



# Vendor YTD Amounts Inquiry - FIN5100



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# Vendor YTD Amounts Inquiry - FIN5100

**Finance > Inquiry > Vendor Inquiry > Vendor YTD Amounts Inquiry**

This tab displays paid vendor YTD transaction amounts. This is an inquiry page only; therefore, you cannot create any transactions.

## Perform a vendor year-to-date amounts 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. Select a vendor name from the list. Otherwise, click <b>Cancel</b>.</p>

Under **Check Dates:**

<b>From</b>	Type a date in the MMDDYYYY format.
<b>To</b>	Type a date in the MMDDYYYY format.
<b>Greater Than Amount</b>	Type the beginning dollar value to display all values higher than this amount.

Under **Sort By:**

<b>Vendor Name</b>	Select to sort the data by the vendor name.
<b>Vendor Number</b>	Select to sort the data by the vendor number.
<b>Amount Select</b>	Select to sort by YTD amounts.
<b>Retrieve</b>	Click to retrieve a list of all check transaction amounts associated with the selected vendor (and any specific sort or filter criteria) is displayed in the grid section of the tab. The <b>Total Expenditure Amt, Total Liq Encum Amt, and Total Number of Vendors</b> fields are displayed at the bottom of the data page.

Click **Print** 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.

### **Other functions and features:**

<b>Clear Dates</b>	Click to clear the check <b>From</b> and <b>To</b> dates from the previous inquiry.
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