



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	<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 **PO Dates**:

From	Type a from date in the MM-DD-YYYY format to filter the vendor list by purchase order date.
To	Type a to date in the MM-DD-YYYY 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/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 print the report. Review the report.



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