

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.

The screenshot shows the JDE EDWARDS Voucher Entry without PO - Supplier Ledger Inquiry screen. The browser address bar displays the URL <https://www.nis.ne.gov/jde/servlet>. The screen includes a search form with the following fields and options:

- Supplier Number:
- Date From: Thru:
- Radio buttons: Invoice, G/L
- Checkboxes: Recurring, Summarize
- Radio buttons: Paid, Open, Withheld, All
- Batch Number: *

Below the search form, a message states "No records fetched." with a "Customize Grid" link. A table with the following columns is visible:

Document Number	Doc Type	Doc Fd	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Pay Stat	Supplier Number	Payee Number	Invoice Number	Full
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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.

JDE EDWARDS Address Book Long Number Search

Select Find Close Tools

Name Search Display Phone

Search Type Display Address

No records fetched. [Customize Grid](#)

Mailing Name	C M	Long Address	Industry Class	Sch Typ	Tax ID	Description Compressed
						GRAND

Result

The appropriate AB records will appear.

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