



## **Vendor Payment Inquiry - FIN5100**



# Table of Contents

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



# Vendor Payment Inquiry - FIN5100

## Finance > Inquiry > Vendor Inquiry > Vendor Payment Inquiry

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>	<p><a href="#">Search for a record.</a></p> <p>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.</p> <p>Click <b>Retrieve</b>. The vendor information is displayed.</p> <p>If the vendor number is not known, click <b>Directory</b>. The Vendors directory is displayed.</p> <p>Type data in one or more of the search fields.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a vendor name from the list. Otherwise, click <b>Cancel</b>.</p>

Under **Payments Dates**:

<b>From</b>	Type a from date in the MMDDYYYY format to filter the vendor list by payment date.
<b>To</b>	Type a to date in the MMDDYYYY format to filter the vendor list by payment date.

Under **Check Number**:







<b>From</b>	Type a check number. The field can be a maximum of six digits.
<b>To</b>	Type a check number. The field can be a maximum of six digits.
<b>File ID</b>	Click  to select a file ID. The default file ID is C.

Under **Transaction Type**:

<b>Include Check Transactions</b>	Select to include check transactions for the vendor.
<b>Include Credit Card Transactions</b>	Select to include credit card transactions for the vendor.

Click **Retrieve** 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.

## Other functions and features:

<b>Clear Dates</b>	Click to clear the check dates of a previous inquiry from the <b>From</b> and <b>To</b> fields.
<b>Print</b>	<p>Click to display the Vendor Payment Inquiry report. <a href="#">Review the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click <b>X</b> to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>



## Back Cover