



## **Vendor Payment Inquiry - FIN5100**



Table of Contents

Vendor Payment Inquiry - FIN5100 ..... i

Vendor Payment Inquiry - FIN5100 ..... 1



# Vendor Payment Inquiry - FIN5100

**Breadcrumbs > Breadcrumbs**


This tab displays the vendor check transaction listing. This is an inquiry page; therefore, you cannot create any transactions. If you are authorized in the Security Administration application, you can change the **File ID** field.

## Perform a vendor payment inquiry:

Under **Vendor Information**:

Field	Description
Perform a vendor PO inquiry.	<p><a href="#">Search for a record.</a></p> <p>In the <b>Vendor</b> field, begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor.</p> <p>Click <b>Retrieve</b>. The vendor information is displayed.</p> <p>If the vendor number is not known, click <b>Directory</b>. The Vendors directory is displayed.</p> <p>Type data in one or more of the search fields.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a vendor name from the list. Otherwise, click <b>Cancel</b>.</p>

## Other functions and features:

	<p><a href="#">Delete a row.</a></p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p>
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