



# Vendor PO Inquiry - FIN5100



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This tab displays the vendor PO transaction listing. This is an inquiry page only; 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 purchase order 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 **PO Dates:**

<b>From</b>	Type a from date in the MM-DD-YYYY format to filter the vendor list by purchase order date.
<b>To</b>	Type a to date in the MM-DD-YYYY format to filter the vendor list by purchase order date.
<b>File ID</b>	Click  to select a file ID. The default file ID is C.

Click **Retrieve** to retrieve all purchase orders within the sort/filter criteria.

If there are purchase orders for two or more transactions, totals for the **Encumbered**, **Liquidated**, and **Outstanding Balance** columns display in the **Totals** fields at the bottom of the data page.

### Other functions and features:

<b>Clear Dates</b>	Click to clear the purchase order <b>From</b> and <b>To</b> dates from the previous inquiry.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>



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