


# 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:

❑ 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** | 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.<br>Click **Retrieve**. The vendor information is displayed.<br><br>If the vendor number is not known, click **Directory**. The Vendors directory is displayed.<br>Type data in one or more of the search fields.<br>Click **Search**. A list of data that matches the search criteria is displayed.<br>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. |

❑ Click **Retrieve** to retrieve a list of all check transactions associated with the selected vendor and any specific sort/filter criteria. The **Total Expenditure Amt**, **Total Liq Encum Amt**, and **Total Number of Vendors** fields are displayed at the bottom of the data page.

## Other functions and features:

| | |
|---|---|
| **Clear Dates** | Click to clear the check **From** and **To** dates from the previous inquiry. |
| **Print** | Click to display the Vendor YTD Amounts Inquiry report. Review the report. |