



# Vendor Payment Inquiry - FIN5100



# Table of Contents

**Vendor Payment Inquiry - FIN5100** ..... 1



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## Breadcrumbs > Breadcrumbs

This tab displays the vendor check transaction listing. This is an inquiry page; 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 payment inquiry:

[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**\*\*NOTE:**

### Other functions and features:

 <a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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## Back Cover