VENDOR MAINTENANCE USER MANUAL..... 1

VIEW PROCESSED FORMS..... 1

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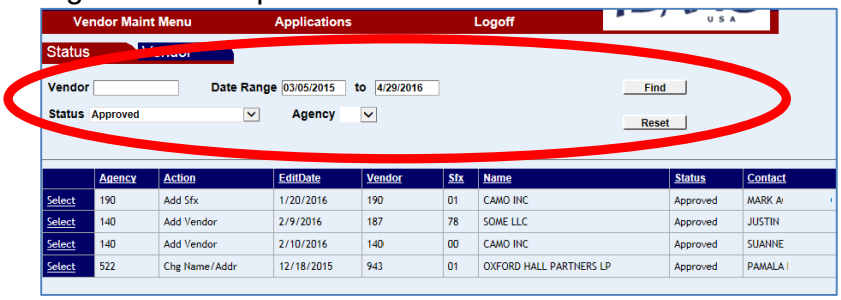
VIEW PROCESSED FORMS

A form that has been "processed" is one that has been either disapproved or approved by the State Controller's Office (SCO). The form can be reviewed and the form's history of who created and edited it, who approved it, and when it was created, edited, and approved can also be reviewed. Disapproved forms will be viewable only for 30 days from the date of disapproval. Approved documents will remain until an archive process is established.

1. From the **Vendor Maintenance** main menu, click **Processed**.
2. Enter the nine digit vendor number in the **Vendor** field. Do not add the suffix.
3. Select a date range from the calendars in the **Date Range** fields.
4. Select **Disapproved** or **Approved** from the **Status** drop down menu.
5. Click **Find**.
6. Click **Select** next to the vendor form you want to review.

Figure 1- Select processed forms



7. To view the form's history of who created and edited it, who approved it, and when it was created, edited, and approved, click the **History** button.

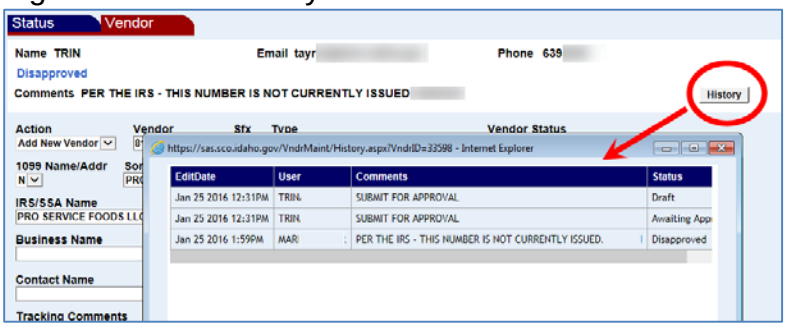



Figure 2 - Form History