



## **Vendor Payment Inquiry - FIN5100**



Table of Contents

Vendor Payment Inquiry - FIN5100 ..... 1



# Vendor Payment Inquiry - FIN5100

## 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:

Under **Vendor Information**:

Field	Description
<b>Perform a vendor PO inquiry.</b>	<a href="#">Search for a record.</a> 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. Click <b>Retrieve</b> . The vendor information is displayed.  If the vendor number is not known, click <b>Directory</b> . The Vendors directory is displayed. Type data in one or more of the search fields. 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> .

## 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.
---	---



## Back Cover