



# 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
<b>Perform a vendor PO inquiry</b>	<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 MM-DD-YYYY format to filter the vendor list by payment date.
<b>To</b>	Type a to date in the MM-DD-YYYY 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.
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