



# 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 MMDDYYYY format to filter the vendor list by purchase order date. |
| <b>To</b>      | Type a to date in the MMDDYYYY 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 or filter criteria.

<div ident> 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. </div>

## 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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