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
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 **PO Dates**:

From	Type a from date in the MMDDYYYY format to filter the vendor list by purchase order date.
To	Type a to date in the MMDDYYYY format to filter the vendor list by purchase order date.
File ID	Click ⌄ to select a file ID. The default file ID is C.

Click **Retrieve** to retrieve all purchase orders within the sort or 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:

Clear Dates	Click to clear the purchase order **From** and **To** dates from the previous inquiry.

Print	Click to display the Vendor PO Inquiry report. Review the report.
	Review the report using the following buttons:
	Click [First] to go to the first page of the report.
	Click ◀ to go back one page.
	Click ▶ to go forward one page.
	Click [Last] 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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