



## Vendor YTD Amounts Inquiry - FIN5100



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## Finance > Inquiry > Vendor Inquiry > Vendor YTD Amounts Inquiry

This tab displays paid vendor YTD transaction amounts. This is an inquiry page only; therefore, you cannot create any transactions.

### Perform a vendor year-to-date amounts inquiry:

☐ Click **Retrieve** to retrieve a list of all vendors and their check transaction amounts.

To sort the data, select **Vendor Name**, **Vendor Number**, or **Amount**, and click **Retrieve** again.

☐ 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 **Check Dates**:

<b>From</b>	Type a from date in the MM-DD-YYYY format to filter the vendor list by check date.
<b>To</b>	Type a to date in the MM-DD-YYYY format to filter the vendor list by check date.
<b>Greater Than Amount</b>	Type the beginning dollar value to display all values higher than this amount.

☐ Under **Sort By**:

<b>Vendor Name</b>	Select to sort the data by the vendor name.
<b>Vendor Number</b>	Select to sort the data by the vendor number.
<b>Amount Select</b>	Select to sort by YTD amounts.

☐ Click **Retrieve** to retrieve a list of all check transactions associated with the selected vendor and any specific sort/filter criteria. The **Total Expenditure Amt**, **Total Liq Encum Amt**, and **Total Number of Vendors** fields are displayed at the bottom of the data page.

**Other functions and features:**

<b>Clear Dates</b>	Click to clear the check <b>From</b> and <b>To</b> dates from the previous inquiry.
<b>Print</b>	Click to display the Vendor YTD Amounts Inquiry report. <a href="#">Review the report.</a>



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