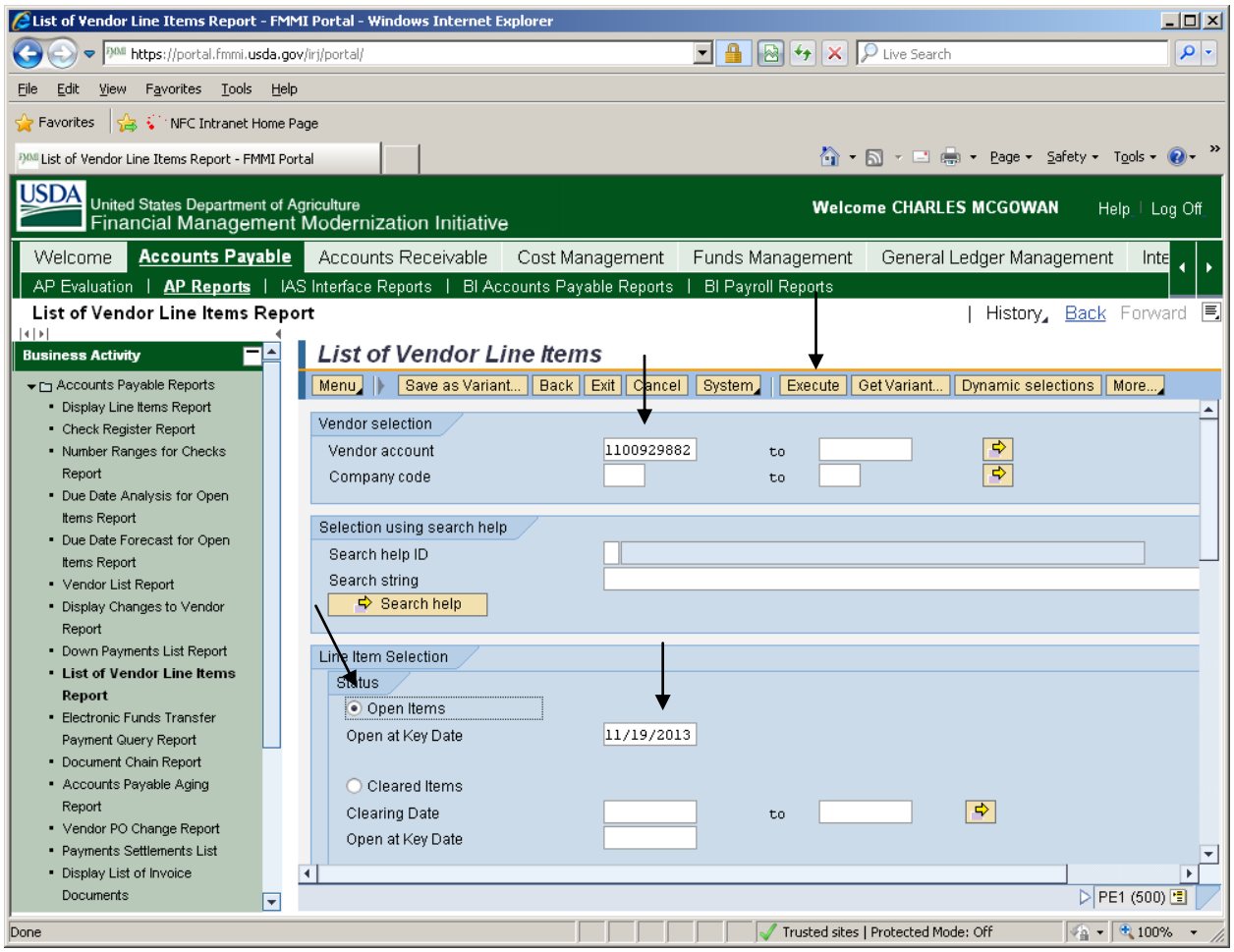
Note: Open items (documents) are documents that have posted but have not been cleared (picked up in Certifications disbursement job). These documents do not have a Treasury In-Transit (TI) document associated with them.

11/19/13

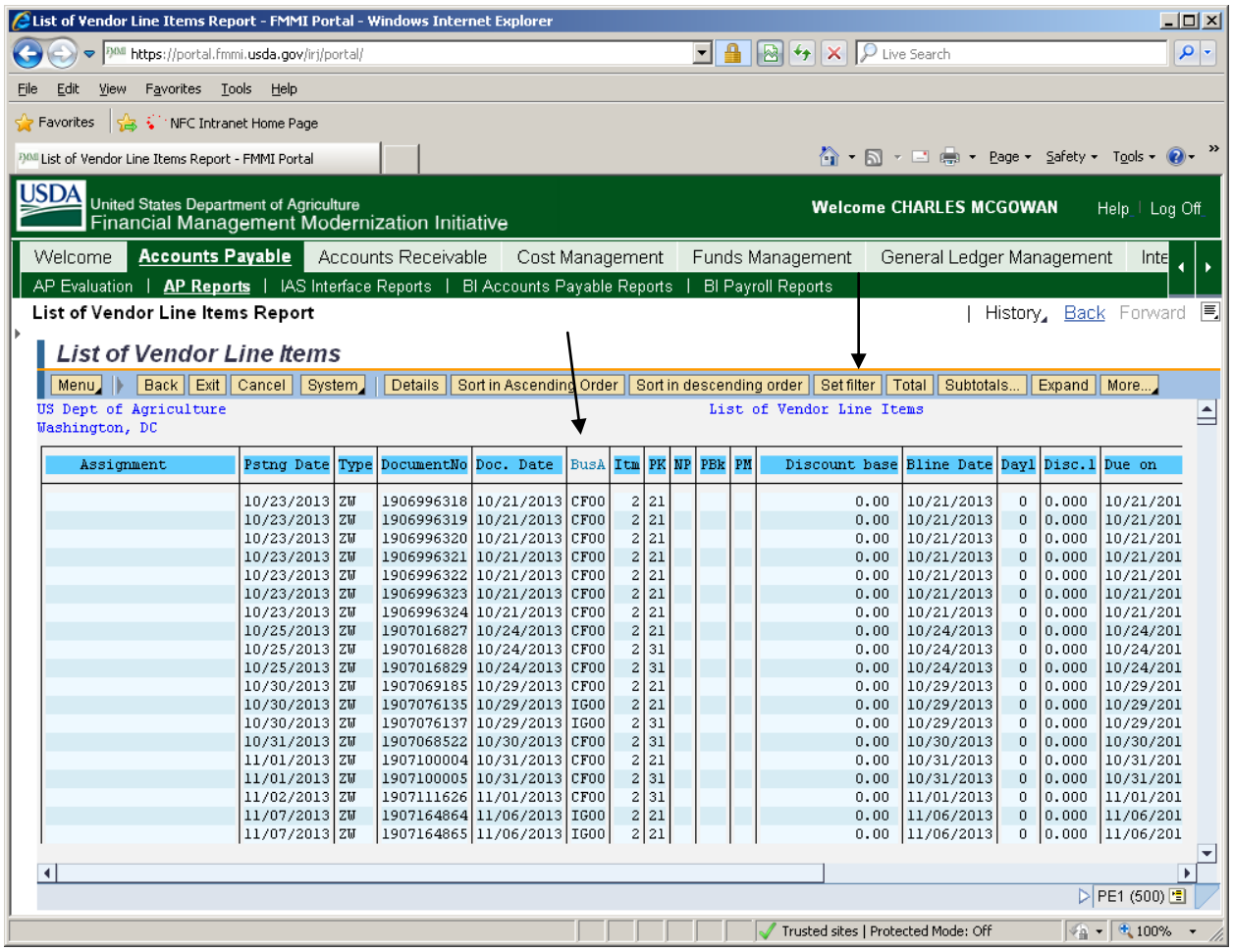
Go to Accounts Payable/AP Reports/List of Vendor Line Items Report; transaction code S_ALR_87012103.



Type the vendor code for US Bank purchase card and fleet card transactions (1100929882) in the Vendor account field and ensure Open Items is selected. The current date is displayed as the default; to see what was open on a different date, simply change the date. Click Execute or press F8.

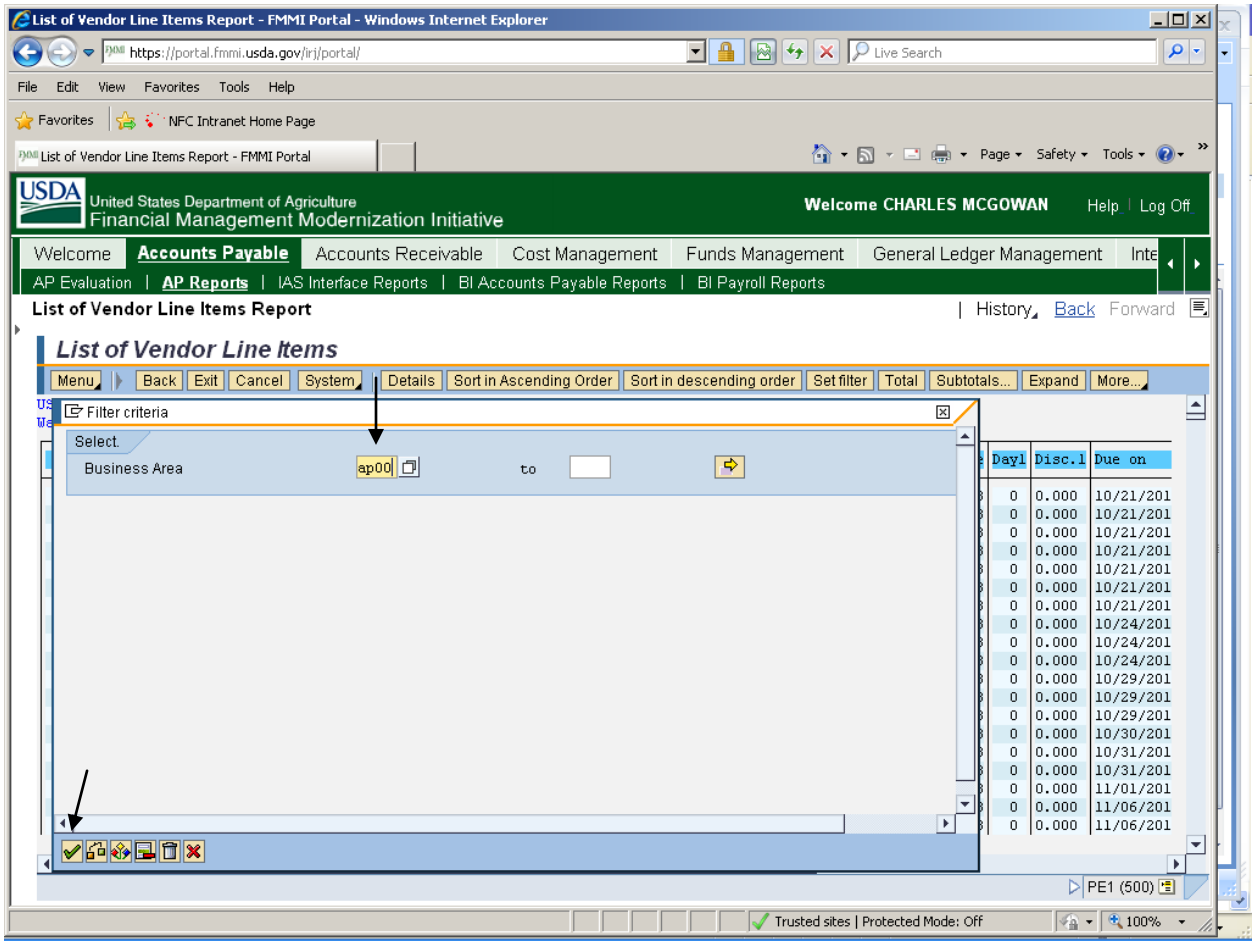


The following list is displayed. To display a specific Agency, filter the business area. Left click on BusA, then click Set Filter.

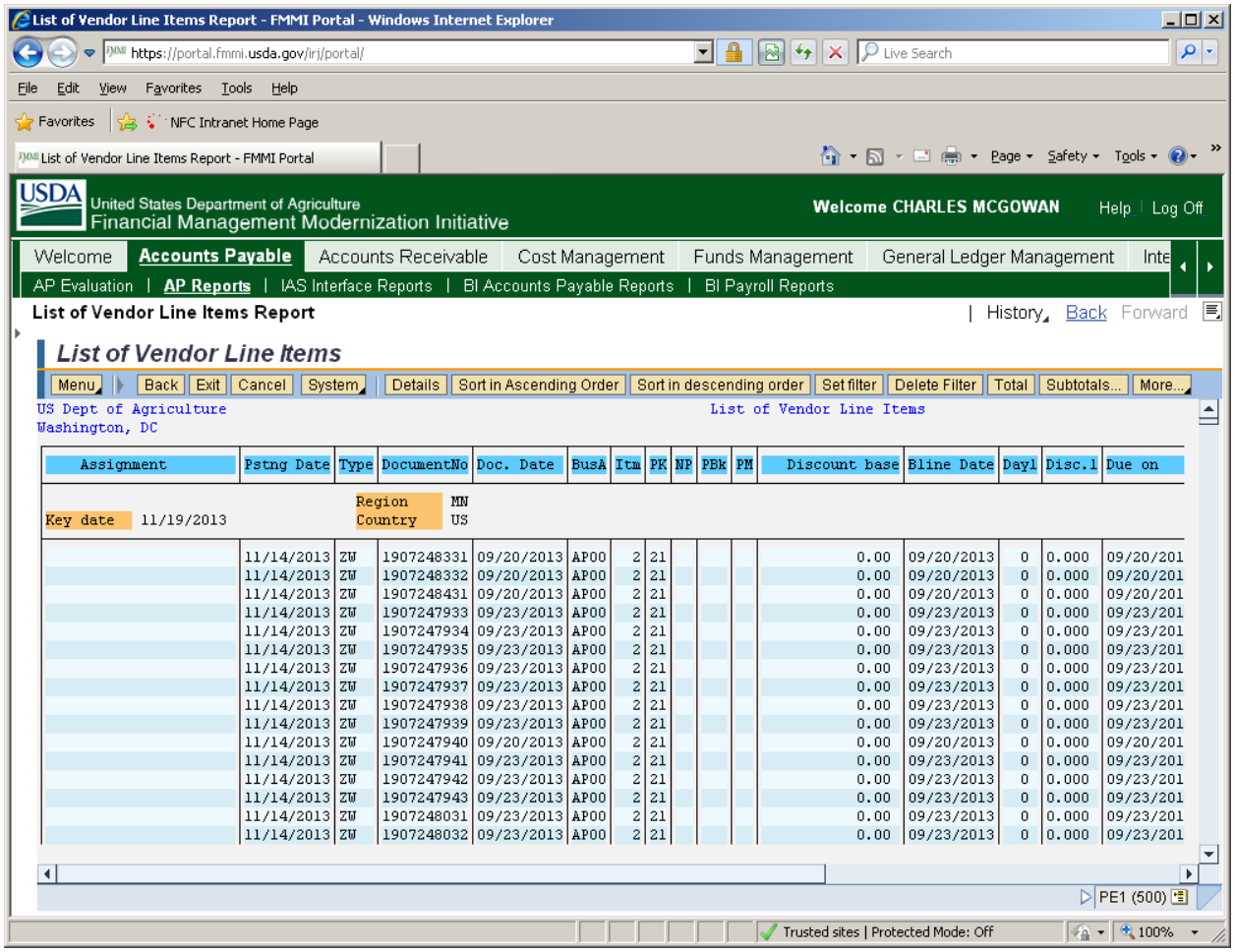


Assignment	Pstng Date	Type	DocumentNo	Doc. Date	BusA	Itm	PK	NP	PBk	PM	Discount base	Bline Date	Dayl	Disc.1	Due on
	10/23/2013	ZW	1906996318	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996319	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996320	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996321	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996322	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996323	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996324	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/25/2013	ZW	1907016827	10/24/2013	CF00	2	21				0.00	10/24/2013	0	0.000	10/24/201
	10/25/2013	ZW	1907016828	10/24/2013	CF00	2	31				0.00	10/24/2013	0	0.000	10/24/201
	10/25/2013	ZW	1907016829	10/24/2013	CF00	2	31				0.00	10/24/2013	0	0.000	10/24/201
	10/30/2013	ZW	1907069185	10/29/2013	CF00	2	21				0.00	10/29/2013	0	0.000	10/29/201
	10/30/2013	ZW	1907076135	10/29/2013	IG00	2	21				0.00	10/29/2013	0	0.000	10/29/201
	10/30/2013	ZW	1907076137	10/29/2013	IG00	2	31				0.00	10/29/2013	0	0.000	10/29/201
	10/31/2013	ZW	1907068522	10/30/2013	CF00	2	31				0.00	10/30/2013	0	0.000	10/30/201
	11/01/2013	ZW	1907100004	10/31/2013	CF00	2	21				0.00	10/31/2013	0	0.000	10/31/201
	11/01/2013	ZW	1907100005	10/31/2013	CF00	2	31				0.00	10/31/2013	0	0.000	10/31/201
	11/02/2013	ZW	1907111626	11/01/2013	CF00	2	31				0.00	11/01/2013	0	0.000	11/01/201
	11/07/2013	ZW	1907164864	11/06/2013	IG00	2	21				0.00	11/06/2013	0	0.000	11/06/201
	11/07/2013	ZW	1907164865	11/06/2013	IG00	2	21				0.00	11/06/2013	0	0.000	11/06/201

Type the desired Agency code, then click the green check mark.

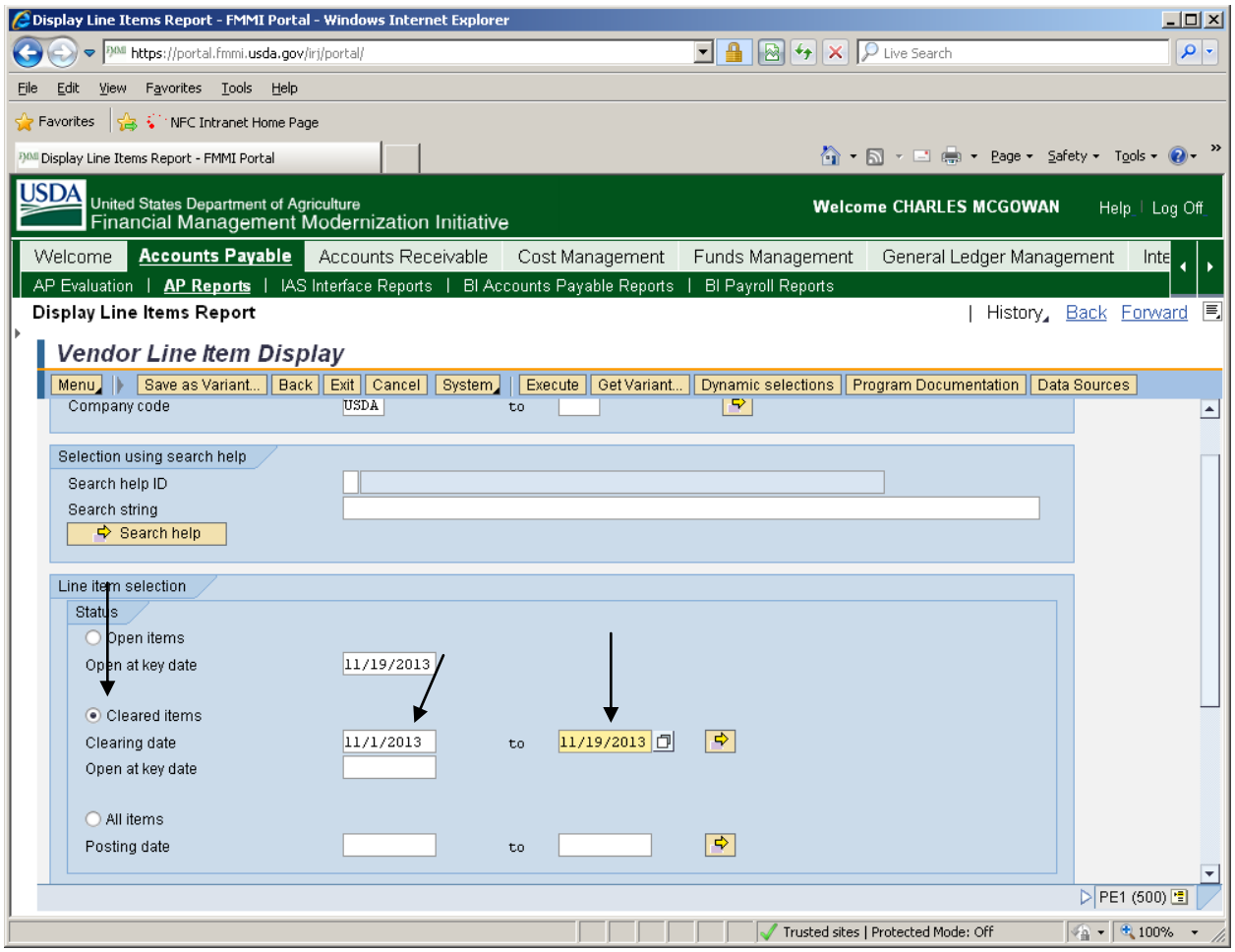
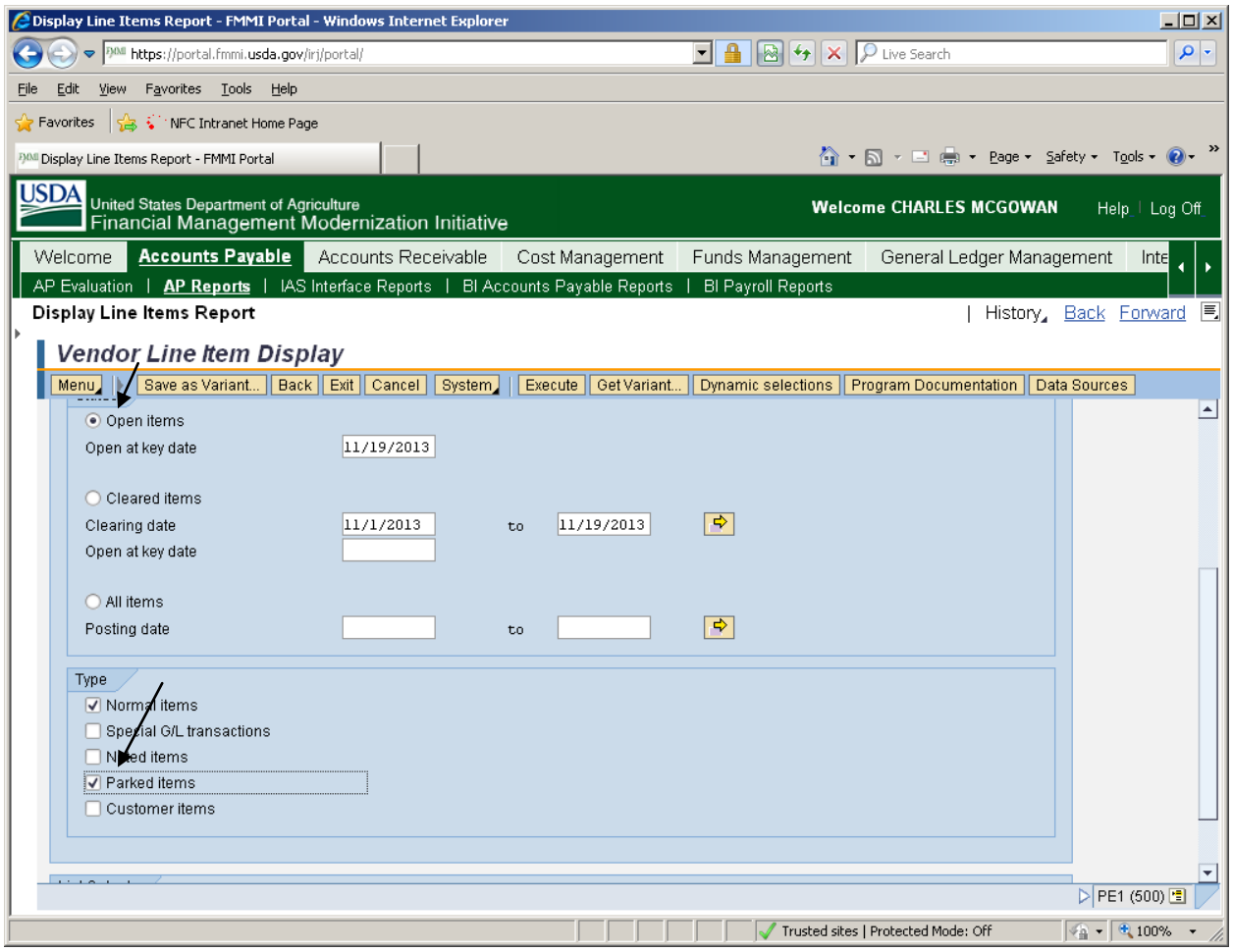


Only the documents for the selected Agency are displayed.



Assignment	Pstng Date	Type	DocumentNo	Doc. Date	BusA	Itm	PK	NP	PBk	PM	Discount base	Bline Date	Dayl	Disc.l	Due on
	11/14/2013	ZW	1907248331	09/20/2013	AP00	2	21				0.00	09/20/2013	0	0.000	09/20/201
	11/14/2013	ZW	1907248332	09/20/2013	AP00	2	21				0.00	09/20/2013	0	0.000	09/20/201
	11/14/2013	ZW	1907248431	09/20/2013	AP00	2	21				0.00	09/20/2013	0	0.000	09/20/201
	11/14/2013	ZW	1907247933	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247934	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247935	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247936	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247937	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247938	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247939	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247940	09/20/2013	AP00	2	21				0.00	09/20/2013	0	0.000	09/20/201
	11/14/2013	ZW	1907247941	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247942	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247943	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907248031	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907248032	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201

Use this report to show payments to any vendor. To see payments that have disbursed, select Cleared Items in the first screen. For vendors with a large volume of payments, e.g., US Bank, Verizon, or MetTel, provide beginning and ending dates, or FMMI will time out while attempting to pull all the documents. For SmartPay documents, it is recommended no more than 2 months are run at a time; even that will take longer for FMMI to complete.



To see parked documents, select Open items and click Parked items in the Type section.