

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.	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.

❑ 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.