ASCENDER GUIDES

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. 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 **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.

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:

Clear Dates	Click to clear the check dates of a previous inquiry from the **From** and **To** fields.
Print	Click to display the Vendor Payment Inquiry report. Review the report. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click 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.


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