



Vendor PO Inquiry - FIN5100

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This tab displays the vendor PO transaction listing. This is an inquiry page only; 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 purchase order inquiry:

Under **Vendor Information**:

Field	Description
Perform a vendor PO inquiry.	<p>Search for a record.</p> <p>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.</p> <p>Click Retrieve. The vendor information is displayed.</p> <p>If the vendor number is not known, click Directory. The Vendors directory is displayed.</p> <p>Type data in one or more of the search fields.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select a vendor name from the list. Otherwise, click Cancel.</p>

Under **PO Dates**:

From	Type a from date in the MMDDYYYY format to filter the vendor list by purchase order date.
To	Type a to date in the MMDDYYYY format to filter the vendor list by purchase order date.
File ID	Click  to select a file ID. The default file ID is C.

Click **Retrieve** to retrieve all purchase orders within the sort or filter criteria. If there are purchase orders for two or more transactions, totals for the **Encumbered**, **Liquidated**, and **Outstanding Balance** columns display in the **Totals** fields at the bottom of the data page.]

Other functions and features:

Clear Dates	Click to clear the purchase order From and To dates from the previous inquiry.
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Print	<p>Click to display the Vendor PO Inquiry report. Review the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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