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.	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**.

❑ 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.

<div ident> 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. <div>

Other functions and features:

Clear Dates	Click to clear the purchase order **From** and **To** dates from the previous inquiry.
Print	Click to print the report. Review the report.