



ASCENDER GUIDES



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 |
|-------------------------------------|--|
| Perform a vendor PO inquiry. | <p>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.</p> <p>Click Retrieve. The vendor information is displayed.</p> <p>If the vendor number is not known, click Directory. The Vendors directory is displayed.</p> <p>Type data in one or more of the search fields.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select a vendor name from the list. Otherwise, click Cancel.</p> |

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.](#)



Back Cover