

Vendor Payment Inquiry - FIN5100

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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.	Search for a record. In the **Vendor** 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. Click **Retrieve**. The vendor information is displayed. If the vendor number is not known, click **Directory**. The Vendors directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor name from the list. Otherwise, click **Cancel**.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.