



# Vendor PO Inquiry - FIN5100



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## Finance > Inquiry > Vendor Inquiry > Vendor PO Inquiry


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
<b>Perform a vendor PO inquiry.</b>	<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>

Under **PO Dates**:

<b>From</b>	Type a from date in the MMDDYYYY format to filter the vendor list by purchase order date.
<b>To</b>	Type a to date in the MMDDYYYY format to filter the vendor list by purchase order date.
<b>File ID</b>	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:


<b>Clear Dates</b>	Click to clear the purchase order <b>From</b> and <b>To</b> dates from the previous inquiry.
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**Print**


Click to display the Vendor PO Inquiry report. [Review the report.](#)

**Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

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.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.