



Vendor YTD Amounts Inquiry - FIN5100

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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:

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 **Check Dates**:

From	Type a date in the MMDDYYYY format.
To	Type a date in the MMDDYYYY format.
Greater Than Amount	Type the beginning dollar value to display all values higher than this amount.

Under **Sort By**:

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

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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