Vendor YTD Amounts Inquiry - FIN5100

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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:

Click **Retrieve** to retrieve a list of all vendors and their check transaction amounts.

To sort the data, select **Vendor Name**, **Vendor Number**, or **Amount**, and click **Retrieve** again.

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**.

Under **Check Dates**:

From	Type a from date in the MMDDYYYY format to filter the vendor list by check date.
To	Type a to date in the MMDDYYYY format to filter the vendor list by check date.

Greater Than Amount	Type the beginning dollar value to display all values higher than this amount.

Under **Sort By**:

Vendor Name	Select to sort the data by the vendor name.
Vendor Number	Select to sort the data by the vendor number.
Amount Select	Select to sort by YTD amounts.

Retrieve	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 **Total Expenditure Amt**, **Total Liq Encum Amt**, and **Total Number of Vendors** 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:

Clear Dates	Click to clear the check **From** and **To** dates from the previous inquiry.