Address Book Long Number Search
(Used to find all AB #'s in a City for a Multi-Location Vendor)

Navigation
Accounts Payable > Payables > Voucher Processing > Voucher Entry > Voucher Entry without PO

Process
1) On the Voucher Entry without PO – Supplier Ledger Inquiry screen, click on the Visual Assist to the right of the Supplier Number field.

This will take you to the Address Book Long Number Search screen.
2) Enter some form of the vendor name in *Name Search*, flag *Display Address*, enter some form of the city in *Description Compressed*, then click *Find*.

In the example below, we are looking for the AB #’s for all Holiday Inn’s in Grand Island.

*Result*

The appropriate AB records will appear.

*NOTE: This process can start from almost any Accounts Payable screen where a Supplier Number field appears.*