


# Vendor Payment Inquiry - FIN5100

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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 |
|---|---|
| **Perform a vendor PO inquiry.** | Search for a record.<br>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 **Payments Dates**:

| | |
|---|---|
| **From** | Type a from date in the MMDDYYYY format to filter the vendor list by payment date. |
| **To** | Type a to date in the MMDDYYYY format to filter the vendor list by payment date. |

Under **Check Number**:

| | |
|---|---|
| **From** | Type a check number. The field can be a maximum of six digits. |
| **To** | Type a check number. The field can be a maximum of six digits. |
| **File ID** | Click ⌄ to select a file ID. The default file ID is C. |

Under **Transaction Type**:

| | |
|---|---|
| **Include Check Transactions** | Select to include check transactions for the vendor. |
| **Include Credit Card Transactions** | Select to include credit card transactions for the vendor. |
| **Retrieve** | Click to retrieve a list of all check transactions associated with the selected vendor (and any specific sort or filter criteria) is displayed in the grid section of the tab. The **Total Expend Amt** and **Total Liquidated Amt** fields are displayed at the bottom of the data page. |

Click **Print** to display the Vendor Payment Inquiry report.

Review the report.

**Review the report using the following buttons**:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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 dates of a previous inquiry from the **From** and **To** fields. |


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